

Sample Agenda for Trainer

Notes for the trainer: The following is an annotated version of the participants' agenda. Estimated times for each agenda item have been given; however the estimated time is dependent on the size of the group, prior knowledge of the subject matter, activities selected, and/or experience of the participants and the questions the participants have. The total estimated time for Module 4 training is approximately 2 hours; however, this presentation can be adapted if less time is available.

Module 4 Goal	To provide information and resources to assist states in evaluating services to binational migrant students.
Module 4 Objectives	<ul style="list-style-type: none"> • Understand the importance of evaluating services provided to binational migrant children and youth. • Identify tools for evaluating services to binational students. • Learn how to use tools to evaluate services. • Share resources and best practices in the evaluation of binational services.

Agenda Item	Estimated Time	Equipment/Materials Needed
Welcome and Introductions	10 minutes	<ul style="list-style-type: none"> • Name tags and/or table tents • Copies of agenda, PPT handout pages, handouts and evaluations • Projection screen • LCD projector • Computer
Review Goal and Objectives of Training for Module 4	5 minutes	
PowerPoint Presentation: Evaluating Services to Binational Migrant Students	30 minutes	
Small Group Activity #1 and debrief (located on slides 13-14 PPT)	25 minutes	
Small Group Activity #2 and debrief (located on slides 18-19 PPT)	25 minutes	
Q&A	10 minutes	
Reflections	10 minutes	
Closing	5 minutes	

