







## ABCD SCANNING TOOL CHECKLIST

**CHECKLIST** Where in the process am I?

1. Do I need to include any external experts or/and partners in the process? Whom else should I invite?

**2. Is my target group** (project audience) **clearly defined?** 

**3. Do I need to conduct any activities before the worksho**p? (i.e.: pre-survey, pre-session with the potential audience).

4. **Did I select the right tools & methods?** Do I know what outcomes to expect? Can I guide the audience on how to use it?

## 5. Do I know how to collect feedback?

What kind of questions will I ask and why? How will I use the feedback?

6. Do I need to add any extra elements to the existing format? (i.e.: networking, animated breaks etc.)

**7. Am I aware of my facilitation style?** Will I use some of the suggestions from the learning outcome element?

**8. Did I secure the right budget?** (i.e.: for catering, expert salary etc.)

<b>No</b> , I still need to work on it	<b>Maybe</b> , I need to work on it more	<b>Yes</b> , I got what it takes
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