

# Time Management Outline

Please print and fill out this worksheet to plan out the day of the training. This worksheet provides suggested examples of timing for a single four-hour training session. Please feel free to alter timing or content as appropriate for your audience and time.

**Expected group size:** \_\_\_\_\_

## **Facilitator introduction and ice breaker: (suggest 10 min total)**

Expected Timing (suggest 10 min): \_\_\_\_\_

Choice of Ice Breaker: \_\_\_\_\_

## **Quadrant 1: Introduction to the training (suggest 45 min total)**

Expected timing, "Climate Change in Wisconsin" (suggest 15 min): \_\_\_\_\_

Expected timing for "Discussion in Pairs" (suggest 15 min): \_\_\_\_\_

Expected timing for "Group Discussion" (suggest 15 min): \_\_\_\_\_

## **Quadrant 2: Climate and Culture (suggest 60 min total)**

Choice of video and activity: \_\_\_\_\_

Expected timing for video and activity (suggest 40-60 min): \_\_\_\_\_

Additional video and activity if necessary: \_\_\_\_\_

**Break:** Expected timing for the break (suggest 10 min): \_\_\_\_\_

(over)

**Quadrant 3: Adaptation and Practice (suggest 60 min total)**

Choice of video and activity: \_\_\_\_\_

Expected timing for video and activity (suggest 45 min): \_\_\_\_\_

Additional video and activity if necessary: \_\_\_\_\_

Expected timing for Final Discussion (suggest 15 min): \_\_\_\_\_

**Quadrant 4: Looking Forward (suggest 60 min total)**

Expected timing for Stakeholder Mapping, and sharing (suggest 30 min): \_\_\_\_\_

Expected timing for “Three Slides” activity (suggest 30 min): \_\_\_\_\_

**Wrap up**

**Notes for yourself for facilitating the training (add notes below to help yourself with facilitating the training):**