

# MASTERCLASS PLANNING TEMPLATE

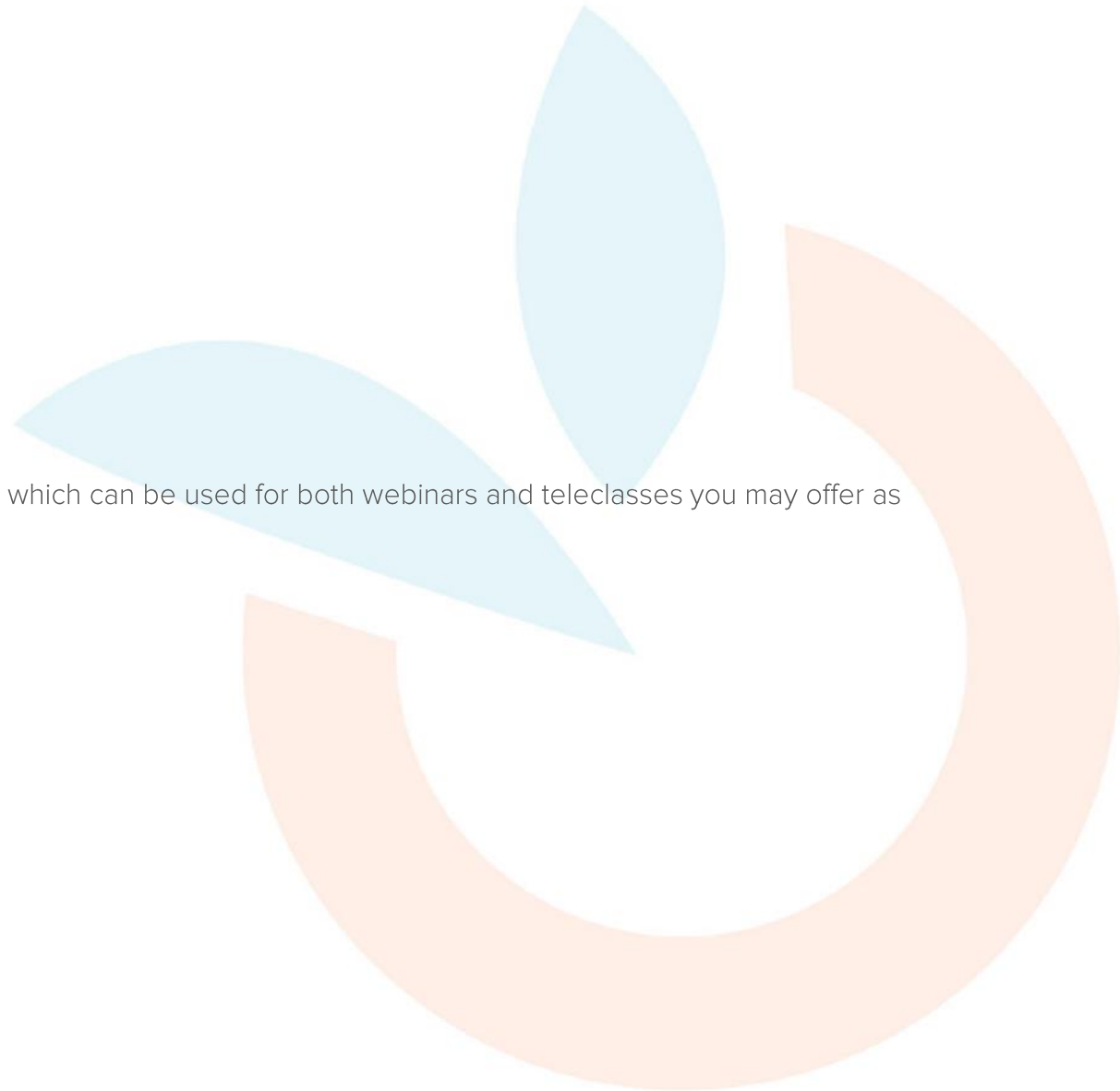




## INTRODUCTION

I've put together a masterclass planning template which can be used for both webinars and teleclasses you may offer as part of a program, course or something else.

*Sharon Hayes*



## MASTERCLASS PLANNER

ITEM	ENTER CONTENT HERE
Title	
Who is this for?	
Masterclass Topic	
Masterclass Outcome	
3-5 Sub-Outcomes	

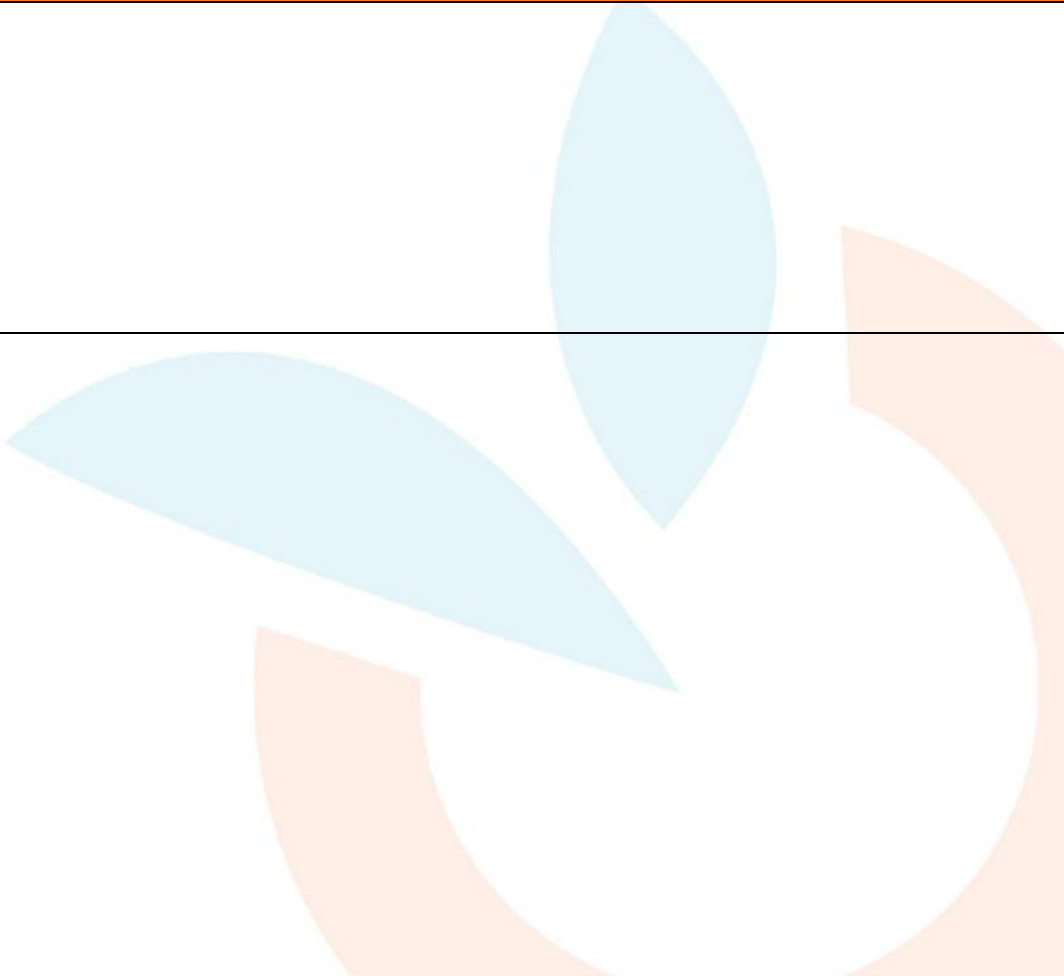
## SYSTEMS

ITEM	ENTER CONTENT HERE
Registration URL	
Thank you URL	

ACTION ITEM	WHO?	COMPLETED?
Opt-in form created		
Integrated with System		
Confirmation email written		
Confirmation email uploaded		
Call reminders written		
Call reminders uploaded		

## MASTERCLASS CONTENT

ITEM	ENTER CONTENT HERE
<p><b>0-3 minutes</b> Welcome them + Call topic</p>	
<p><b>3-8 minutes</b> Overview of outcome &amp; sub-outcomes</p>	





ITEM	ENTER CONTENT HERE
<p><b>8-13 minutes</b> Personal introduction</p>	


ITEM	ENTER CONTENT HERE
<p><b>13-23 minutes</b> Topic #1</p>	 A decorative graphic in the bottom right corner of the table cell. It features three light blue leaves of varying sizes and orientations, and a large, light orange circular arrow that curves around the bottom and right sides of the graphic.

ITEM	ENTER CONTENT HERE
<p><b>23-33 minutes</b> Topic #2</p>	 A decorative graphic in the bottom right corner of the table cell. It features three light blue leaves of varying sizes and orientations, and a large, light orange circular arrow that curves around the bottom and right sides of the graphic.



ITEM	ENTER CONTENT HERE
<p><b>33-38 minutes</b> Open loop or teaser for final topic Call to action</p>	 A decorative graphic in the bottom right corner of the table cell. It features three light blue leaves of varying sizes and orientations, and a large, light orange circular arrow that curves around the bottom and right sides of the graphic.

ITEM	ENTER CONTENT HERE
<p><b>38-48 minutes</b> Topic #3</p>	 A decorative graphic in the bottom right corner of the table cell. It features three light blue leaves of varying sizes and orientations, and a large, light orange circular arrow that curves around the bottom and right sides of the graphic.

ITEM	ENTER CONTENT HERE
<p><b>48-58 minutes</b> Recap Action Steps Next steps Call to action</p>	

ITEM	ENTER CONTENT HERE
<p><b>59-90 minutes</b> Optional: Q&amp;A</p>	 A decorative graphic in the bottom right corner of the table cell. It features three light blue leaves of varying sizes and orientations, and a large, light orange circular arrow that curves around the bottom and right sides of the graphic.