

**Agency Name**  
**Title of Project**

**Teacher In-service Date**  
**Agenda**

**Date and Place for First Half Day**

Purposes:

- to begin building a team
- to provide an orientation to **Name of Agency and Title of Project**
- to begin to explore how you might use **core content**
- to **insert other purposes**

**Insert time** Welcome from Project Director and overview of the workshop  
Logistics  
Content to be covered  
Team building activities

**Insert time** Introduction of Agency Officials  
Welcome Comments by **Name of Official**

**Insert time** Orientation to the Agency and its work

**Insert time** Overview of the core content for the project  
Brainstorming activity—How might the content be used in a school?

**Insert time** Team building activity

**Insert time** Wrap-up and plans for tomorrow

## Date and Place for Second Day

Purposes:

- to discuss our agreement and expectations
- to clarify administrative requirements for teachers
- to review and understand the content resources
- to review the content curriculum standards and discuss how they should be used
- to work in pairs to draft a standards-based Internet learning unit

Insert time	Introductions Reviewing the agenda
Insert time	“Administrivia” 101 How to work within the federal government system
Insert time	A look at our agreement Who does what? When? How?
Insert time	Break
Insert time	Our Content/Our Vision Insert points that you want to cover
Insert time	The curriculum standards The standards The benchmarks
Insert time	Practice using the content with the standards—working in pairs
Insert time	Break for lunch
Insert time	Share the work you and your partner completed Feedback from the group
Insert time	Continue working in pairs or start a unit on your own

Insert time

Evaluation of the workshop

Did you get the information that you needed?

Did you get the feedback that you needed?

Do you feel prepared to work on your lessons when you leave here?

What other comments do you have?

*Evaluation Form*

	Strongly Agree	Agree	No Comment	Disagree	Strongly Disagree
	5	4	3	2	1
The presenters were prepared.					
The presenters were knowledgeable.					
The agenda was appropriate.					
The team-building activities were effective.					
Reviewing the content assisted me to understand how to teach it.					
Discussing the curriculum standards clarified their use for me.					
Working in with a partner helped me.					
Feedback was given appropriately.					
I am confident about what I am to do when I leave.					
Overall this workshop was helpful.					

Additional comments: