

Tips and Tools for Effective Education and Training

Manchester Grand Hyatt San Diego

November 14, 2018

Half-day workshop from 8:30 AM to 12:00 PM

The purpose of the **Tips and Tools for Effective Education and Training** program is to coach IRB educators in the use of active-learning pedagogy and best practices for creating and delivering effective educational and training sessions. Often, IRB educators have very little time, or only a single opportunity, to share a large amount of information. Many of these IRB staff have little background or experience as educators or public speakers. During this course, participants will learn the most effective ways to organize and present content, incorporating active-learning skills that are effective for either large or small groups. They will learn how to effectively use PowerPoint and other presentation methods for the most efficient knowledge transfer while also encouraging active engagement with the material being presented. Breakout sessions will be conducted, in which activities effective for small groups will be discussed and demonstrated. Strategies for addressing typical challenges, such as individuals or groups who dominate discussions (or who are reluctant to participate), and ways to assess successful learning, will be addressed.

***Note:** *If you are taking both half-day preconference programs (one in the morning and one in the afternoon), please note that lunch will be available. If you are only taking this half-day workshop, lunch will not be provided.*

AGENDA

7:30–8:30 AM	<i>On-Site Check-In (breakfast on your own)</i>
8:30–8:45 AM	Welcome and Introduction
8:45–9:45 AM	Working with small groups Topics, methods, and activities
9:45 AM–10:00 AM	<i>Break</i>
10:00–11:45 AM	Working with large groups Topics, methods, and activities
11:45–12:00 PM	Slide design, public speaking tips, and discussion
12:00 PM	<i>Adjournment</i>

Please note this description is subject to change.