Workshop Preparation Webinar
Agenda

Review best practices for teaching workshops
   Carla Spagnoletti MD, MS - SGIM Education Committee, Co-Chair

Review key details, timeline of workshop preparation
Call attention to differences in length from prior SGIM meetings
Social Media Push for #SGIM18
   Brad Crotty MD, MPH - Annual Meeting Planning Committee, Workshop Chair
New since 2017:

Workshops are **60 minutes** in duration

Time management and expectations are critical to delivering successful sessions.
In addition to this webinar, please review the #SGIM18 Annual Meeting Website for details

https://connect.sgim.org/sgim18/submit/round-one/workshops
Workshop Presentation Tips

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Optimizing the Preparation Phase

• As the workshop leader, set a timeline with deadlines

• Provide collaborators with expectations
  • Material presented should be evidence-based if possible
  • Presenter should prepare themselves to be “expert” on their assigned topic or role

• Conference calls or meetings should be held periodically with the entire group
Optimizing the Preparation Phase

- Didactics are usually in PowerPoint
  - Avoid busy slides
  - Use 20 font at minimum (28-44 is best)
  - Consider using simple animation effects
  - Minimize clip-art, images to only those necessary to demonstrating your point
- Prepare and make copies of in-workshop and take-home materials
- Adhere to the meeting’s deadlines for handouts or inclusion of workshop materials on website
- Hold a “dress-rehearsal” before (or at) the conference
Workshop Structure

• Incorporate both didactic and interactive components

Didactic component is best for:
• Background
• Info needed to participate in interactive component or that answers questions generated by interactive component
Workshop Structure

• Participants learn more with interactive component
  • Poll Everywhere
  • Demonstrations (in-person or video clips)
  • Talk to your neighbor
• Variety of small group break out activities depending on your topic
  • Cases to stimulate discussion
  • Learning or skills stations
  • Question/answer sessions conducted by small group facilitator
  • Modified team-based learning
  • Role-play activities

• Avoid flipped classroom approach and activities that require a lot of seating rearrangements
Steps for Effective Use of Demonstration

1. Prime the demo:
   - “We want you to specifically watch for....”
   - “Take notes on what you like/don’t like about...”

2. Present it live (performed by workshop faculty) or via video clip
   - If live, letting audience decide details of scenario may make it more engaging
   - Make sure demo is brief and can be seen/heard by all
   - DOES NOT need to be perfect

3. Debrief the demo:
   - “What did you notice?”
   - “What went well?”
   - “What could be improved?”
Tips for Effective Use of “Talk to Your Neighbor”

• **Utilize when:**
  - Minimal problem-solving needed
  - You are short on time
  - When room set up doesn’t allow for much movement or interaction
  - Topic or task is potentially difficult/sensitive
    Task is best accomplished by a handful of people

• **Give specific instructions:**
  1. “Turn to your neighbor.” or “Talk in groups of 2 or 3.”
  2. “Take 2-3 minutes to discuss…”
  3. “Write down your top 3 ideas…”
  4. “We’ll ask a few groups to share their ideas with the large group.”
Small Groups “How-To”

• Ask for round tables in advance

• Aim for groups of 5, max 10 depending on task and room

• Give participants clear instructions on how to break up and what they are going to do, including timing
  • Use methods conducive to small group teaching (see above)
  • Station a workshop faculty at each group table if possible, to keep groups on-task

• Make groups accountable
  • Ask teams to report back to large group via representative or team voting (TBL)
  • Hand-in product created
Game-Day Workshop Tips

• Arrive early to prepare the room
  • Make sure tables/chairs are set up the way you want them
  • Check AV equipment and ensure Powerpoint, sound and videos are working properly
• Start on time (no more than 3 minutes late)
• Briefly get to know your audience
  • Do an icebreaker to assess prior knowledge, experience with the topic
    • “How many consider yourselves novice on this topic? How many expert?”
    • “Raise your hand if you are a resident or fellow. Junior faculty? Senior?”
  • Glean what they hope to accomplish by attending
    • “Why did you choose this workshop to attend?”
    • “What are you hoping to learn today?”
Game-Day Workshop Tips

- Try not to deviate from your pre-determined timeline
  - Designate a time-keeper
  - Ask people to hold questions until they are invited
  - Be prepared to make small changes to the plan if running behind

- Utilize effective presentation skills
  - Eye contact, smile, don’t read directly from slides
  - Make sure what you are saying is congruent with what is on your slides

- Politely remind participants to complete an evaluation

- Remain available after your workshop is over for one-on-one questions
Workshop
WD09: Using Videos to Educate Providers and Patients
11:30AM - 12:30PM, Thu Apr 20

Session Coordinator: Arshiya Baig
Additional Faculty: Vineet Arora, Valerie Press

SGIM17 Session Evaluation Form
Key Dates

• April 4, 2018: SGIM18 App Launch Date
  • Lookout for an invitation email from registration@sgim.org to download the App
  • Accessible from desktop, tablet, or mobile phone

• April 9, 2018: Presenter Slides & Handouts due in SGIM18 App
  • Upload instructions via desktop will be provided
  • Updated presenter slides/handouts can be uploaded at any time
  • Please inform attendees if major changes in slides

• April 11-14, 2018: 2018 SGIM Annual Meeting in Denver, CO
  • Enjoy the meeting!
Questions & Resources

• Questions from Webinar Attendees

• Presenter Page: https://connect.sgim.org/sgim18/submit/present

• Questions?
  submissions@sgim.org