

WORKSHOP TEMPLATE



Given the nature of our training as an open forum, this template should be taken as a guide only and not an exact template.

1. Introduction to facilitators
2. Meet and Greet exercise for group members.
3. Opening question to each group member – Identify one thing you'd like to learn and/or get out of today's training?
4. First communication exercise (facilitated in large group)
Discussion and survey of preferences:
 - Communication socially
 - Communication at work
 - Prevalent at work
5. Second communication exercise (facilitated in small groups or pairs):
Role play of exaggerated challenging work situation
 - What went wrong?
 - What got in the way of them being more effective in their communication?
 - What could they have improved?
6. Coffee Break
7. Mindfulness/Wellbeing exercise to re-join the group
8. Third communication exercise: Facilitator role play in relation to earlier challenging situation:
A demonstration of effective communication in challenging work situation
Group discussion and constructive feedback, noting further improvements for success
9. Fourth communication exercise (facilitated in small or large group)
An anonymous written task
Request from group in relation to identifying a specific scenario related to their organisation
Potential pairs role play in relation to same
New learning and implementation of this learning in their examples.
Wider group discussion
10. Elected theme identified by organisation.

(Estimated running time 4 hours).