

Sample Agenda for Trainer

Notes for the trainer

- The following is an annotated version of the participant’s 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 6 training is approximately 2 hours and 45 minutes.
- It is suggested to enlarge Handouts 3 and 4 for ease of use in discussion.
- It is also suggested that the trainer make full-size copies of slides 86-97 from the Module 6 PPT to use as handouts for the participants.

Module 5 Goal	To provide an understanding of the differences between the U.S. and Mexican school systems.
Module 5 Objectives	<ul style="list-style-type: none"> • Compare and contrast the U.S. and Mexico School systems • Understand the different types of education programs in Mexico • Understand Mexican curriculum and grading policies

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
Review Goal and Training Objectives for Module 6	5 minutes	
Brainstorming Activity (located on slide 3 of PPT)	20 minutes	<ul style="list-style-type: none"> • Chart paper, markers, masking tape
PowerPoint Presentation: Understanding the Differences Between the U.S. and Mexican School Systems	90 minutes	<ul style="list-style-type: none"> • Copies of PPT handout pages and handouts • Projection screen • LCD projector
Revisit Brainstorming Session	15 minutes (to just debrief; however if there are questions that weren’t answered or further discussion is needed, this could take 30 minutes)	<ul style="list-style-type: none"> • Chart papers from Brainstorming activity
Q&A	10 minutes	
Reflections	10 minutes	
Closing	5 minutes	