Inspiring Learning & Development

Venue

- A.V.
- Location
- Ambiance
- Room Layout
- Facilities
  - Wi-Fi
  - Breakout
  - Car Park
- Food & Beverage
- Cost

Logistics

- Joining instructions
- Dress Code
- Calendar
- Breaks
- Start / Finish Times

Content

- 3 months on
- KPI's
- Attendee Role & Function
- Follow up actions & exercises
- Subject Modules
- Participant Diversity
  - Eager beaver
  - Vacationers
  - Prisoners
  - Personalities
- Learning Preference
  - Visual
  - Auditory
  - Kinesthetic
- Prior knowledge
- Key Takeaways
- Energisers Activities Exercises
- Support Materials
  - Slide Deck
  - Flip Chart
  - Props
  - Workbook
  - A.V.
  - Evaluation Form
- Learning Outcomes

Facilitator

- Subject knowledge
- Mindset & Moodset
- How to Start / Finish
- Positioning Self
  - Impression
  - Background
  - Rapport
  - Integrity
- Style
  - Educate
  - Entertain
  - Engage