**Aging in Place Workshop**

**Sample Agenda Option #1 – Short Workshop/Single Session**

 (Total time: 180 min)

 **Activity Start**

 **Time Time**

**Welcome & Intro**  10 min 1:00

**Table Introductions** 5 min 1:10

  **15 min**

**Workbook (1st half)**

Section 1: Housing[[1]](#footnote-1) 35 min 1:15

 Key Points (~5 min)

 Individual Workbook Time (20 min)

 Small Group Discussion (~10 min)

Section 2: Health & Wellness 35 min 1:50

 **70 min**

***BREAK******5 min 2:25 (start)***

**Workbook (2nd half)**

Section 3: Personal Finance 30 min 2:30

Key Points (~5 min)

 Individual Workbook Time (15 min)

 Small Group Discussion (~10 min)

Section 4: Transportation 20 min 3:00

Section 5: Connection & Growth 20 min 3:20

 **70 min**

 **Closing Thoughts; Next Steps Beyond the Workshop** 15 min 3:40

**Evaluation** 5 min 3:55

**20 min**

**WORKSHOP END** **4:00**

1. We recommend that you cover each topic section in the same way: First, you should take about 5 minutes to cover the key points with the whole group. Next, you will want to give your participants a certain amount of time to read and answer the workbook questions for that section. Leave some time at the end for either small group or whole group discussion. In the sample agenda above, a suggested breakdown is shown for the Housing and Personal Finance sections. The recommended TOTAL times are different for each section, so you will need to adjust accordingly. [↑](#footnote-ref-1)