

VIRTUAL WORKSHOP FACILITATION 6-STEP PROCESS

Step 1: Introduction

DETERMINE OBJECTIVES & DESIRED OUTCOMES

Your first call is with Brent Gleeson, Founder & CEO and Wes Pingree, Director of Business Development. TPL wants to understand your vision, goals and desired outcomes of the event. We will discuss our process, experience, and workshop format.

Step 4: Event Coordination

PRE-EVENT COMMUNICATION

TPL's Senior Director of Client Services, Dyan Crace will be your main point of contact. She will stay in close contact with you leading up to the event for pre-event calls, logistics, and event agenda details.

Step 2: Alignment

REVIEW TOPIC, FORMAT & DURATION

Our workshops are 60-90 minutes long. Based on your goals and objectives we will determine what workshop is best for your team. We will gain alignment on the core topics you hope to address in the workshop. We may ask for a SWOT analysis to help in this process.

Step 5: Zoom Video Conference

EVENT DAY FACILITATION

The TPL team will send all workshop participants ground rules and the workshop agenda 2 hours before start time. We require the event coordinator to jump on the zoom call at least 15 minutes before the workshop to confirm the connection is solid.

Step 3: Event Agreement

REVIEW, SIGN, AND RETURN THE AGREEMENT

Our event agreement includes all the event details and payment terms. A deposit is due upon signature of the agreement.

Step 6: Debrief & Feedback

AFTER EVENT DEBRIEF & DELIVERABLE

TPL will gather notes and action items that come from the workshop and provide you with an after-action report and recommendations. This report will be sent within 1 week of the event. We will schedule an after event debrief.