Step 4: Structure the Agenda and Activities

The Session

**Opening the Session**

To ensure your session gets off to a good start, think about how you will incorporate the following into your opening:

* Welcome the participants; thank them for attending
* Provide historical context that gave rise to the session, e.g., events, challenges, opportunities
* Link potential benefits of the training for the future of participants (what’s in it for me?), the organization, the community
* Introduce yourself and any other resource people
* Opening remarks from the sponsor or champion
* Provide an overview of the agenda and goals or outcomes
* Lead participants through an activity where they briefly introduce themselves and identify one thing they hope to take away from the session 6, p. 69, other questions for opening a session
* Establish norms for working together
* Review logistics and housekeeping items
* Any other things you want to include