

**'Business Skills Training' (1 day workshop)**

**Trainer's Notes**

Time	Objective/Learning	Key Action Points	Aids
9:30am-9:45am	To provide an effective welcome and understanding of the 1 day programme	<p>Welcome to the 'Business Skills Training' workshop.</p> <p>Go through Health &amp; Safety, Fire evacuation procedures, toilets, timings, tea breaks and lunch.</p> <p>-Go through overview of workshop &amp; objectives</p> <p>-Give delegates 2 minutes to write their objectives/expectations of the course on post-its and ask delegates to stick them on pre-prepared flipchart paper titled 'Objectives of this workshop' already pre-prepared by trainer on the wall.</p> <p>Agree to regularly re-visit the objectives during the workshop so that delegates can see you've taken notice of their objectives not only your own.</p> <p>Depending on the size of the group:</p> <p>-ask delegates to introduce themselves, their role within the organisation and highlight at least 1 point from the post-its objectives.</p>	<p>Powerpoint Slide 1</p> <p>Powerpoint Slide 2</p> <p>Post-its and pre-prepared flipchart paper</p>