

# Planning worksheet 1

<b>Information Sharing Session</b>				
Information Sharing Objective/s: what information do you want to share with whom?				
<b>Strategies</b> (How to share the information to reach the objective)	<b>Actions/Activities</b> (What to do, how you are going to present the session)	<b>Resources required</b> (Who will do it? What is needed)	<b>Time frame</b> (For session)	<b>Evaluation</b> (What will be measured and how?)