



Session Definitions

Training Sessions

Training sessions are aimed at teaching practical knowledge, specific skills, and/or instructions to develop or improve an attendee's work performance, capacity, competency, or productivity, or to help the attendee attain a circumscribed level of knowledge or skill. Training sessions typically have at least one (1) qualified instructor and follow a defined curriculum that takes hours, or days to complete. Training sessions, although typically didactic, may also follow alternate/practical adult-learning formats such as exercise play, break-out workgroups, quizzing, or interactive hands-on activities.

Workshops

Workshops are relatively short, educational seminars aimed at imparting knowledge to enhance an attendee's knowledge regarding a circumscribed practical topic through lecture(s), presentation(s), interactive panel discussion(s), or a combination thereof. Workshops feature an appropriate, qualified speaker (or panel of speakers) to present relevant experiences, best practices, new concepts/methods or knowledge, present lessons learned, provide general guidance, or demonstrate the application of specific procedures or techniques. A workshop may be repeated no more than once in anticipation of high demand. Up to two (2) workshops may be scheduled serially (i.e., back-to-back) if their topics are logically similar and linked and attendees would benefit by remaining in the same room.