Agenda – [session name]

8th March 2024, X:XX pm - X:XX pm, [venue/online meeting link]

### Facilitator(s)

[Name (pronouns)]2

We want to make sure you can take part. If there’s anything we can do to make the session more accessible for you, contact [name] at [email] or on [number]

### [Workshop/meeting] goals:

* Build on…
* Develop....
* Understand…
* Agree…

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| --- | --- |
|  | **Tip:** Working in accessible, inclusive and trauma-responsive ways  means asking about access needs and letting people know what  to expect so everyone can prepare. |

#### How to prepare:

[E.g. watch x, read x, do x, think about x]

#### What to expect:

* E.g. a group of x people including x, x and x
* Access to a separate quiet space
* Choices to work individual or as a group

#### What not to expect:

* E.g. talking about traumatic stories
* Awkward ice breaker activities.

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| Plan | |
|  | **[Time am / pm] start**  Settle in  Acknowledgement of Country  Purpose and welcome  *Activity 1 – [name]* |
|  | [Time am / pm]  **[Focus of block of time**] *Activity 2 – [name]* |
|  | [Time am / pm] **[Focus of block of time]**  *Activity 2 – [name]* |
|  | [Time am / pm]  **[Focus of block of time]**  *Activity 2 – [name]* |
|  | **[Time am / pm] close**  Wrap-up  Future opportunities |

|  |  |
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|  | **Tip:** Include concrete visual imagery to help people scan the agenda quickly and make it more engaging. You can find simple icons on websites such as  the [Noun Project](https://thenounproject.com/). Emojis on website like [emojipedia](https://emojipedia.org/) or free to use images  on [Pexels](https://www.pexels.com/) or [Unsplash](https://unsplash.com/). |