

Sample Workshop Schedule

Time	Activity		Notes
9:00 am – 9:30 am	Setup/Preparation for workshop		Setup for tables, registration, rooms, etc.
9:30 am – 10:00 am	Register/seat guests		Staff at registration table and in room
10:00 am – 10:20 am	Introduction	First Speaker	Ask participants to identify themselves and their organizations (very quick introductions). Introduction of the project and detailing the purpose of workshop and overview of the IMLS initiative
10:20 am – 10:40 am		Second Speaker	Articulate the goals for the day and provide examples of, or reflections upon, 21st century skills within the context of libraries and/or museums
10:40 am – 11:00 am		Third Speaker	Provides overview of key issues facing the local area
11:00 am – 11:45 am	Community Mapping	Small Group Exercise	Facilitator gives instructions for small group work: Individuals take 10 minutes to fill out Community Map and discuss the results, fill out the rest of the grid as a group
11:45 am – 12:30 pm	Agenda Setting	Large Group	Reporting from small groups and synthesis and co-creation of Community Map topics for further discussion
12:30 pm – 12:45 pm	Lunches are distributed		Staff will handle logistics of lunch set up
12:45 pm – 1:30 pm	Discuss Topics Identified from Agenda Setting	Working Lunch: Small Group Exercise	Individuals organize themselves by topic and discuss up to six key questions (as identified in previous exercise)
1:30 pm – 2:15 pm	Key Takeaways and Next Steps	Large Group	Reports from small groups, documentation of key takeaways and articulation of possible next steps
2:15 pm – 2:30 pm	Wrap up/conclusion	Large Group	Keynote speaker offers closing thoughts/synthesis, asks participants to complete survey