



Appendix A: BD4P Training Workshop Timeline

Timeframe	Communications & Outreach	Curriculum/Content	Workshop Logistics
12 weeks prior	<ul style="list-style-type: none"> Announcement about upcoming workshop, including: <ul style="list-style-type: none"> Description of program goals Target audience Application information (if known) Workshop date 	<ul style="list-style-type: none"> Agree on any proposed revisions <ul style="list-style-type: none"> Curriculum Case studies 	<ul style="list-style-type: none"> Finalize dates for workshop Finalize instructor expectations Identify potential instructors (both pre-work and in-person)
11 weeks prior	<ul style="list-style-type: none"> Conduct discussions with potential instructors 		
10 weeks prior	<ul style="list-style-type: none"> Announce opening of application period Announce workshop date and location 	<ul style="list-style-type: none"> Finalize internal curriculum/case study modifications/updates, if needed 	<ul style="list-style-type: none"> Finalize location for workshop (hotel & meeting space) Application period opens
8 weeks prior		<ul style="list-style-type: none"> Provide instructors with materials for review and feedback 	<ul style="list-style-type: none"> Confirm training instructors
6 weeks prior	<ul style="list-style-type: none"> Notify participants of acceptance <ul style="list-style-type: none"> Include expected travel reimbursement 	<ul style="list-style-type: none"> Obtain any final feedback from instructors on suggested curriculum/case study modifications, if applicable 	<ul style="list-style-type: none"> Application period closes
4 weeks prior		<ul style="list-style-type: none"> Pre-work curriculum/case study finalized 	<ul style="list-style-type: none"> Pre-work instructor training (in-person or online) Participants confirm acceptance
3 weeks prior	<ul style="list-style-type: none"> Distribute final pre-work curriculum to pre-work instructors Distribute blank biography slides to instructors and participants 	<ul style="list-style-type: none"> In-person workshop curriculum/case studies finalized 	<ul style="list-style-type: none"> Print any curriculum materials

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2 weeks prior		<ul style="list-style-type: none">• Distribute final curriculum/case study materials to instructors	<ul style="list-style-type: none">• Pre-work Webinar #1• Pre-work, readings, and biography slides available to participants on resource page• Instructor training
1 week prior			<ul style="list-style-type: none">• Pre-work Webinar #2• Pre-work complete
DEADLINE	<ul style="list-style-type: none">• In-person Workshop		