Workshop template

Title – *In bold*

Author(s) / Facilitator(s) first and last names (please also identify the presenting facilitator(s) in bold), with superscript number referring to the affiliation of the author(s) in the next lines

Affiliation (Organisation, City and Country (if outside of New Zealand)

Insert Workshop Text using the following template:

- **Background/Introduction**
- **Aim of the workshop**
- **Learning outcomes**: What is the participant expected to learn during the workshop
- **Process activity:** Explain the activities planned for the participants
- **Timeline:** Provide a timeline of the different process or activities undertaken during the workshop
- **Tools/Equipment**: Identify what teaching tools you will use
- **Key references**: List the references that support your knowledge/skills workshop topic
- **Audience participation**: Workshops should be interactive, explain how workshop will be interactive
- **Maximum number of participants**: Identify the maximum number acceptable to support the workshop learning outcomes