Becoming a CAIeRO Facilitator:   
Sample Workshop Agenda

# Day 1

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| 9.00 - 9.30 | Welcome & introductions CAIeRO process: what will we have learned by noon tomorrow? |
| 9.30 – 11.30 | Blueprint: mission, course features, outcomes, assessment: brief reminders of each component, followed by micro-teaching. |
| 11.30 - 11.45 | Break |
| 11.45 – 12.45 | Storyboards. Micro-teaching. |
| 12.45 - 1.30 | Lunch |
| 1.30 – 3.00 | Storyboards. Micro-teaching. |
| 3.00 - 3.15 | Break |
| 3.15 – 4.30 | Prototyping e-tivities. Micro-teaching. |
| 4.30 – 5.00 | Review and feedback. Schedule of work for Day 2. |

# Day 2

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| 9.00 - 9.30 | Reflections from previous day: what have you learned so far? |
| 9.30 – 10.00 | Refresher session on reality checking, adjustments to e-tivities, action planning and reflection (no micro-teaching). |
| 10.00 - 10.30 | Pre and post-CAIeRO (no micro-teaching). Tutor-facilitated discussion. |
| 10.30 – 10.45 | Break |
| 10.45 - 11.30 | Emerging issues from previous CAIeROs e.g. scenarios for success and failure, facilitation skills, etc. |
| 11.30 - 12.00 | What makes a good facilitator? Final opportunity for  micro-teaching demonstrations may be useful. |
| 12.00 - 12.30 | Final reflections: are we ready to facilitate a two-day workshop? Resources, support, further training. |
| 12.30 - 1.15 | Lunch |