

**Sample Training Plan for Community Event**

**Tasks:**

* Determine a date and time
* Choose a venue: in person or virtual (using Zoom or Microsoft Teams)
* Prepare training plan
* Send invitations
* Advertise event

**Training Plan**

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| **Prior to Event** |
| * Open Mentimeter, Word document, or any other event materials. |





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| **Topic** | **Min** | **Talking Points** | **Instructions** | **Links** |
| **Introductions** | NA | *Welcoming comments and set the tone.* | Share Zoom link if anyone is having technical issues. | Zoom Instructions  <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting> |
| **Share Vegan Dish, Tool, Product or Ingredient** | 15 | Please share your vegan dish, a favorite kitchen tool, product or ingredient. Anything you think might be helpful to someone else. If possible, show it on the screen. Is there someone who would like to go first? | Attendees share their creations. |  |
| **Community Time** | 45 | **Vegan Games**   1. Questions in a Bowl   **Questions**   1. For those who are vegan or vegetarian, what do you do around the *holidays?* 2. Is there anything going on in the vegan community that you want to share – like an upcoming event? 3. Anyone have any final questions for the group? Anything we can help you with? 4. Is there a documentary, book, cookbook, website, article, or something else you’d like to share with the group? 5. Is there a topic you’d like to see at a future VLC event during one of our Learning Events on the 2nd Saturday of the month? | If using Mentimeter or a presentation with a *YouTube CC and VLC Disclaimers* slide, please post Create Common and VLC Disclaimer links in Chat.  If not using YouTube videos, only need to post VLC Disclaimer link.  Please share remaining *V-Learning Community* links. | Creative Common  <https://support.google.com/youtube/answer/2797468>  VLC Disclaimer  <https://www.vlearningcommunity.org/disclaimer>  VLC Website  <https://www.vlearningcommunity.org/>  Recipe Book  <https://51cf9f04-509a-4d4c-b1fc-7f5a1797f164.filesusr.com/ugd/1ef4f2_b0fd459afe4f45f5afae7976f4e820d2.pdf>  Continuing Education  <https://www.vlearningcommunity.org/continuing-ed>  V-Learning Community Email  [vlearningc@gmail.com](mailto:vlearningc@gmail.com) |

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