# Sample Workshop Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 9:30 am</td>
<td>Setup/Preparation for workshop</td>
<td>Setup for tables, registration, rooms, etc.</td>
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<tr>
<td>9:30 am – 10:00 am</td>
<td>Register/seat guests</td>
<td>Staff at registration table and in room</td>
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<tr>
<td>10:00 am – 10:20 am</td>
<td>Introduction</td>
<td>First Speaker</td>
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<tr>
<td>10:20 am – 10:40 am</td>
<td>Second Speaker</td>
<td>Articulate the goals for the day and provide examples of, or reflections upon, 21st century skills within the context of libraries and/or museums</td>
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<tr>
<td>10:40 am – 11:00 am</td>
<td>Third Speaker</td>
<td>Provides overview of key issues facing the local area</td>
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<tr>
<td>11:00 am – 11:45 am</td>
<td>Community Mapping</td>
<td>Small Group Exercise</td>
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<tr>
<td>11:45 am – 12:30 pm</td>
<td>Agenda Setting</td>
<td>Large Group</td>
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<tr>
<td>12:30 pm – 12:45 pm</td>
<td>Lunches are distributed</td>
<td>Staff will handle logistics of lunch set up</td>
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<tr>
<td>12:45 pm – 1:30 pm</td>
<td>Discuss Topics Identified from Agenda Setting</td>
<td>Working Lunch: Small Group Exercise</td>
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<tr>
<td>1:30 pm – 2:15 pm</td>
<td>Key Takeaways and Next Steps</td>
<td>Large Group</td>
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<tr>
<td>2:15 pm – 2:30 pm</td>
<td>Wrap up/conclusion</td>
<td>Large Group</td>
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