

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	15
#2	Introductory Activities	40 minutes	17
#3	Preparation Pitfalls	30 minutes	23
#4	Roles and Responsibilities of Fearless Facilitators	10 minutes	26
#5	Responsibility: Preparing and Setting up for a Meeting	30 minutes	29
#6	Responsibility: Getting the Best out of Meeting Participants	40 minutes	32
#7	Responsibility: Resolving Differences of Opinion	30 minutes	35
#8	Responsibility: Managing Disruptive Behaviors	60 minutes	39
#9	Responsibility: Facilitating a Decision Making Process	45 minutes	46
#10	Responsibility: Building Consensus for Decisions and Actions	30 minutes	51
#11	Responsibility: Concluding a Meeting	30 minutes	54
#12	Responsibility: Following a Meeting	15 minutes	56
#13	Pulling it All Together	45 minutes	59
#14	Next Steps and Wrap Up	30 minutes	62

Send an Invitation . . .

A sample invitation is on page 122 in the Facilitator Resource Section.