## Agenda Template

The template below is an example. Edit as needed. (1 hour agenda is recommended!)

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| --- | --- | --- |
| **Date** | **Time** | **Title of Webinar** |
|  |  |  |

**Outcomes:**

By the end of the webinar session, participants will have:

* Articulated
* Identified
* Explained

|  |  |  |
| --- | --- | --- |
| Time | Content/Process | Who |
| 5 minutes | Set-Up* Welcome and introductions
* Review outcomes/agenda
* Purpose
 |  |
| 5 minutes | Technology Check* Roll Call and Sound Check
* Webinar Norms
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| 5 minutes | Overview* Overview of the webinar
* Walk-through of documentation (if needed)
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| 10 minutes | Part 1 (Title of Topic)* Deliver/Discuss
* Online Engagement Interaction (OEI)
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| 15 minutes | Part 2 (Title of Topic)* Deliver/Discuss
* Online Engagement Interaction (OEI)
 |  |
| 10 minutes | Part 3 (Title of Topic)* Deliver/Discuss
* Online Engagement Interaction (OEI)
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| 5 minutes | Wrap Up* Answer any questions
* Next Steps
 |  |
| 5 minutes | Meeting Closure* Complete the End of Webinar Evaluation
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