

**University of Minnesota
Center for Public Health Preparedness**

**Designing, Conducting, and Evaluating Tabletop Exercises
for Public Health and Healthcare Preparedness**

Workshop Agenda

<i>Day 1</i>	8:00 am.	Registration	
	8:30 am.	Introductions and Workshop Overview	
	9:00 am.	Overview of Exercises <ul style="list-style-type: none">• Purpose• History• Types• Matching the type of exercise to your goals	
	10:15 am.	BREAK	
	10:30 am.	The Exercise Planning Process: From Conception to Action <ul style="list-style-type: none">• Key Steps in the Planning Process• Selecting an Agent or Issue• Use of a Design Team• Exercise Goals• Exercise Objectives• Building the Scenario	
	12:00 pm.	LUNCH	
	1:00 pm.	Designing Scripts to Meet the Objectives	
	1:30 pm.	Strategic Use of Data Injects	
	2:00 pm.	Use of Tabletop Exercises in Clinics, Health Systems, and Hospitals	
	2:45pm.	BREAK	
	3:00 pm.	Putting Workshop Concepts into Practice: Designing a Pandemic Influenza Exercise (Small Group) <ul style="list-style-type: none">• Drafting Exercise Goals and Objectives• Exercise Type• Appropriate Players• Exercise Focus	
	4:15 pm.	Wrap Up: Day 1	
	4:30 pm.	ADJOURN	
	<i>Day 2</i>	8:00 am.	Facilitating a Tabletop Exercise
		8:45 am.	Continued Small Group Projects <ul style="list-style-type: none">• Table of Scripts• Ideas for Data Injects
10:15 am.		BREAK	
10:30 am.		Small Group Reports and Discussion	
11:00 am.		Logistics, Exercise Evaluation and Follow-up	
11:45 am.		Workshop Wrap-up and Evaluation	
12:00 pm.		ADJOURN	