

Training Agenda for 1 Hour Workshop – Duration

| Topic | Key Points | Materials/Handouts/Resources | Time |
|-----------------------|---|--|-------------------------------|
| Introduction | Personal Introductions Housekeeping Review of Agenda Define Duration “What is It?” portion of presentation. | PowerPoint Presentation Laptop and Projector | TOTAL 10 min. |
| Icebreaker | Activity: Building Teams 1. Assessing Talents 2. Facilitate introductions of audience and sharing of activity. 3. Discuss importance of cooperative learning and talent assessment. | Chart Paper Markers HO: Building Teams | TOTAL 15 min. |
| Needs Assessment | Activity: My Ideal Community 1. Small groups 2. Illustrate ideal community. 3. List ways it differs from real communities 4. Share with whole group | Chart Paper Markers HO: Types of Methods for Needs Assessments HO: My Ideal Community | TOTAL 15 min. |
| Map the Project | Activity: Project Planning | HO: Project Information Sheet HO: Project Task List HO: Project Supply List | Total 15 min. |
| Conclusion/Evaluation | Questions PD Evaluation | HO: PD Presentation Evaluation | TOTAL 5-10 min. |