

TEAM TRAINING PLAN

So, you are planning your Team Training Session. Great work!
It is enormously satisfying to develop skills as a team and benefit from each other's ideas and support.

Use the following guide to help you organise a great session where everyone knows what they need to do, have all of the information they need to work with and have a good time!

What you need

Team to gather together online or in person.

Appoint a scribe to take down important points and information.

Consider whether you want to record the session.

Make arrangements for people to bring their own food or order in.

Decide on what the focus will be.

Some topics demand less time and others demand more. Have either one topic for the morning session and another for the afternoon session or dedicate the whole day to a larger topic.

Encourage everyone to have pen and paper ready.

Use the following time guides to create your structure and agenda.

Lunchtime Team Training Sessions should select a topic from The Club library, as most of these are approximately 30-minutes duration. Presentations of longer duration may be best reserved for a time when the team can gather for 2+ hours. Extending the lunch break to cater for this is a positive option.

STEP 1

WATCH YOUR PRESENTATION

Go to The Club library or the JPPS Online Courses and select a topic that is relevant for your team.

Encourage your team to take notes throughout.

Pause the recording as team members bring up points of discussion.

FULL-DAY

30-90 minutes

HALF-DAY

30-90 minutes

LUNCH

30 minutes

STEP 2

Establish your new or revised system

What is your current system for this topic?

What is the ultimate goal with this system?

What does an improved system look like?

What is needed for this new system to be implemented successfully?

What are each team members responsibility in the new system?

60 minutes

60 minutes

30 minutes

STEP 3

FULL-DAY

HALF-DAY

LUNCH

ROLE-PLAY

Using the JPPS Role-Play Guide, role-play your new system.

Role-play helps to identify initial barriers in your new or revised system and also allows the whole team to know where the resources are for the implementation of your new system.

Role-play is the most successful training method. It provides team members with clarity of goals and expectations of performance, provides them the opportunity to create a physical experience of performing the task and gives the chance to practice the task over and again (something required to master the process.)

2 hours

1 hour

time doesn't permit

STEP 4

FORMALISE YOUR NEW SYSTEM

Now that you have refined your new system, create a written document and/or video to establish it as one your new practice systems.

Enter it into Evernote or your Practice Manual.

1 hour

30 minutes

delegate to team member

STEP 5

SUPPORT IMPLEMENTATION

When is the team going to gather and discuss how successfully the new system is being implemented? (Identify barriers and solutions and possible modifications to new system.) This follow-up can be in the Morning Huddle or at a team meeting.