# Sample Workshop Agenda

## Workshop Title

## Date, Location, Start/End times

## Workshop goals (list 1-3): At the end of this workshop, participants will…

|  | header |
| --- | --- |
| Arrival time | Sign in, make a name tag, get tea/coffee, pick up agenda/handouts. |
| Beginning | State workshop goals.  State logistics (break, lunch, dismissal time, when you plan to go outside, what to bring outside, bathrooms)  Allow time for short introductions/icebreaker, esp. if participants don’t know each other. |
| Workshop time | \* **Give out activity guides**  Show how to use the guides  \* **Login with YOUR www.plt.org/login account** and show dashboard, free curriculum, resources.  \* **Have everyone create an account on www.plt.org/login**   1. Have each person write their username/password in their books. 2. Have each person go to their dashboard and enter “Workshop Participation Information” for National PLT.   \* **Do activities**. Choose activities based on your audience composition and needs. After each activity, lead a short discussion on how participants might use or adapt the lesson with their students.   1. Plan for bathroom breaks (at least 1 every 2-3 hours) 2. Plan for transition time to go outside   \* **Absorption time**: Educators appreciate time to reflect, search through the guide, and integrate activities into their curricula.  \* Show **other resources** (e.g. DNR posters, books, etc.)  \* Present in-depth information on a natural resource topic with guest speaker (optional) |
| Lunch |  |
| Workshop time | *Continue from above* |
| Wrap-up | Summarize all the lessons you did today/ask for overall feedback.  Have participants fill out the **PLT Workshop Participation Information** form from their PLT login account.  sreenshot of PLT dashboard  **Evaluation forms** Give participants at least 5 minutes of reflective time. Collect forms BEFORE handing out CEU certificates. |

*Your contact information here* www.mndnr.gov/plt