## PLANNING AGENDA WORKSHEET

## Planning for Engagement

Use this worksheet to compile information about your upcoming workshop. Use this information as you plan how you will facilitate the workshop activities to ensure learning engagement.

## Part 1: Workshop Details

**Who is Your Audience?** Describe what you know about the audiences you anticipate attending.

**Class Size**

How many participants do you anticipate?

Will they register ahead of time? Yes No

Are there other considerations you can offer to support their learning and attendance? (Such as childcare, internet access, literacy or language support.)

**Workshop Context**

Describe the setting of your upcoming workshop. (Start with is it in person, virtual, or hybrid.)

**Facility Parameters for In Person, Virtual or Hybrid**

What do you know about the training facilities? Consider the following:

* + What kind of seating set-up is available? (i.e. auditorium seating, classroom seating, movable tables)
  + Is there wall space for sticky notes?
  + Will you use flip charts, smart board, white board, chalk board?
  + What media set-up is available?
  + Is there reliable internet?
  + Other:

**Type of Workshop**

* + - Stand-alone Workshop of one or two Learning Plans
    - Full-day Workshop of several Learning Plans
    - Multiple-day Workshop of all/most of the curriculum
    - Part of another beginning farmer training
    - Conference session
    - Other:

**Workshop Time frame.** How long do you have for your workshop session? Is the timeframe fixed or flexible? Could your time frame be affected if other presenters run over?

* + - Workshop Date: Workshop Times:

**Materials**

Which materials will you use?

Will you print or send digital versions?

How much time do you need for gathering and sending materials?

**Part 2: Plan Your Agenda**

Review the suggested workshop set-up and activity notes detailed in the Teaching Plan. Use this worksheet to add additional notes and details to ensure learner engagement as you facilitate the workshop activities. Keep in mind the workshop time frame and parameters detailed in Part 1 of this worksheet.

Workshop Set-up Notes

Review the workshop set-up notes detailed in the Teaching Plan. Add any additional notes and reminders here.

**Workshop Agenda**

Review the activity notes detailed in the Teaching Plan. Think through the details of how you will facilitate each activity to ensure learner engagement and how much time you think it will take. You may need to adjust how you facilitate an activity to stay within your designated time frame.

**INTRODUCTORY ACTIVITY** TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

**MOTIVATION ACTIVITY** TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

**COMPREHENSION ACTIVITY** TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

**PRACTICE ACTIVITY** TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

**COMPREHENSION ACTIVITY** TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

PRACTICE ACTIVITY TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

**APPLICATION ACTIVITY** TIME:

Activity Notes: What strategies will you use to ensure learner engagement?

**WORKSHOP WRAP-UP** TIME:

Activity Notes: How will you ensure learner engagement?