

## Workshop Agenda

The agenda below provides you with an outline of the full-day Workshop. Be sure to review this agenda and determine whether you will insert any of the optional activities provided in the Facilitator Resource Section.

Step	Item	Time	Page
	15-minute breaks in the morning and afternoon, and a 45-minute lunch break	75 minutes	N/A
#1	Arrival of Participants	N/A	17
#2	Introductory Activities	40 minutes	19
#3	Roles and Responsibilities of Fearless Facilitators	30 minutes	24
#4	Preparation, Set-up, and Greeting Participants	55 minutes	27
#5	Facilitating a Session – Generating Discussion	45 minutes	32
#6	Facilitating a Session – Staying on Track: Making a Smooth Transition	40 minutes	43
#7	Facilitating a Session - Managing Disruptive Behaviors	120 minutes	49
#8	Facilitating a Session – Professional Presence	20 minutes	59
#9	After a Session	10 minutes	63
#10	Next Steps and Wrap-up	30 minutes	65

### Send an Invitation...

A sample invitation is on page 71 in the Facilitator Resource Section.