

Name of activity:

Developed by: (Name, Surname, Country)

Summary of the activity:

Themes/Issues addressed (that the activity tackles)	
Target group: (For who are you making the activity and who can use it?)	
Aims and Objectives: (What do you want to accomplish by implementing the activity?)	
Learning outcomes: (What are the outcomes and results that will be produced by implementing the activity? What participants will get from it? e.g. knowledge, skills, change of attitudes, raised awareness, new methods etc.)	
Group size: (What is the most suitable number of participants for activity?)	
Time: (in minutes)	
Instructions:	



(Detailed explanation of the activity. Step-by-step instructions what participants should do. Please be as specific and detailed as much as possible and include the timing)	
Debriefing and evaluation: (How will you debrief and evaluate the results of the activity at the end? Provide questions for debriefing and evaluation)	
Space requirements and training materials: (How big space and what materials you need for the activity? e.g. conference room, pens, markers, papers, handouts)	
Tips for facilitators: (Any remarks or tips that facilitators of this activity could use or follow for best implementation)	