



Project 2061 Workshop Planning Guide

Contact Person: _____

Date: _____

Phone/Fax: _____

Location: _____

E-mail: _____

Total Time: _____

| | Workshop | Option Selected | Duration | Time | Notes |
|--------------------|-------------------------------------|-----------------|----------|------|-------|
| OPENING | Introduction | | | | |
| | What Participants Know | | | | |
| | Workshop Goals | | | | |
| | Need for Change | | | | |
| PROJECT 2061 TOOLS | Overview of Available Tools | | | | |
| | Exploring the Use of Tools To _____ | | | | |
| CLOSING | Summary | | | | |
| | Evaluation | | | | |