**Creating an Agenda**

Answer the following questions to develop your workshop or session agenda

1. Based on your POB statement, what topics do you have to cover?
2. Who is your audience? (IT staff, Faculty, Teaching & Learning teams, …)
3. How much time to you have?
4. What type of engagement activities would you like to include? (Visual Learners, Kinetic Learners, Auditory Learners)
5. Anticipating Questions. (Who are you? Who is the group? Where is the bathroom? POB Statement.)
6. Evaluation/Feedback. (How are you asking for feedback? What questions do you want people to answer?)
7. Creating an Issues Bin/Parking Lot (This is as simple as writing “Issues Bin” or “Parking Lot” on a board or flip chart paper. This is a way of addressing questions/issues that come up during the workshop without having to answer them at that time.)

**Sample Engagement Ideas (**<http://www.realclassroomideas.com/168.html>)

[Collaborative Poster](http://www.realclassroomideas.com/resources/Engagement%2BStrategies-%2BCollaborative%2BPoster.pdf) – using flipchart paper and different markers have teams create a poster representing issues/concepts being discussed

[Interpreting a Graphic](http://www.realclassroomideas.com/resources/Engagement%2BStrategies-%2BInterpreting%2Ba%2BGraphic.pdf) – using a form, attendees analyze a graphic or statement or fact

[Prediction Matrix](http://www.realclassroomideas.com/resources/Engagement%2BStrategies-%2BPrediction%2BMatrix.pdf) – using a form, write down predictions about a topic about to be analyzed/presented

[Think Pair Share](http://www.realclassroomideas.com/resources/Engagement%2BStrategies-%2BThink%2BPair%2BShare.pdf) – well-known collaborative structure.

[Talking Cards](http://www.realclassroomideas.com/resources/Classroom%2BManagement-Talking%2BCards.doc) - To write and then sort ideas and opinions so each voice is “heard” anonymously—the cards do the “talking”: most commonly used to deepen understanding