

**Professional Skills Training Advisory Board Meeting
September 10-12, 2006
Airlie Center, Warrenton, VA**

Draft Agenda

Sunday, September 10	
6:45 pm	Registration
7:00 pm	Reception
7:30 pm	Dinner

Monday, September 11	
7:30 am	Breakfast
8:30 am	Introductions
NIGMS Grant – Overview (Attachment 1)	
8:35 am	Goals and objectives of grant
	Short courses
	Web courses
	Participants (trainees, instructors)
Advisory Board (Attachment 2)	
8:50 am	Members
	Duties – workshops, online courses

	Objectives for THIS meeting	
Live Short Course I: Writing and Reviewing for Scientific Journals (Attachment 3)		
9:00 am	January workshop	
	Participants, materials, evaluation	
	May workshop	
	Participants, materials, evaluation	
Planning Online Short Course I: Writing and Reviewing for Scientific Journals (Attachment 4)		
10:00 am	Overview of web course	
	Participants, moderators, staff	
	Participant selection	
	Beta-testing web course	
	Minority focus	
	Evaluation plans	
10:30 am	Break	
10:45 am	Planning web course cont'd	
12:00 pm	Lunch	

Planning Workshop #2: Presentation Skills (Attachment 5)		
1:30 pm	Planning Process Possible Sessions: titles and focus Finalize session topics	
2:30 pm	Workshop Planning Session: break into groups, 1 for each lesson	

	(5 sessions as drafted)	
	Objectives for short course	
	Session format	
	Potential speakers/mentors	
	Activities: exercises; case studies, other?	
	Breakout groups	
	Breakout group leaders	
	Minority issues	
	Materials: have and to be developed	
	Evaluation	
5:00 pm	Preliminary report from groups: issues where we're struggling	
6:30 pm	Dinner	

Tuesday, September 12		
7:30 am	Breakfast	
Workshop Session Planning Reports (Attachment 7)		
8:30 am	Group work continues	
10:30 am	Break	
10:45 am	Reports from each planning group	
11:30 am	Finalize workshop sessions	
	Workshop locations/dates	

	Inviting speakers/mentors	
	Materials needed; who responsible	
	Evaluation	
	Deadlines	
	Timeline/Deadlines	
12:00 pm	Lunch	
1:30 pm	Recap: Final details of workshop	
2:00 pm	Deadlines/jobs/future communications	
3:00 pm	Adjourn and depart for airport	