

SAMPLE AGENDA

This agenda provides a general outline of Institute activities. A detailed agenda will be provided to all participants prior to the Institute.

Meals will be provided each day.

Day 1: Welcome and Introductions

- Noon: Students check into Pantzer Hall
- Afternoon Sessions:
 - Program Welcome and Introductions
 - Welcome by Nancy Keenan: Developing Women Leaders
 - The Inside Story: Women and Leadership
- Evening sessions:
 - Team Building Activities

Day 2: Professional Practices

- Morning Sessions:
 - Introduction to Women and Politics
 - Effective Presentation and Communication
 - Team Building Activity with Missoula Parks and Recreation
- Afternoon Sessions:
 - Dos and Don'ts for Professional Conduct
 - How to Make Connections
 - Group Photo
- Evening Sessions:
 - Sponsor thank you reception and dinner

Day 3: Working with Others

- Morning Sessions:
 - Perceiving Ourselves and Others
 - Action Project Introduction
- Afternoon Sessions:
 - Managing Your Message
 - Grassroots Mobilization
- Evening Sessions:
 - Film and discussion at the Roxy Theater

Day 4: Understanding the Process

Today's activities will take place in Helena, MT. Group transportation will be provided.

➤ **Sessions in Helena:**

- **The Montana Supreme Court**
- **Tour of the MT State Capitol**
- **Careers in Government**
- **Understanding the Legislative Process**
- **Meeting with Governor**

Day 5: Closing Day

➤ **Morning Sessions:**

- **Closing Keynote**
- **Final Remarks and Certificates**
- **Check-out**