

PAS Workshop Agenda Template
All Workshops are 90 Minutes

Objectives:

[insert numbered objectives here]

Timing	Agenda Item	Activity Type	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	Objective # addressed
0-5 min	Introductions	Large Group	
5-20 min	Why is this topic important?	Large Group Didactic - Using polling	1
20-35 min	What is your experience with the topic?	Small Group Breakout - Facilitated completion of topic template	1 & 2
35-45 min	Report Back of small group	Large Group with a representative of each group	2
45 – 90 min	Conclusions		