

Example Agenda

For a Community Leader Training Online

Internal agenda for Day 1

Time

5:30	Login and Check connections/test before participants show up, chat enabled for participants
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Time Screen Share: Slide or Browser Instructor Link/Info for Chat or Action Item

5:45	www.Mentimeter.com "Beginning Survey" Top right corner, hit "Present", hit "Esc" to leave full screen	E/L	<i>Monitor waiting room and let in participants</i> <i>Moderate chat/other Zoom features</i> <i>Track/record attendance</i> <i>Post www.menti.com to chat (code auto generated when opened, post the code too):</i> <i>www.menti.com</i> <i>Screenshare www.mentimeter.com for live results</i> <i>Share with participants that they can take part in poll, and that you are running things behind the scenes</i>
6:00	PPT- Slide 2 – Intros	E	<i>Post Agenda (find below)</i> <i>Moderate chat/other Zoom features</i> <i>Screen share slides/websites</i>
	PPT- Slide 3 – L/R Activity		<i>Screen share slides/websites</i>
	PPT- Slide 4 – Invasion Curve		<i>Screen share slides/websites</i>
6:15	PPT- Slide 5 – intro to definition activity	L	<i>Moderate chat/other Zoom features</i> <i>Screen share slides/websites</i>
	Slide 6 -reminder to switch to breakout rooms		<i>Post Padlet.com to chat- https://padlet.com</i> <i>Be prepared to send people to 3 breakout rooms for 5 minutes, with auto push back to main group, and facilitate discussions in breakout rooms using padlet</i>
	Slide 7 – Big group definition work		<i>As L walks us through the group discussion, record ideas into the open text box on the slide</i>
6:45	PPT- Slide 8 – Break	E	<i>Moderate chat/other Zoom features, and Screen share slides/websites</i>
6:50	PPT- Slide 9 & 10 & 11 - Refocus	E	<i>Moderate chat/other Zoom features</i> <i>Screen share slides/websites</i>
6:55	PPT Slide 12- R's Presentation	Guest speaker	<i>Moderate chat during presentation</i> <i>Give permission to screen share and R will run her own slides</i>
7:55	PPT- Slide 13 – Wrap Up	E	<i>Moderate chat/other Zoom features and Screen share slides/websites</i>
	PPT- Slide 14 – Solo Activity <i>Introduce activity</i>	E	<i>Post Resource Library link to chat</i>
	PPT- Slide 15- Contact Info <i>Then stop screen share and go to gallery view so we can see each other</i>	E/L	<i>Post contact info to chat</i>

Example Agendas

For a Community Leader Training Online

Agenda to Post in Chat:

5:45pm	Arrival & Activity
6:00pm	Welcome & Introductory Activity
6:15pm	Review- What's an invasive species? Why do We Care? - <i>Network Staff & Guest Speakers</i>
6:45pm	BREAK
6:50pm	Refocus Activity- <i>Network Staff</i>
6:55pm	Principles of Interpretation & Communication – <i>Guest Speaker</i>
7:55pm	Wrap up & next steps - <i>Network Staff</i>

Links to Post in Chat:

www.menti.com

<https://padlet.com/>

[Link to online resources library](#)

Example Agenda

For a Community Leader Training In-Person

Internal agenda for Training Day

Time	Activity
9am	Arrival, sign in, coffee
9:10am	Welcome: schedule for the day; what to expect; facilities; intro to program, staff, and our role
9:15am	Intro activity: sharing interesting facts about invasive plants, “plants aren’t evil” message
9:25am	Conversation: what’s an invasive species?, why do we care? how participants are part of the solution!
9:45am	Resource sharing and where resources are located
9:50am	ID activity (leaf circle, sort the pile)
10:20am	Break (check out examples of resources)
10:30am	Guest speaker: meeting basic needs
11:00am	Guest speaker: effective communication → with a hands-on activity
12noon	Lunch (provided)
12:30pm	Discussion: specific expectations of being part of volunteer network
12:35pm	Group work: small group brainstorm ideas for events; share/write up ideas in large group
1:25pm	Demonstration activity: Role play scenarios or work on outlining their event idea
1:45pm	Wrap up: sign commitment forms; explain next steps (follow up with summary of group work, follow up spring/fall event, signing up for meetings to discuss program ideas individually)
2:00pm	Departure: welcome to leave, staying behind to have open Q&A session