**\*\*Below are examples, please update time/activities to support your workshop\*\***

**Workshop Agenda - Schedule/Design Template**

**Name of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Time** | **Content or Activity** |  |
| --- | --- | --- |
| **9:00 am** | Welcome  Embodied Presence Exercise |  |
| **9:15 am** | Introductions (What drew you to the workshop?  What do you most want to get out of today?) |  |
| **9:45 am** | Content- Didactic or experiential activity |  |
| **10:30 am** | **BREAK** |  |
| **10:45 am** | Content- Didactic or experiential activity |  |
| **11:30 am** | Content- Didactic or experiential activity |  |
| **12:00-1:30** | **LUNCH BREAK** |  |
| **1:30 pm** | **Reconvene:** Summarize morning content and begin afternoon program |  |
| **3:00 pm** | **BREAK** |  |
| **3:15 pm** | Content- Didactic or experiential activity |  |
| **4:30 pm** | Large group-  Q & A, take-aways, one or two words about how you are leaving. Opportunity for verbal feedback. Complete written evaluation. |  |
|  | **Mention other GIC learning opportunities** |  |
| **6:00 pm** | **CLOSE** |  |

**Note:**

**All times shown here are approximate.**

**Presenters should customize times to support their design and educational goals.**

**The schedule MUST include 2 Breaks and a Lunch hour in an all day workshop.**

**Online workshops may opt for a 1-hour lunch break.**

**Half-day workshops should have a 15-minute break.**