

T 6

Sample Agenda: Official Launching Workshop

Summary: This tool is a sample agenda of a launching workshop. It shows the main items that should be discussed and provides a suggestion of how the event can be structured. Using the Word document, the agenda can easily be developed and adapted according to the specific context.

Application Within the Planning Process:

Step 2: Launch of the Planning Process

Related Tools:

- T3** Participatory Assessment Methods
- T4** Organising Meetings, Events and Workshops
- T5** Stakeholder Analysis
- T7** PowerPoint Slides: CLUES Presentation
- T8** Problem Tree Analysis

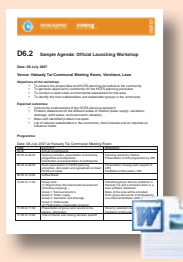
Purpose In CLUES step 2, a half-day community workshop is foreseen to officially launch the planning process. This tool illustrates the objectives and contents of such a workshop and provides guidance on how to conduct it.

How to use this tool? The sample agenda in **Document D6.1** originates from the launching workshop of the Hatsady Tai HCES case study, which was held in Vientiane (Laos). By editing the Word version (**D6.2**) you can adapt the agenda to the programme and goals of your own launching workshop. **Tool T4** contains practical information for the organisation of the workshop and a checklist of required equipment. **T3, T5, T7** and **T8** can help you prepare the different activities scheduled for this workshop.

Resources



Document D6.1:
*Agenda of the Launching
Workshop in Hatsady Tai, Laos
2007*
[D6.1.pdf](#)



Document D6.2:
*Agenda of the Launching
Workshop in Hatsady Tai, Laos
2007*
[D6.2.doc](#)