SKILLS WORKSHOP – FACILITATOR INSTRUCTIONS

The Skills Workshops are designed to allow participants to gain practical skills in different disciplines of respiratory medicine. The format of this session is different from the usual education sessions as the workshops will revolve around workstations and use interactive demonstrations instead of traditional presentations and lectures. The maximum number of participants is 32 per workshop.

The role of the facilitators

- Prepare educational material for handouts (see below for more information).
- Allow 30 minutes for each group to visit each workstation.
- Be responsive to the needs and level of your audience.
- Do not hesitate to ask for feedback from the participants to make sure that the key points are understood.
- Please remember that most of the participants are not native English speakers.
- If patient participants are involved in your session, it would be appreciated if you could assist them with any additional questions or requests that they might have.

Preparation of the educational materials

Participants will receive educational materials electronically prior to the session. When creating educational materials we suggest that you co-ordinate within your faculty group. We recommend that for each workstation participants are provided with:

- Relevant abstracts
- Summary documents
- Information of best practice
- MCQs and their answers
- Relevant PowerPoint presentations
- List of recommended readings

This is a suggested list of educational materials; please feel free to include other materials if you feel they are relevant.

When developing your educational materials, please include case discussions or links to videos, many resources can be found on the ERS E-Learning website www.ers-education.org. Please select fonts, colours and diagrams which are easy to read. ERS PowerPoint and Word templates can be found here www.erscongress.org/information.

Please remember, if you are including information from other sources (which include journals, articles, book chapters, graphs and figures) that, you will need to contact the copyright owner for permissions. ERS will need a copy of the permission, and is not responsible for requesting the permissions on your behalf.

Participant will be asked to fill out an online questionnaire in order to evaluate the workshop. The feedback will be taken into consideration when selecting faculty members for future ERS activities.

Deadline for educational materials

30 June 2017