

# LNADA Follow-up Training Workshop

Day 2 – Session 3: Applied Restoration – Hands-on

**28 May 2026 | 13:00–14:00**

# Assignments

Participant	Dataset
A	-----
B	-----
C	-----
D	-----

Confirmed from yesterday's shortlist.

**Progress tracker:** *d2s3-restoration-handson-tracker.xlsx* — trainer updates Status (Not started / In progress / Done / Blocked) for each participant × each of the 7 steps.

# Time budget

<b>Step</b>	<b>Minutes</b>
Bring in metadata	10
Apply template	2
Fill gaps	25
Attach documents	10
Variables (if available)	5
Publish	3
Verify	5
<b>Total</b>	<b>~60</b>

If behind at 30 minutes: skip attachments and proceed to publish.

# Help protocol

When stuck:

1. Try for **1 minute** on your own
2. Still stuck: **yellow post-it on monitor** = need help
3. Trainer arrives within 1 minute
4. If unblocked in 5 minutes, trainer takes over; you watch

**No prestige in struggling silently.**

# Group check-ins

## Time

## Check

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13:25

Anyone still on Step 1?

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13:45

Anyone not yet at Step 5?

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13:55

Has everyone published?

Short trainer-driven checks. Keep working.

# Exit criterion

By 14:00 each participant should have:

- Metadata imported
- Template applied
- Required fields complete
- At least one document attached
- Published at least once
- Verified visible on the catalog

**Not required by 14:00:** all attachments, all optional fields, refined translation.

# Bridge to the wrap-up

After this hour:

- **14:00–14:15** Break
- **14:15–15:00** Wrap-up & next steps

Walk into the wrap-up knowing what you finished and what's still pending.