

Sample Virtual Meeting Agenda For Coaches and Mentors

This sample agenda provides ideas on how to present information virtually to a group. Be creative, talk to other mentors, and make it fun for everyone, including you.

Timing:	Topics:
5-Minutes	<p>Welcome and Introductions:</p> <ul style="list-style-type: none"> • Provide adequate time for participants to join the session. • Set expectations for how the session will be conducted. Should everyone stay muted? How will you ask questions? • Coaches introduce themselves and any guests.
5-Minutes	<p>Icebreaker:</p> <ul style="list-style-type: none"> • Icebreakers get people to feel comfortable, especially if discussing a topic that they are not familiar with. They help everyone get involved. • Suggestions: Share your favorite activity outside of <i>FIRST</i>; or What is a fun fact about yourself?
30-Minutes	<p>Presentation of Information: Share about a topic that you are comfortable with or have a guest presenter share on other topics.</p> <p>The Presentation:</p> <ul style="list-style-type: none"> • How do you plan to present the information? PowerPoint, video, etc. • Is there any part that can be interactive or hands-on? Visual aids also help keep participants engaged. <p>Topics where Coaches and Mentors can Support the Team:</p> <ul style="list-style-type: none"> • Business • Marketing • Finances • Career Advice • Technical Basics and Tips • Other subject Matter Expertise
5-Minutes	<p>Questions and Takeaways:</p> <ul style="list-style-type: none"> • Recap the top tips or concepts you want participants to take away from the presentation. This helps to link the information together and encourages participants to ask questions. <p>Evaluation:</p> <ul style="list-style-type: none"> • Encourage participants to share feedback on topic, presentation, style, format, etc. • Ask: Was this topic helpful? <p>What is Next?</p> <ul style="list-style-type: none"> • Thank them for participating. • Let them know how to prepare for what is next: an at-home activity, research, date and time of next meeting, etc.