

Day 1 Agenda

8:00–8:30 a.m.	Registration and continental breakfast
8:30–9:00 a.m.	1. Welcome and introductions 2. Workshop overview 3. Groupings and teambuilding
9:00–10:00 a.m.	4. Quality professional development components → Content plans and organization → Presentation preparation
10:00–10:15 a.m.	Break
10:15–11:30 a.m.	5. Quality professional development components (cont'd) → Content plans and organization → Presentation preparation
11:30 a.m.–12:15 p.m.	Lunch (provided)
12:15–2:00 p.m.	6. Quality professional development components → Adult learners → Dos and don'ts
2:00–2:15 p.m.	Break
2:15–3:30 p.m.	7. Quality professional development components (cont'd) → Solid introductions → The power of stories → Humor → <i>Application: Prepare introduction for self or content.!</i> 8. Reflections

Agenda is subject to change.

Day 2 Agenda

8:00–8:30 a.m.	Continental breakfast
8:30–9:00 a.m.	1. Review goals and day 1 content 2. Teambuilding
9:00–10:00 a.m.	3. Sharing your introductions → Practice and instructional rounds
10:00–10:15 a.m.	Break
10:15–11:30 a.m.	4. Your voice 5. Presentation tips and techniques → Flip-card topics → PD platforms → Perspectives → Preparation → Ten effective presentation tips
11:30 a.m.–12:15 p.m.	Lunch (provided)
12:15–1:15 p.m.	6. Slide and handout design → Effective slide design → Useful handouts → Video → Permissions and copyright → Guidelines to compare and contrast work
1:15–2:15 p.m.	Break

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Day 2 Agenda

2:15–3:30 p.m.	<ul style="list-style-type: none">7. Workshop design<ul style="list-style-type: none">→ Outcomes, audience, expectations, and pitfalls→ Audience size→ Leadership at meetings and retreats→ Short- and long-term options→ Facilitation versus training 8. Evaluation use and reflection 9. Send a problem<ul style="list-style-type: none">→ Processing training scenarios→ Tough crowds 10. Tips, tricks, and techniques 11. Body language 12. Attire 13. Presenter tools and apps 14. Travel tips<ul style="list-style-type: none">→ Arrangements that don't make you crazy→ Little things that matter→ Helpful apps 15. Webinars and social media<ul style="list-style-type: none">→ Technology for engagement→ “Don't do” list→ <i>Application: Find two examples of helpful social media use; find one example that is not helpful.</i> 16. Grow as a presenter<ul style="list-style-type: none">→ Critical Friends—who they are and what role they serve→ Observation and learning→ Helpful outside sources 17. Reflections
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