

## ETLP - IASC Emergency Team Leadership Programme Draft Agenda

Day One: 5 November – Sunday		
<i>Timing</i>	<i>Session Title</i>	<i>Key content, objectives or learning themes</i>
1500	<b>1.0 Welcome, Introductions and Course Overview</b>	Welcome. Introductions. Course overview. Ice-breaker. Simulation setup and introduction.
1830	<i>Assignments for Day 2 Simulation Exercise</i>	
1900	<b>Dinner</b>	
Day Two: 6 November – Monday		
0830	<b>2.1 Simulation</b>	Exercise/Demonstration of ETL dynamics.
	.....Simulation Debrief #1	Depressurizations debrief.
1020	<b>Break</b>	
1040	.....Simulation Debrief #2	Structured debrief of ETLP themes.
1115	<b>2.2 Leading through Feedback</b>	Feedback as a leadership practice. Review of feedback tips. Feedback to TL.
1230	<b>2.3 Roles and Traits of Effective Emergency Team Leaders</b>	Strategic. Operational. Relational. Competency categories.
1300	<b>Lunch</b>	
1430	<b>2.4 Leading through Active Listening</b>	Listening as a leadership tool. Active listening tips. Exercise.
1545	<b>Break</b>	
1615	<b>2.5 ETL Leadership Case Study Scenario #1</b>	Decision-making exercise based on participant experience.
1730	<b>Workshop Navigation Meeting</b>	Participant representatives meet with the facilitation team to provide feedback on the workshop.
Day Three: 7 November – Tuesday		
<i>Timing</i>	<i>Session Title</i>	<i>Key content, objectives or learning themes</i>
0900	<b>Daily Review</b>	Review of previous day and overview of today
0915	<b>3.1 Leading with Emotional Intelligence (EI)</b>	Demonstrating EI in teams (role play). EI four dimensions.
1030	<b>Break</b>	
1100	<b>3.1 ...EI continued...</b>	EI in ETL situations. Stress and EI. Discussing personal EI results and their implications.
1130	<b>3.2 Situational Leadership</b>	Six leadership styles; identifying appropriate style for particular situations. Exercise.
1300	<b>Lunch</b>	

1430	<b>3.3 Negotiation Skills</b>	Negotiation skills and tips. Simulation. Debrief. TL feedback.
1540	<b>Break</b>	
1600	<b>3.3 Negotiation Skills (cont'd)</b>	Continued; Exercise debrief.
1640	<b>3.4 ETL Leadership Case Study Scenario #2</b>	Decision-making exercise based on participant experience.
1730	<i>Workshop Navigation Meeting</i>	
<b>Evening</b>	<b>Leadership Role Play Preparation</b> (CD available for consultation as needed)	Self-directed groups prepare for the Thursday <b>Masterpiece Theatre</b> role plays (for Session 5.2).
<b>Day Four: 8 November – Wednesday</b>		
0900	<b>Daily Review</b>	Review of previous day and overview of today
0915	<b>4.1 Leader's Impact on Team Performance</b>	Leader-team dynamic, impact on team performance.
1045	<b>Break</b>	
1100	<b>4.2. ETL Leadership Case Study Scenario #3</b>	Decision-making exercise based on participant experience.
1145	<b>4.3 Influencing for Results</b>	Influencing techniques. Demonstration exercise.
1245	<b>Lunch</b>	
1345	<b>4.4 ETL Leadership Case Study Scenario #4</b>	Decision-making exercise based on participant experience.
1430	<b>4.5 Leadership Corner</b>	Option 1: The leader as coach. Option 2: Open space.
1600	<b>4.6 Leadership Role Play Preparation</b> (CD available for consultation and assistance, as needed)	Teams prepare for the Thursday <b>Masterpiece Theatre</b> role plays (for Session 5.2).
<b>Day Five: 9 November – Thursday</b>		
0900	<b>Daily Review</b>	Review of previous day and overview of today
0915	<b>5.1 Decision Making in Emergencies</b>	Decision-making factors in emergencies. Exercise.
1045	<b>Break</b>	
1100	<b>5.2 Leadership Role Plays</b>	<b>Masterpiece Theatre:</b> Participant emergency team leadership role plays.
1300	<b>-- Lunch --</b>	
1400	<b>5.2 ...continued...</b>	<b>Masterpiece Theatre:</b> Participant emergency team leadership role plays debriefing.
1430	<b>5.3 Team Leader Feedback and Role-Play After Action Review</b>	TL Feedback and After Action Reviews.
1500	<b>5.4 Personal Action Plan</b>	Participants plan post-workshop learning activity
1530	<b>5.5 Evaluations and Closing</b>	Complete evaluations. Closing.
1600	<b>End-of-Workshop</b>	

