**Basic Meeting Agenda Template**

Company Name / Department \* ABC Street address \* Phone: 000-000-000 \* Fax: 000-000-000 \* Email: www.abc@gmail.com \*

Website: www.printablesample.com

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Description automatically generated

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| --- | --- | --- | --- | --- | --- |
| **Workshop/Training Title:** |  | | | | |
| **Time:** |  | | **Date:** | |  |
| **Location:** |  | | | | |
| **Expected Number of Participants:** |  | | **Facilitator:** | |  |
|  | | | | | |
| **Activity (Outline)** | **Estimated Time** | **Method** | | **Resources (speaker, materials, handouts)** | |
| **Welcome and Introduction** |  |  | |  | |
| **Learning objectives:** |  |  | |  | |
| **Warm-up**  **Icebreaker:** |  |  | |  | |
| **Content**  **Main points:** |  |  | |  | |
| **Interactive experience, exercise**  **Objective:** |  |  | |  | |
| **Content**  **Main points:** |  |  | |  | |
| **Reflection activity**  **Objective:** |  |  | |  | |
| **Closing**  **Notes:** |  |  | |  | |
| **Training Evaluation/Feedback** |  |  | |  | |