



PRESENTER APPLICATION: WORKSHOP FORMAT

Estimated Timeline: please complete as relevant to your workshop

TIME	ACTIVITY
5 minutes	Facilitator Introduction
20 minutes	Activity
10 minutes	Group Sharing
30 minutes	Theory
15 minutes	Break
25 minutes	Theory
10 Minutes	
25 minutes	Activity
15 minutes	Open Questions
10 minutes	Evaluation & Certificates

Targeted Audience: who are you able to present to:

- | | |
|---|---|
| <input type="checkbox"/> TOPP KIDS School Age Practitioners | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Teachers | <input type="checkbox"/> Community School Age Practitioners |
| <input type="checkbox"/> Other _____ | |

Summary of Presentation

Title of the Presentation:

Goals (destination) of the Presentation:

Objectives (measure to achieve the destination):



Handouts

Training Content:

Follow Up after Presentation

*to ensure sharing of information is being retained and embedded in to day to day practise

- Support system _____
- Call a friend _____
- Email a contact _____
- Found a Resource _____
- Challenge: Activity _____

Materials List (if required)/AV Equipment:

Material(s)	Notes

Do you have evaluations you wish to present to the attendees? YES NO
Do you provide certificates for the attendees? YES NO

Please include along with this Format Guide the following documents:

- Please submit a facilitator biography with this package
- Invoice, if required

*please submit this document to professional_development@Toppkids.com