

Contingency Planning Workshop Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Facilitator: [Insert Name]

Agenda

- **9:00 AM - 9:30 AM:** Registration and Welcome
- **9:30 AM - 10:15 AM:** Introduction to Contingency Planning
- **10:15 AM - 11:00 AM:** Identifying Risks and Vulnerabilities
- **11:00 AM - 11:15 AM:** Break
- **11:15 AM - 12:00 PM:** Developing Response Strategies
- **12:00 PM - 1:00 PM:** Lunch
- **1:00 PM - 2:30 PM:** Workshop Activity: Scenario Planning
- **2:30 PM - 3:15 PM:** Creating an Action Plan
- **3:15 PM - 3:30 PM:** Break
- **3:30 PM - 4:15 PM:** Group Presentations and Feedback
- **4:15 PM - 4:45 PM:** Next Steps and Closing Remarks
- **4:45 PM - 5:00 PM:** Networking Opportunity

We look forward to your participation!