**Title**

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| --- | --- |
| **Objectives** | **Duration: From - To** |
| **AIM:** One sentence describing the purpose of the session. **OBJECTIVES:** By completing this module, delegates will be able to:* List specific things that delegates will be able to do after completing this session.
* Be specific.
* 3-6 objectives is ideal.

The content and structure of the workshop is described below. | **Pre-Course Work:** * Summarise pre-course tasks
 |
| **Outline of the Session** |
| **Welcome and Objectives** | *Explain what happens in this section. E.g. Delegates are taken through the agenda for the day and an ice-breaker exercise is run* | How will this section be delivered? E.g. * Trainer input
* Individual contributions
 |
| **Section1: e.g. What Makes a Manager?** | *Provide a very brief explanation of what’s covered and key points. E.g. Delegates explore the characteristics of good managers to identify that more is down to attitude and behaviour than knowledge* | * E.g. Group exercise (using picture cards)
* Facilitated Group discussion.
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| **Section 2** | *Add detail* | * E.g.
* Post-it note group exercise
* Case studies
 |
| **Section 3** | *Add detail* | * Add
* Add
 |
| **Section 4** | *Add detail* | * Add
* Add
 |
| **Section 5** | *Add detail* | * Add
* Add
 |
| **Summary and Action Planning** | *Review of key learning points Identifying opportunities to put into practice NOW**Drawing up a detailed action plan for something specific that they will implement upon return to work.* | * Individual/pairs work
 |
| **Post-Workshop Assignment**Any post-workshop activities that should be completed or options to extend the learning |