Remote Workshop Checklist

Before the Workshop

- ☐ Make two agendas: an overview for your participants and a detailed version for yourself

- ☐ Set up the collaboration tool (ex. Miro) to be ready for the workshop

- ☐ Send email to participants with: Objective of workshop, tools you'll be using, the agenda, and a quick list of tips

- ☐ Create a document for your team members to take notes

- ☐ Ask if your participants have any questions and if they've had remote technology issues in the past

- ☐ Plan for any issues you foresee happening with your technology or tools

During the Workshop

- ☐ State a clear objective for the workshop

- ☐ Onboard the team to the tools you're using—providing tips and answering questions

- ☐ Set etiquette, goals, and expectations for participation

- ☐ Review the workshop agenda

- ☐ Check in with your participants throughout the workshop

- ☐ Review immediate next steps in the project timeline

After the Workshop

- ☐ Send out a summary email and/or deliverable

- ☐ Ask for feedback, corrections, and encourage more conversation