

**TESA OFFICER TRAINING**  
**Agenda – Sample**

9:00 – 9:10	Overview and Introductions	
9:10 – 9:30	Ice-Breaker Activity	
9:30-10:15	Leadership or Communications Module	
10:15-11:00	Officer Duties and Responsibilities or Statutes Module	
11:00-11:45		
11:45-1:00	Lunch	
1:00-2:00	Financial Management or House Committee Module	
2:00-2:45	Membership, Committees or Board of Directors Module	
2:45-3:15	Team Building Activity	
3:15-3:30	Wrap up and Conclusion	