Example of an agenda

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This plan would be suited to youth councils, project groups, young parliaments and sessions with focused individual or written activities.

Arrival and welcome, main room

In this section people will be arriving and we will be meeting in [ROOM].

Introductions and catch-up, main room

In this section we will introduce everyone in the group and you can share what you have been doing since the last meeting. If you wish someone else can read out what you have been doing to the group.

Activity one, main room

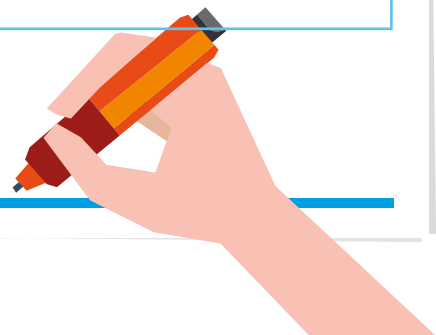
In this section we will be focusing on [activity]. There are worksheets for you to complete for this activity. Once we have completed the worksheets we will feedback to the group. Someone else can read out your answers for you if you donÕtwant to read them out to the group.

Break

You can stay in the main space we are using or spend your break time in another room. Please be back in the main room to start our second activity on time.

Activity two, main room

In this section we will be focusing on [activity]. There are worksheets for you to complete for this activity. This is a group activity, you will be in groups of three assigned by the group leader. Once we have completed the worksheets we will feedback to the group. Someone else can read out your answers for you if you don't want to read them out to

Feedback and what is next

This section we will give feedback about what we talked about today, talk about the main ideas raised and plan for the next meeting.