



BD4P Training Workshop

Appendix B: Instructor/SME Expectations

- 1) Participate in relevant calls/meetings
 - Scheduled weekly calls during workshop development phase
 - Instructor training session (in-person or webinar)
- 2) Refine module objectives to be consistent with overall program objectives
 - Coordinate with other instructors to ensure consistency
 - Identify information that should be added/emphasized to fulfill program objectives
- 3) Provide draft and final instructional materials to supplement existing materials, as needed
 - Activities, annotated slides, suggested readings, etc.
- 4) Create supplemental instructional materials, as needed
- 5) Select applicable case studies for relevant modules
 - Identify areas where content should be added/emphasized
 - Suggest new case studies to clarify modules/key concepts, if needed
- 6) Present assigned material and/or case study at training or in pre-work webinar
 - Each instructor may be assigned one or more relevant modules or case studies