**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. |
| **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 | | |