Build the Workshop Agenda

Openings focus the audience and frame the content:
- welcome remarks and introductions
- a preview of the agenda
- a reminder of the goals and outcomes
- a review of the [group agreements](). Offer space for participants to agree to and, if time permits, to add to the group agreements.

Closings summarize and send the audience out thinking:
- a summary of the session
- an invitation for evaluation/feedback.
- prepared remarks, which may be a salient quote from the text, a poem, or other words of affirmation and encouragement

Working Agenda

Use a detailed working agenda for the facilitators and a simple bulleted agenda for participants. Here's an example of a layout of a working agenda:

Time	Who	Details	Resources	Prompts
Start/end times and estimated length of the section	Name of person(s) leading and supporting the section	The topic or key points covered in this section	Links, titles of books, names of worksheets, videos	Focus questions or discussion prompts

Engaging Activities

Mix up the type of activity, alternating input of information with discussion, and fun with more rigorous content.

- A facilitated discussion is more interactive than a lecture. With larger groups, it can help to use breakout out groups to encourage participants to participate comfortably.

- Consider the variety of ways that the participants can interact with the facilitators and each other. Set up different group sizes depending on the task at hand. Mix up participants in groups. Alternate information gathering with discussing innovation.
- Alternate fun activities with listening portions.
- Participants can learn, test, or practice their knowledge. They can pause and reflect on what they learned.

Interactive Activities

Be prepared to use interactive activities. Learn and keep on deck at least three of your favorite activities. They may have different purposes:

- Energizers are short, get the blood flowing or the brain working, and they set the tone.
- Icebreakers are a way to get to know one another better or to learn names. They increase comfort with one another.
- Team Builders might last a little longer and provide time for pairs or teams to do something together and build trust.