

# L&D Learning Plan

TIME	TOPIC	ACTIVITY	KEY POINTS / LEARNING OBJECTIVES	EQUIPMENT
5 min	Welcome / Intro		<ul style="list-style-type: none"> <li>House keeping</li> <li>1.5 session, aim to finish early if we can, but time to discuss if we need it</li> <li>Objectives, at the end of this session:               <ul style="list-style-type: none"> <li>Discuss how personal development has contributed to you achieving in your job role</li> <li>Contribute to a group understanding of each Telesales job role</li> <li>Brainstorm challenges and training solutions</li> </ul> </li> </ul>	Flip chart with objectives written
10 min	Development match to goals	Group discussion	<ul style="list-style-type: none"> <li>From the calendar invite, <b>how has some personal development helped you achieve in your job role?</b></li> <li>Discuss as a group</li> </ul>	
20 min	Job definition	Group activity	<ul style="list-style-type: none"> <li>Job definition</li> <li>Split group into teams of 2-3 people, different teams split up</li> <li>Visit each flip chart - document what the role of the title does               <ul style="list-style-type: none"> <li>Department name</li> <li>Department name</li> <li>Department name</li> </ul> </li> <li>Review what's written with brief discussion of understanding</li> </ul>	X flip charts – already titled
30 min	Job challenges	Post-it note-brainstorm	<ul style="list-style-type: none"> <li><b>"What challenges get in the way of you and your team going from good to great?"</b></li> <li>Individually write ideas on post-its of challenges</li> <li>After 5 minutes or so all put notes up on wall/window/white board to discuss briefly – put similar notes together</li> </ul>	Large post-it notes
1 hour	Solutions	Post-it brainstorm	<ul style="list-style-type: none"> <li><b>"What solutions are needed for these challenges?"</b></li> <li>Group discuss what the "root cause" is for the challenges, especially if some are similar</li> <li>Group to decide one or more 'solutions' for this challenge</li> <li>Write a post it note with "solution" and the suggestion on top of the "problem"</li> </ul>	
1 hour 20 min	Check objectives and close		<ul style="list-style-type: none"> <li>Any questions?</li> <li>Have we achieved objectives?</li> <li>Discuss how personal development has contributed to you achieving in your job role</li> <li>Contribute to a group understanding of each Telesales job role</li> <li>Brainstorm challenges and training solutions</li> </ul>	Flip chart with objectives written
1 hour 30 min	<b>FINISH</b>			

# Facilitator Guide Example

**Annelies Wilder-Smith**



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