







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 workshop? (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.)

No , I still need to work on it	Maybe , I need to work on it more	Yes , I got what it takes
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