

**Agenda** (sample template\*)

Workshop/Training Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

<b>Activity</b> (Outline)	<b>Estimated time</b>	<b>Method</b>	<b>Resources</b> (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><b>Content</b> Main points:</p>			
<p><b>Reflection activity</b> Objective:</p>			
<p><b>Closing</b> Notes:</p>			
<p><b>Training Evaluation/Feedback</b></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.