SKILLS21 Workshop Template

Title	Date/Time	Facilitator(s)
SKILLS21 Stream(s)	**Location**	**Room Specifications**

Supplies	

Time	**Set-up (before participants arrive):** Prepare the furniture, materials, and technology, and decide what participants will do as they arrive (e.g., register, find a seat, grab coffee, etc).
	Opening (workshop begins): Gain participants' attention, explain why the workshop is important, present learning outcomes, and find out what participants already know.
	Instruction (convey main ideas through presentation & active learning): Engage participants with the content and help them achieve learning outcomes.
	Closing (ending the workshop): Prompt participants to synthesize what they have learned, address any loose ends, and provide means for assessing the workshop.