# ETLP Workshop Agenda – 23-27 April 2018

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| Day One: 23 April – Monday | | |
| ***Timing*** | ***Session Title*** | ***Key content, objectives or learning themes*** |
| 1530 | 1.0 Welcome and Course Overview | Welcome. Introductions. Course overview. Teambuilding. |
| 1730 | 1.1 Simulation Set-up | Simulation setup and role assignments. |
| 1830 | End-of-Day 1 |  |
| Day Two: 24 April - Tuesday | | |
| 0830 | 2.1 Emergency Team Simulation | Exercise/Demonstration of emergency team dynamics. |
|  | .....Simulation Debrief #1 | Depressurizations debrief. |
| 1040 | ***Break*** |  |
| 1100 | .....Simulation Debrief #2 | Structured debrief of ETLP themes. |
| 1140 | 2.2 Leading Emergency Teams | Traits of effective emergency team leaders.  Emergency team leader functions: strategic, operational, and relational. |
| 1230 | 2.3 Leading through Feedback | Feedback as a leadership practice. Review of feedback tips. Exercise: Provide feedback to team leader. |
| 1300 | ***Lunch*** |  |
| 1420 | 2.4 Leading by Listening | Listening as a leadership tool. Active listening tips. Paired listening exercise. |
| 1530 | ***Break*** |  |
| 1600 | 2.5 The Five-Second Leader: Case #1 | Leadership decision-making exercise based on participant experience. |
| 1700 | Masterpiece Theatre Teams | Instructions for masterpiece theatre teams. |
| 1730-  1800 | Workshop Navigation Meeting | 3-4 participant representatives meet with the facilitation team to provide feedback on the workshop. |

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| Day Three: 25 April - Wednesday | | |
| ***Timing*** | ***Session Title*** | ***Key content, objectives or learning themes*** |
| 0830 | Daily Review | Review of previous day and overview of today |
| 0900 | 3.1 Leading with Emotional Intelligence (EI) | Four EI dimensions. Three EI scenarios. EI in ETL situations. Sharing EI assessment results. |
| 1040 | ***Break*** |  |
| 1100 | 3.2 The Five-Second Leader: Case #2 | Leadership decision-making exercise based on participant experience. |
| 1130 | 3.3 Situational Leadership Styles | EI interagency role play. Six leadership styles. Situationally leading with EI. Link to EI competencies. Exercise. |
| 1300 | ***Lunch*** |  |
| 1420 | 3.4 Building Trust in Multi-Cultural Teams | Cultural considerations when leading and building trust on multi-cultural teams. |
| 1545 | ***Break*** |  |
| 1630 | 3.5 The Five-Second Leader: Case #3 | Leadership decision-making exercise based on participant experience. |
| 1730-  1800 | Workshop Navigation Meeting | 3-4 participant representatives meet with the facilitation team to provide feedback on the workshop. |
| **Evening** | Masterpiece Theatre Team Preparation | Self-directed teams prepare for the Thursday **Masterpiece Theatre** role plays (for Session 5.2). |

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| Day Four: 26 April – Thursday | | | |
| ***Timing*** | | ***Session Title*** | ***Key content, objectives or learning themes*** |
| 0830 | | **Daily Review** | Review of previous day and overview of today |
| 0900 | | 4.1 Leading through Influence and Negotiation | Leadership influence and negotiation skills and tips. Influence exercises. Debrief. TL feedback. |
| 1030 | | ***Break*** |  |
| 1100 | | 4.2. The Five-Second Leader: Case #4 | Leadership decision-making exercise based on participant experience. |
| 1130 | | 4.3 Team Negotiation Exercise | Simulation exercise. Debrief. TL Feedback. |
| 1245 | | ***Lunch*** |  |
| 1400 | | 4.3 Team Care and Stress | Systems exercise. Dynamic impact of team leader on team morale, performance and work climate. Managing stress, caring for the team. |
| 1600-  1800 | | 4.5 Masterpiece Theatre Team Preparation | Exercise: Teams prepare for the Friday **Masterpiece Theatre** role plays (for Session 5.2). |
| Day Four: 27 April – Friday | | | |
| 0830 | Daily Review | | Review of previous day and overview of today |
| 0900 | 5.1. The Five-Second Leader: Case #5 | | Leadership decision-making exercise based on participant experience. |
| 0930 | 5.2 Decision Making in Emergencies | | Decision-making factors in emergencies. Exercise. |
| 1115 | ***Break*** | |  |
| 1145 | 5.3 Masterpiece Theatre | | Emergency team leadership role plays led by participant teams. |
| 1300 | ***-- Lunch --*** | |  |
| 1400 | 5.3 ...continued… | | **Masterpiece Theatre:** Participant emergency team leadership role plays debriefing. |
| 1430 | 5.4 Team Leader Feedback and After-Action Reviews | | Participants complete team leader feedback and conduct brief team After Action Reviews. |
| 1500 | 5.5 Personal Action Plan | | Lessons learned and post-workshop learning activity |
| 1530 | 5.6 Evaluation, Certificates and Closing | | Complete evaluations. Certificates. Closing. |
| **1600** | ***End-of-Workshop*** | |  |