Certainly. Here's a sample speech for setting a workshop agenda:

Good morning, esteemed colleagues,

I hope this message finds you well. As we gather today, it is my pleasure to welcome you all to our workshop. Our primary aim is to ensure that we accomplish our objectives efficiently and foster a collaborative environment.

To begin, I would like to outline our agenda for the day. We will start with an opening session, where we will briefly introduce ourselves and share our expectations for this workshop. This will be followed by two keynote presentations that will set the stage for our discussions.

After a short break, we will divide into small working groups to delve deeper into specific topics relevant to our agenda. Each group will have a facilitator to guide the discussion, ensuring that we remain focused and productive.

Post-lunch, we will reconvene for a series of interactive sessions. These will include case studies and problem-solving exercises designed to apply our learnings practically.

Finally, we will close the day with a plenary session, during which each group will present their findings and insights. This will culminate in a roundtable discussion aimed at integrating our ideas and formulating actionable strategies.

I trust that this agenda will provide us with ample opportunities to engage with one another, share our expertise, and work towards achieving our collective goals. Thank you for your attention, and I look forward to a fruitful workshop.

Best regards,

[Your Name]

[Your Position]

[Your Organization]