



SKILLS21 Workshop Template

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|---|--|-----------|---------------------|
| 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). | | |
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| Opening (workshop begins): Gain participants' attention, explain why the workshopnt. | | | |

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| | <p style="text-align: right;">Engage</p> 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. |