

SGIM WORKSHOP PEARLS

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Topic</p>	<ul style="list-style-type: none"> • Make it FOCUSED. For example, if you want to present on “Breast Cancer Screening”, choose “Impact of Breast Density on Breast Cancer Screening Recommendations” instead. Another example: if you want to present on “Giving a Lecture,” choose “Four Ways to Make a Lecture Interactive with Little Preparation Time” instead. • Make it TIMELY. Choose a topic that falls at the learning edge of your anticipated audience. For example, focus it on new guidelines, on a potentially controversial subject, or one that relates to the meeting theme. • Make it “PRACTICE” CHANGING. Participants should be able to apply new knowledge or skill on your topic to their patient care, teaching, research, or other professional activities.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Team</p>	<ul style="list-style-type: none"> • LIMIT the number. Choose a maximum of 5 workshop faculty. • Consider their CONTRIBUTION and EXPERTISE. It helps to have one “big picture” person, one person experienced in presenting workshops, and one person who is detail-oriented. Often each contributor can play more than one role.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Learning Objectives</p>	<ul style="list-style-type: none"> • The workshop summary should answer 3 KEY QUESTIONS: <ul style="list-style-type: none"> ◦ Why is the topic IMPORTANT? ◦ What should participants expect DURING THE SESSION? ◦ What will the participants TAKE AWAY from the session? • Include no more than THREE LEARNING OBJECTIVES and write them in SMART format: <ul style="list-style-type: none"> ◦ Specific (state what the learner will be able to do) ◦ Measurable (how much change is expected) ◦ Achievable (with available resources and restraints) ◦ Relevant/Realistic (pertinent to needs of the participant and the SGIM) ◦ Time-phased (provides timeline indicating when the objective will be met)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Preparing and Presenting</p>	<ul style="list-style-type: none"> • At least half of the workshop should be INTERACTIVE and facilitated by workshop faculty. • INTERACTIVE METHODS include <ul style="list-style-type: none"> ◦ Case-based or problem-based individual or small group activities ◦ Large group facilitated discussion ◦ Interactive polling during the session • USE YOUR 90 MINUTES WISELY <ul style="list-style-type: none"> ◦ Allot a specific amount of time to each speaker and activity and distribute timeline to workshop faculty. ◦ Didactic content should include only essential information. ◦ Avoid allotting more than 3-5 minutes to providing background information. ◦ Run a test session: <ul style="list-style-type: none"> ▪ Check you background and lighting ▪ Ensure that time allotments are realistic – including time to transition in/out of breakouts ▪ Learn the technology platform you will be using and make effective use of the functions ◦ Assign a workshop faculty member to facilitate the session, including keeping track of time, monitoring and answering questions in the chat, and managing breakout rooms ◦ Start the workshop on time (not 5 minutes late) and end on time. ◦ Keep breakouts to no more than 2 sessions. ◦ Consider providing your contact information at the beginning of the session. • DURING THE SESSION <ul style="list-style-type: none"> ◦ Mute everyone during large group sessions. <ul style="list-style-type: none"> ▪ Ask participants to use the chat feature to ask questions and share ideas, unless you are facilitating a large group discussion or debriefing session. ◦ Use your device’s “Do Not Disturb” function to minimize any background noise or notifications during your session. ◦ Use a timer during sessions to allow participants to know how to best manage their time.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Handouts</p>	<ul style="list-style-type: none"> • Provide links to or copies of educational materials and resources through the SGIM annual meeting app ahead of the session. • Consider providing handouts or resources as links in the chat during the session • Handouts should contain information that is important, but not essential for the topic. • Handouts should enhance the content presented, not repeat it.