Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RunDown:

|  |  |  |
| --- | --- | --- |
| Time | Slides/Notes | Materials |
| Intro, Warm Up & Review XX:XX am –  XX:XX am | **Opening Activity** – *Start session with this activity while people are joining and getting materials ready.* |  |
| **Slides 2– 3. Intro to topic, agenda, objectives**  *Introduce self & participants, structure of talk, noting when to take questions.* |  |
| **Slide X. Title of slide**  *Note to self in italics*  or  Main point to be conveyed on slide  [repeat for all slides in section]  **Slide Y. Check in…**  Answer a few questions before moving on |  |
| Section 2  XX:XX am –  XX:XX am | **Slide X. Title of slide**  *Note to self in italics*  or  Main point to be conveyed on slide  [repeat for all slides in section]  **Slide Y. Check in…**  Answer a few questions before moving on |  |
| Wrap Up XX:XX am –  XX:XX am | **Slide Z. Wrap Up– QUESTIONS?** |  |

Notes: