**Instructor’s Guide** (Template)

Duration:

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| **Workshop Name** |  |
| **Workshop Description** |  |
| **Workshop Objectives** |  |
| **Sections** | * Opening and Introductions |
| **Workshop Materials** |  |

**Note:** Ensure you submit all materials to NLI through the TLOS Training Team Drive

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| **Instructor Checklist**  Detail any steps that are needed to be done before, day of, and after the session. | |
| Before the Session |  |
| Day of Session |  |
| After the Session |  |
| Additional Notes for Instructor |  |

**Detailed Agenda**

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| **Section 1** | |
| **Section Title** | Opening and Introductions |
| **Section Overview** | The purpose of the opening and introductions is to provide participants with an overview of the workshop. |
| **Expected Time** | 15 mins |
| **Materials Used** |  |
| **Slides Covered** |  |
| **Suggested Process**  Include steps where slides/materials should be used and how they should be used. | |
| 1. Welcome participants and introduce yourself. You can often take [attendance](https://app.nli.tlos.vt.edu/) during this time or before the workshop begins. 2. Review the intended outcomes of the workshop. Ensure everyone understands where the workshop is headed. | |
| **Additional Notes for the Instructor** | |
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| **Section 2** | |
| **Section Title** |  |
| **Section Overview** |  |
| **Expected Time** |  |
| **Materials Used** |  |
| **Slides Covered** |  |
| **Suggested Process**  Include steps where slides/materials should be used and how they should be used. | |
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| **Additional Notes for the Instructor** | |
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| **Section 3** | |
| **Section Title** |  |
| **Section Overview** |  |
| **Expected Time** |  |
| **Materials Used** |  |
| **Slides Covered** |  |
| **Suggested Process**  Include steps where slides/materials should be used and how they should be used. | |
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| **Additional Notes for the Instructor** | |
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| **Section 4** | |
| **Section Title** |  |
| **Section Overview** |  |
| **Expected Time** |  |
| **Materials Used** |  |
| **Slides Covered** |  |
| **Suggested Process**  Include steps where slides/materials should be used and how they should be used. | |
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| **Additional Notes for the Instructor** | |
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