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

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