SAMPLE AGENDA

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| **Time** | **Min.** | **Activity** |  |
| 7:30-8:00 | 30 | Sign in |  |
| 8:00-8:10 | 10 | Introductions | PART 1 |
| 8:10-8:30 | 20 | Nature and purpose of proactive goals of care conversations |
| 8:30-9:10 | 40 | Key Communication Skills |
| 9:10-9:30 | 20 | Practice Exercise - Communication Skills |
| 9:30-9:45 | 15 | BREAK |  |
| 9:45-10:45 | 60 | Conducting a Goals of Care Conversation –  Talking Map Steps 1-4 | PART 2 |
| 10:45-11:15 | 30 | Practice Exercise  Steps 1-4 |
| 11:15-12:30 | 75 | Conducting a Goals of Care Conversation –  Talking Map Steps 5 & 6 |
| 12:30-1:30 | 60 | LUNCH |
| 1:30-1:45 | 15 | Documenting Goals of Care Conversations in CPRS |
| 1:45-2:45 | 60 | Practice Exercise  Putting it All Together |
| 2:45-3:00 | 15 | BREAK |  |
| 3:00-4:15 | 75 | Part 3: Implementing Goals of Care Conversations | PART 3 |
| 4:15-4:30 | 15 | Closing |