

# Monthly Workshop Agenda Overview

Date: [Insert Date]

Time: [Insert Start Time] - [Insert End Time]

Location: [Insert Location]

## Agenda

- **Welcome and Introductions** (10:00 AM - 10:15 AM)
- **Workshop Topic Overview** (10:15 AM - 11:00 AM)
- **Break** (11:00 AM - 11:15 AM)
- **Interactive Session** (11:15 AM - 12:30 PM)
- **Lunch Break** (12:30 PM - 1:00 PM)
- **Guest Speaker Presentation** (1:00 PM - 2:00 PM)
- **Q&A Session** (2:00 PM - 2:30 PM)
- **Closing Remarks** (2:30 PM - 3:00 PM)

## Action Items

Please review the agenda and come prepared with questions and insights based on the topics to be discussed.

## Contact Information

For any inquiries, please contact:

[Your Name]

[Your Email]

[Your Phone Number]

We look forward to your participation!