

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

Agenda

Sunday, September 10		
6:30 pm	Registration	Meadow Room
7:00 pm	Reception	East Room
7:30 pm	Dinner	Airlie Dining Room

Monday, September 11		
7:30 am	Breakfast	Airlie Dining Room
8:30 am	Introductions	Meadow Room
NIGMS Grant Overview (Attachment 1)		
8:45 am	Goals and objectives of grant	Meadow Room
	Live courses	
	Web courses	
	Participants: Live and Web courses	
	Evaluation: Live and Web courses	
Advisory Board Overview (Attachment 2)		
9:00 am	Advisory Board duties	Meadow Room

	Objectives for this meeting	
	Advisory Board members	
Live Short Course 1: Writing and Reviewing for Scientific Journals (Attachment 3)		
9:15 am	Objectives for Live short course 1	Meadow Room
	January workshop	
	Application, participants, materials, evaluation	
	May workshop	
	Participants, materials, evaluation	
10:00 am	Break	
10:15 am	Diversity Issues Small group work	Rooms: Meadow, North and West
Web Short Course 1: Writing and Reviewing for Scientific Journals (Attachment 4)		
11:15 am	Overview of web course	Meadow Room
	Beta-testing web course	
	Evaluation plans	
12:00 pm	Lunch	Airlie Dining Room

Live Short Course 2: Presentation Skills (Attachment 5)		
1:00 pm	Planning Process Possible Sessions: titles and focus Finalize session topics	Meadow Room
2:00 pm	Workshop Planning Session: break into groups, 1 for each lesson (6 sessions as drafted)	Rooms: Meadow, North and West

	Consider: Objectives for short course Session format Potential speakers/group leaders Activities: exercises; case studies, other? Breakout groups activities Minority issues Materials: have and to be developed Evaluation	
3:30 pm	Preliminary report from groups: issues where we're struggling	Meadow Room
5:00 pm	Dinner	Airlie Dining Room
6:00 – 8:00 pm	Environmental Studies Center Tour (weather permitting)	Meet at steps in front of the Airlie House

Tuesday, September 12		
7:30 am	Breakfast	Airlie Dining Room
Workshop Session Planning Reports (Attachment 6)		
8:30 am	Preliminary report synthesis	Meadow Room
8:45 am	Group work continues	Meadow Room
10:15 am	Break	
10:30 am	Reports from each planning group	Meadow Room
11:30 am	Finalize workshop sessions Objectives Possible speakers/mentors Materials needed	Meadow Room
	Information: 2007 Workshop locations/dates	

	2007 Applications deadline	
	Evaluation	
	Deadlines	
12:00 pm	Lunch	Airlie Dining Room
Future Directions (Attachment 7)		
1:00 pm	Future live courses Future grant topics APS IT assessment	Meadow Room
1:30 pm	Adjourn and depart for airport	