

Toolkits workshop for team meetings

A 60 minute bite-size session to find out more about learning and development toolkits and how you can use them for personal and team development.

Time	Facilitator notes	Resources
5 minutes	<p>Introduce the Toolkits</p> <ul style="list-style-type: none"> - What they are - How they can be accessed <p>Key points:</p> <ul style="list-style-type: none"> - Staff can access development under 3 topic headings: <ul style="list-style-type: none"> o Personal Development o Management o Leadership - Toolkits are available for all staff regardless of grade or role - You don't need to complete a toolkit, you can chose relevant topics or preferred learning styles. - Designed for you to be able to access the development that you need when you need it – 'pick and mix'. 	Presentation Slides 1-7
10 minutes	<p>Introduce the live toolkits:</p> <p>Key points</p> <ul style="list-style-type: none"> - Navigate to the Courses and Resources page where all toolkits and workshops are listed under the 3 topic headings. - Navigate to Giving and Receiving Feedback toolkit - Open the toolkits in Chrome, right click on the title or icon to access the resource. Use your ease log in for Lynda.com and Online Development Toolkit resources. - All toolkits have the same look and feel. - Show the SARAH video as an example of resource available (you will need to enter your ease log in) - Scroll down to reflective questions and ask group to discuss in pairs 	Access to internet, speakers
15 minutes	<p>Explore your own toolkits:</p> <ul style="list-style-type: none"> - Split the group into pairs – each person in the pair to choose a different toolkit to access - 15 minutes to have a look through a toolkit, select a topic and watch/read/look at/listen to at least one resource 	Own device and headphones

<p>10 minutes</p>	<p>In pairs discuss the resources from the toolkit that you looked at things that you have learnt, will start putting into practice/explore further.</p> <p>Ask a few pairs to share what they discussed with the whole team.</p>	<p>Presentation slide 8</p>
<p>15 minutes</p>	<p>Group discussion</p> <p>Depending on the size of the group either have a group discussion or split into smaller groups to discuss:</p> <ul style="list-style-type: none"> - Which topics do you think are most relevant to the team right now? - When do you think you would find it useful to access the toolkits? E.g. preparing for presentations, preparing for annual review meetings... - How can you build time into your working week to access the toolkits? <p>If in smaller groups bring the team back together to discuss</p>	<p>Presentation slide 9</p> <p>(optional) Flipcharts, pens and post its.</p>
<p>5 minutes</p>	<p>Final Comments & Close</p> <p>Ask if anyone has any final comments about the toolkits and assign any actions that came out of the discussion (e.g. setting 30 minutes in diaries a week as personal development time).</p>	