If Participants Have Not Read the Case Study Before the Workshop:

Three-Hour Agenda

A potential agenda for a three-hour workshop session in which participants have not read the case study ahead of time might look something like this:

- Brief case-study background and overview of workshop agenda, with participant introductions (15 minutes);
- Participants read Part 1 of the case (20 minutes);
- Participants break into subgroups to discuss questions related to Part 1 (20 minutes);
- Volunteers from each group report to the full group on their discussion related to one of the Part 1 questions (20 minutes);
- Participants read Part 2 of the case (20 minutes);
- Participants discuss questions related to Part 2 (20 minutes);
- Volunteers from each subgroup report to the full group on their discussion related to one of the Part 2 questions (20 minutes); and
- General discussion of lessons learned (30 minutes).

Total: Two hours and 45 minutes (15 minutes adjustable time for breaks, late start, etc.)

Two-Hour Agenda

A more tightly compressed agenda for a two-hour workshop session in which participants have not read the case study ahead of time might look something like this:

- Brief case study background and overview of workshop agenda (10 minutes);
- Participants read Part 1 of the case (15 minutes);
- Participants break into subgroups to discuss questions related to Part 1 (15 minutes);
Volunteers from each group report to the full group on their discussion related to one of the Part 1 questions (15 minutes);

Participants read Part 2 of the case (15 minutes);

Participants discuss questions related to Part 2 (15 minutes);

Volunteers from each subgroup report to the full group on their discussion related to one of the Part 2 questions (15 minutes); and

General discussion of lessons learned (15 minutes).

Total: One hour and 55 minutes

If Participants Have Read the Case Study Before the Workshop:

Two-Hour Agenda

A potential agenda for a two-hour workshop session in which participants have read the case study ahead of time might look something like this:

Brief case-study background and overview of workshop agenda, with participant introductions (15 minutes);

Participants break into subgroups to discuss questions related to Part 1 (20 minutes);

Volunteers from each group report to the full group on their discussion related to one of the Part 1 questions (20 minutes); and

Participants discuss questions related to Part 2 (20 minutes);

Volunteers from each subgroup report to the full group on their discussion related to one or more of the questions (20 minutes); and

General discussion of lessons learned (20 minutes).

Total: One hour and 55 minutes

One-Hour Agenda

A more tightly compressed agenda for a one-hour workshop session in which participants have read the case study ahead of time might look something like this:

Brief case-study background and overview of workshop agenda (5 minutes);

Participants break into subgroups to discuss questions related to Parts 1 and 2 (20 minutes);

Volunteers from each subgroup report to the full group on their discussion related to one or more of the questions (20 minutes); and

General discussion of lessons learned (15 minutes).

Total: One hour

As you can see, the two-hour and one-hour agendas are quite tight. They require careful timekeeping and often require cutting the discussion short. While the workshop can be run in one hour if participants have read the case study ahead of time, ideally the workshop should extend to two or even three hours to allow for individual introductions (in workshops where participants do not already know each other) and greater sharing of personal experiences.