

TOOL

WHAT-WHY-HOW Agenda Template



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WHAT-WHY-HOW Agenda Template

Outcomes

Participants will:

-
-
-

Community Agreements

Participants agree to:

-
-
-

Intention:

WHEN	WHAT	WHY	HOW	MATERIALS
Learning Block + time stamp Put time stamps in this space, either the literal time or how long a section might take.	Topic Headings Go Here For this first heading, it's helpful to have an opening segment. Subtopics go here (stick to about 3–5 per section). Shift topics about every 30–45 mins. Use just enough words to explain the subtopic, but be concise.	Purpose goes here. Start each segment with the word “To...” and briefly explain why you’re addressing each topic.	How participants will learn <ul style="list-style-type: none"> • • 	Include any materials participants need in this section here: readings, handouts, links, surveys, specific activities in your learning packets. <ul style="list-style-type: none"> • • •
	Topic: Your first main topic goes here; include as many rows as you need for topics you’ll address. Subtopic Subtopic	To...	How participants will learn <ul style="list-style-type: none"> • • 	Materials <ul style="list-style-type: none"> • •
	Topic: Subtopic Subtopic	To...	How participants will learn <ul style="list-style-type: none"> • • 	Materials <ul style="list-style-type: none"> • •
	Topic: Subtopic Subtopic	To...	How participants will learn <ul style="list-style-type: none"> • • 	Materials <ul style="list-style-type: none"> • •
BREAK Depending on the timing of your session, you’ll want to take a break every hour to hour and a half.				

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WHEN	WHAT	WHY	HOW	MATERIALS
Learning Block #	Topic: Subtopic Subtopic	To...	How participants will learn • •	Materials • •
	Topic: Subtopic Subtopic	To...	How participants will learn • •	Materials • •
	Topic: Subtopic Subtopic	To...	How participants will learn • •	Materials • •
BREAK				
Learning Block #	Topic: Subtopic Subtopic	To...	How participants will learn • •	Materials • •
	Topic: Subtopic Subtopic	To...	How participants will learn • •	Materials • •
	Closing • Reflect on intention • One big thing • One next step • Appreciations	To reflect on and synthesize our learning; to identify next steps; to experience gratitude	How • Individual reflection • Small group share	Materials • •
END OF SESSION				

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Intention:

WHEN	WHAT	WHY	HOW	MATERIALS
Learning Block				
BREAK				

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Learning Block				
BREAK				

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WHEN	WHAT	WHY	HOW	MATERIALS
Learning Block				
BREAK				
Learning Block				
END OF SESSION				

WHAT'S NEXT

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