



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 workshopnt.			

	<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.