

Agenda (sample template*)

Workshop/Training Title: _____

Date: _____

Time: _____

Location: _____

Facilitator: _____

Expected Number of Participants: _____

Activity (Outline)	Estimated time	Method	Resources (speaker, materials, handouts)
Welcome and Introduction			
Learning objectives: 1. 2. 3.			
Warm-up Ice-breaker:			
Content Main points:			
Interactive experience, exercise Objective:			

Using the Independent Living Curriculum and Planning Volunteer Training

<p>Content</p> <p>Main points:</p>			
<p>Reflection activity</p> <p>Objective:</p>			
<p>Closing</p> <p>Notes:</p>			
<p>Training Evaluation/Feedback</p>			

* Revise this template as needed and outline your training notes. See the "Developing an Agenda" for more information on each of the activities listed above and resources.