

## ETLP Workshop Agenda – 6-10 May 2019

### Day One: 6 May – Monday

<i>Timing</i>	<i>Session Title</i>	<i>Key content, objectives or learning themes</i>
1530	<b>1.0 Welcome and Course Overview</b>	Welcome. Introductions. Course overview. Teambuilding.
1730	<b>1.1 Simulation Set-up</b>	Simulation setup and role assignments.
1830	<b>End-of-Day 1</b>	

### Day Two: 7 May - Tuesday

0830	<b>2.1 Emergency Team Simulation</b>	Exercise/Demonstration of emergency team dynamics.
	....Simulation Debrief #1	Depressurizations debrief.
1040	<b>Break</b>	
1100	....Simulation Debrief #2	Structured debrief of ETLP themes.
1140	<b>2.2 Leading Emergency Teams</b>	Traits of effective emergency team leaders. Emergency team leader functions: strategic, operational, and relational.
1230	<b>2.3 Leading through Feedback</b>	Feedback as a leadership practice. Review of feedback tips. Exercise: Provide feedback to team leader.
1300	<b>Lunch</b>	
1420	<b>2.4 Leading by Listening</b>	Listening as a leadership tool. Active listening tips. Paired listening exercise.
1530	<b>Break</b>	
1600	<b>2.5 The Five-Second Leader: Case #1</b>	Leadership decision-making exercise based on participant experience.
1700	<b>Masterpiece Theatre Teams</b>	Instructions for masterpiece theatre teams.
1730-1800	<b>Workshop Navigation Meeting</b>	3-4 participant representatives meet with the facilitation team to provide feedback on the workshop.

### Day Three: 8 May - Wednesday

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

<b>Day Four: 9 May – Thursday</b>		
<b>Timing</b>	<b>Session Title</b>	<b>Key content, objectives or learning themes</b>
0830	<b>Daily Review</b>	Review of previous day and overview of today
0900	<b>4.1 Leading through Influence and Negotiation</b>	Leadership influence and negotiation skills and tips. Influence exercises. Debrief. TL feedback.
1030	<b>Break</b>	
1100	<b>4.2. The Five-Second Leader: Case #4</b>	Leadership decision-making exercise based on participant experience.
1130	<b>4.3 Team Negotiation Exercise</b>	Simulation exercise. Debrief. TL Feedback.
1245	<b>Lunch</b>	
1400	<b>4.3 Team Care and Stress</b>	Systems exercise. Dynamic impact of team leader on team morale, performance and work climate. Managing stress, caring for the team.
1600-1800	<b>4.5 Masterpiece Theatre Team Preparation</b>	Exercise: Teams prepare for the Friday <b>Masterpiece Theatre</b> role plays (for Session 5.2).
<b>Day Four: 10 May – Friday</b>		
0830	<b>Daily Review</b>	Review of previous day and overview of today
0900	<b>5.1. The Five-Second Leader: Case #5</b>	Leadership decision-making exercise based on participant experience.
0930	<b>5.2 Decision Making in Emergencies</b>	Decision-making factors in emergencies. Exercise.
1115	<b>Break</b>	
1145	<b>5.3 Masterpiece Theatre</b>	Emergency team leadership role plays led by participant teams.
1300	<b>-- Lunch --</b>	
1400	<b>5.3 ...continued...</b>	<b>Masterpiece Theatre:</b> Participant emergency team leadership role plays debriefing.
1430	<b>5.4 Team Leader Feedback and After-Action Reviews</b>	Participants complete team leader feedback and conduct brief team After Action Reviews.
1500	<b>5.5 Personal Action Plan</b>	Lessons learned and post-workshop learning activity
1530	<b>5.6 Evaluation, Certificates and Closing</b>	Complete evaluations. Certificates. Closing.
1600	<b>End-of-Workshop</b>	