



## Faculty Development Institute 2017-2018 Sample Schedule for 20 Participants\*

Arrival Day	Day 1	Day 2*	Day 3	Day 4
Arrival at host venue	8:00-9:30 am Course Introduction	8:00-10:30 am Homework Presentations	8:00-10:00 am Training Design – Learning Objectives	7:30-10:15 am Participant Sessions
	9:30-9:45 am Break	10:30-10:45 am Break	10:00-10:15 am Break	10:15-10:30 am Break
	9:45-11:45 am Presentation Skills Part I	10:45 am-12:30 pm Adult Learner Characteristics	10:15 am-12:00 pm Training Design - Strategies & Materials	10:30 am-1:00 pm Participant Sessions (continued)
	11:45 am-12:45 pm Lunch	12:30-1:30 pm Lunch	12:00-1:00 pm Lunch	1:00-1:30 pm Lunch
	12:45-2:30 pm Presentation Skills Part II	1:30-3:30 pm Interactive Learning	1:00-2:30 pm Training Session Management	1:30-2:00 pm Making Use of Your Skills
	2:30-2:45 pm Break	3:30-3:45 pm Break	2:30-2:45 pm Break	3:30 pm Departure
	2:45-4:45 pm Using Visual Aids	3:45-4:00 pm Explanation of Final Project	2:45-3:15 pm Evaluation Overview	
	4:45-5:30 pm Homework Explanation and Preparation (as needed)	4:00-5:15 pm Training Design Overview	3:15-6:15 pm Final Project Preparation (as needed)	
	Dinner	Dinner	Celebration Dinner	
				2:00-3:00 pm Closing / Evaluations

\*For trainings of 10 participants, start Day 2 at 9 a.m.