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

Day 5: Closing Day

➢ Morning Sessions:
  o Closing Keynote
  o Final Remarks and Certificates
  o Check-out