



**Table 1: Workplan sample for CAAP facilitators**

Task Number	Location	Activity	Time and Date	To-do (by what time)	Person Responsible	Notes
1		Preparation				
2		Day 1: Morning session				
		<i>Exercise 1</i>				
		<i>Exercise 2</i>				
		<i>Exercise 3</i>				
3		Day 1: Afternoon session				
4		Day 2: Morning session				