

## PAS Workshop Agenda Template

**Objectives:**

[insert numbered objectives here]

Timing	Agenda Item	Activity Type	Leader/ Co-Leader	Objective # addressed
0- min				
min				
min				
min				
ETC...				

**Example agenda:**

**Objectives:**

1. Describe why this topic is important
2. Identify three ways to improve your work around this topic

Timing	Agenda Item	Activity Type	Leader/ Co-Leader	Objective # addressed
0-5 min	Introductions	Large Group	All	
5-20 min	Why is this topic important?	Large Group Didactic - Using polling	BB	1
20-35 min	What is your experience with the topic?	Small Group Breakout - Facilitated completion of topic template	BB, NB, ML, HF	1&2
35-45 min	Report Back of small group	Large Group with representative of each group	NB facilitates	2
ETC...				