

Aging in Place Workshop
Sample Agenda Option #2 – Two Half-Day Sessions
 (Total Time ~ 6 hours)

	Activity Time	Start Time
<u>DAY ONE</u>		
Welcome & Intro	10 min	1:00
Table Introductions	5 min	1:10
Workbook (1st half):		
Section 1: Housing ¹	65 min	1:15
Key Points (~5 min)		
Individual Workbook Time (35 min)		
Small Group Discussion (~20 min)		
Section 2: Health & Wellness	65 min	2:20
BREAK	5 min	3:30 (start)
Group Discussion:		
Questions; Day One Key Takeaways & Insights	20 min	3:35
Closing Thoughts; Next Steps for Day Two	5 min	3:55
<u>DAY ONE END</u>		4:00
<u>DAY TWO</u>		
Workbook (2nd half):		
Section 3: Personal Finance	55 min	1:00
BREAK	5 min	1:55 (start)
Section 4: Transportation	35 min	2:00
Section 5: Connection & Growth	30 min	2:35
Group Discussion:		
Questions; Day Two Key Takeaways & Insights	25 min	3:05
Closing Thoughts; Next Steps Beyond the Workshop	20 min	3:30
Workshop Evaluation	10 min	3:50
<u>DAY TWO END</u>		4:00

¹ We recommend that you cover each topic section in the same way: First, you should take about 5 minutes to cover the key points with the whole group. Next, you will want to give your participants a certain amount of time to read and answer the workbook questions for that section. Last, leave about 20 minutes at the end for either small group or whole group discussion on that section. In the sample agenda above, a suggested breakdown is shown for just the Housing section. The recommended TOTAL times are different for each section, so you will need to adjust accordingly.