

FCCLA Workshop Planning Template

Title:				Audience:	
Presenter(s):				Length:	
Technology Needs:	Objective/	/Goal:			
Evaluation Process:					
Handout Title		Resource		Responsible	# Copies
Supplies/Materials Quantity			Responsible		
Ex. Scissors	16113	10	Leadership	Training Team	DIE

Additional Comments:

FCCLA Workshop Planning **Template**

Time	ACTIVITY
0 - 5	Welcome and Introductions
5 – 10	Explanation of Workshop Objectives • •
10 - 60	Topic/Objective #1 • •
60 - 110	Topic/Objective #2 •
60 - 110	Topic/Objective #3 • •
60 - 110	Topic/Objective #4
110-120	Questions and Reflections • •