

# ILT Workshop Template

3-4 hour project: Complete instructor-led training workshop

## Project Overview

Create a complete 1-day ILT workshop.

Time: 3-4 hours total

Output: Full workshop with slides, guide, handouts, activities

Phases:

- Structure (20 min): Session outline
- Content (45 min): Teaching points and examples
- Activities (45 min): Practice and discussion
- Slides (30 min): Presentation deck outline
- Guide (45 min): Facilitator notes
- Handouts (30 min): Job aids and references

Total savings: 36-56 hours (90%+ reduction from 40-60 hours)

## Phase 1: Structure (20 minutes)

Define workshop structure:

Topic: [Workshop subject]

Duration: [4 hours, 1 day, 2 days]

Audience: [Participants and experience]

Outcomes: [What they'll achieve]

AI Prompt:

"Create a detailed session outline for a [duration] workshop on [topic] for [audience]. Include: opening activity, 3-4 main teaching segments, practice activities, breaks, and closing. For each segment, specify timing, learning objective, and delivery method (lecture, discussion, activity, etc.)"

Review outline for flow and timing.

## Session Structure Template

Use this structure:

Opening (30 min):

- Welcome and introductions
- Learning objectives
- Opening activity

Segment 1 (60-90 min):

- Teaching points
- Examples

- Practice activity

[Continue for 3-4 segments]

Closing (30 min):

- Key takeaways
- Action planning
- Q&A;

Include breaks every 90 minutes.