

### 3 Step Prep - Preparing for your Academy Workshop

During your Academy workshop you will be introduced to a range of concepts, theories and practical skills designed to help you succeed in your role and strengthen your career. Experience shows that the best way to get the most out of this learning opportunity is to ensure that you have an opportunity to apply the learning as soon as you are back in work.

Our recommendation is that you complete the following 3 steps with the support of your manager or a colleague who can aid you in applying your learning most effectively.

Step One     Examine the workshop – Two weeks before the workshop

Discuss the course with your own line manager and explore potential areas where you could apply your learning. Reviewing the workshop outcomes and objectives will help you consider which areas might be of direct relevance to you and your role.

Step Two     Prepare An Objective List – One week before the workshop

What is your main goal for the workshop?  
How will this help you in your work?  
What concerns do you have about the workshop?

If you feel it is appropriate, please feel free to bring a short description of a specific business issues or problem that you feel the workshop may help you address.

Step Three    Apply the Learning – Immediately following the workshop

Allocate some 1:1 time with your manager or colleague and discuss how the workshop went, what your thoughts are about how you could use the learning and how it related to your objective list at Step 2.

Agree an Action Plan with your manager or colleague to implement the learning. This plan should include reviews and support to help encourage you if you get stuck and to guide you when you need to make key decisions.

Implement the Action Plan

Finally we would like to extend a genuine invitation to you to bring an open and enquiring mind to a workshop that we hope you will find rewarding, stimulating and enjoyable. We very much look forward to working with you and thank you for taking part.

Simon Batty  
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