## 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 |  |
| 5 minutes | Overview   * Overview of the webinar * Walk-through of documentation (if needed) |  |
| 10 minutes | Part 1 (Title of Topic)   * Deliver/Discuss * Online Engagement Interaction (OEI) |  |
| 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) |  |
| 5 minutes | Wrap Up   * Answer any questions * Next Steps |  |
| 5 minutes | Meeting Closure   * Complete the End of Webinar Evaluation |  |