

1 **Workshop 1: ½ Day Online - Tuesday 16th January, 13:00-17:00**

- **Introduction to Springboard Consultancy Programmes & Philosophy** (including ED&I)
- **Springboard Groundrules**
- **Your Licensing Agreement:** Licensing Term Royalties, Quality Assurance
- **Learning Styles & Strategy:** Kolb's Learning Styles & Participant Learning Outcomes

2 **Workshop 2: ½ Day Online - Wednesday 17th January, 9:00-13:00**

- **The Role of the Trainer/Facilitator:** What is it and what isn't it?
- **Role modelling the Springboard Ground Rules:** Practical applications of the groundrules
- **Preparing for the Unexpected:** "What ifs...?"
- **Briefing Helpers, Mentors and Managers:** Recommendations for briefing supporters
- **Trainer Choices:** What elements of the programme are compulsory vs. flexible?

3 **Workshop 3: ½ Day Online - Thursday 18th January, 9:00-13:00**

- **Setting up the Programmes:** Administration and briefing, workshop materials, room layout, catering, research days, organising guest speakers, sample agendas.
- **Evaluation Strategies:** Understanding the objectives and methodology to participant evaluations.
- **Sales, Marketing and PR:** Strategies for understanding your customer, promoting and selling the programme and talking to the press.
- **Workshop Allocations:** Confirm what sections of the programme the trainers will deliver at the residential

Optional **Coaching Day: ½ Day Online- Wednesday 31st January***

- **Preparing for the residential:** Cohort will be split into 2x smaller groups and given the opportunity to attend a coaching session with the trainer to prepare for the workshop run-throughs at the residential

4 **Workshop 4: 1 Day- Residential- Thursday 15th February (Overnight)**

- **Workshop 1 run-through (Sections 1-9)** Trainers to deliver their section of the programme and provide feedback as a group
- **Workshop 2 run-through (Sections 10-18)** Trainers to deliver their section of the programme and provide feedback as a group
- **Make a start on Workshop 3 if there is time**

5 **Workshop 5: 1 Day- Residential- Friday 16th February, 9:00-17:00**

- **Workshop 3 run-through (Sections 19-30)** Trainers to deliver their section of the programme and provide feedback as a group
- **Workshop 4 run-through (Sections 31-38)** Trainers to deliver their section of the programme and provide feedback as a group

6 **Workshop 6: 0.5 Day Online- Tuesday 27th February, 9:30-13:00**

- **Adapting Programme for Online Delivery:** Hints and Tips e.g. platforms, styles, features, equipment, engagement and interaction, and support options.
- **Guest Speaker (Our Story):** Go!Train will talk about their own journeys becoming Springboard Licensed trainers.

7 **Workshop 7: 0.5 Day Online- Wednesday 28th February**

- **Online delivery run-through-** Trainers to deliver a section of the programme and provide feedback as a group.