



Educational Workshop Template #1

Subject:

(Short Description of the Workshop)

Title:

(Actual Workshop Title to be used on the Program)

Developers:

List all Speakers/Presenters and note (*) the lead developer(s) of the workshop content.

GOALS: (Provide tangible learning goals and determine what would be applicable to a wide audience)

- Attendees will learn how to....

Workshop Outline:

- Introduction to Topic, Goals and Speakers
- Presentation of information
- Networking/small group activity
- Large group discussion
- Wrap-up

Logistics

- Date:
- Time:
- Location:
- Timeframe: (e.g. 1h, 45m)

Materials:

- Handouts
- Whitepad/paper easel
- Markers
- Screen/Projector

Detailed Outline Below

Example Detailed Outline

1:45-

- Introduction to topic (10 minutes) – (with PPT slides optional)
 - Introduce topic, speakers and goals for the workshop.

1:55-

- Speaker Presentations (2 speakers, 30 min)
 - [15-20 min presentation] Short description of the section topic and goal
 - [7-min use case]: Short description of a use case.

2:25-

- Activity (5 min)
 - Provide Handouts or
 - Use the ISBER Interactive app for Survey Questions

2:30-

- Activity (20 min)
 - Identify specific goal(s) give instructions. Ask the group to organize into small discussion groups (based on size of audience) and introduce themselves (name, institution, purpose for attending).
 - Challenges/benefits; Problems/solutions, etc.
 - Each groups assigns a note-taker to report to the larger group. (Handout or survey questions should be projected onto screen).
 - Allow discussion of the topic and goal(s)
 - Have workshop co-organizers sit in on group discussions to help facilitate talk

2:50-

- Group Discussion (35 min)

Engage group in brainstorming based on topic and feedback from the small group discussions.

 - [10-15 min] Report group answers
 - Small group notetakers report answers to group
 - Workshop organizer writes on Whitepad
 - [20-25 min] Brainstorm/Troubleshoot Solutions - Use small group discussion/questions to brainstorm solutions in the larger group
 - Collectively brainstorm answers/issues raised in the smaller groups

3:25-

- Wrap-up (5 min): Summarize Workshop topic and goal achieved.

Post-Workshop Follow-up

- Ensure that ISBER has the updated information to send to attendees.
- Publication Options
- Webinar