

# ETLP Workshop Agenda – March 2017

Day One: 26 March – 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><i>Dinner</i></b>	
Day Two: 27 March – Monday		
0830	<b>2.1 Simulation</b>	Exercise/Demonstration of ETL dynamics.
	.....Simulation Debrief #1	Depressurizations debrief.
1015	<b><i>Break</i></b>	
1030	.....Simulation Debrief #2	Structured debrief of ETLP themes.
1115	<b>2.2 Leadership Communication: Giving and Receiving 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><i>Lunch</i></b>	
1400	<b>2.4 Leadership Communication: Active Listening</b>	Listening as a leadership tool. Active listening tips. Exercise.
1530	<b><i>Break-</i></b>	
1545	<b>2.5 Situational Leadership</b>	Six leadership styles; identifying appropriate style for particular situations. Exercise.
1715	<b><i>Workshop Navigation Meeting</i></b>	

**Day Three: 28 March – Tuesday**

<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</b>	Demonstrating EI in teams (role play). EI four dimensions.
1030	<b>Break</b>	
1045	<b>3.1 (cont'd) EI and Stress Management</b>	EI in ETL situations. Stress and EI. Discussing personal EI results and their implications.
1230	<b>3.2 ETL Leadership Case Study Scenario #1</b>	Decision-making exercise based on participant experience.
1300	<b>Lunch</b>	
1400	<b>3.3 Negotiation Skills</b>	Negotiation skills and tips. Simulation. Debrief. TL feedback.
1530	<b>Break</b>	
1545	<b>3.3 Negotiation Skills (cont'd)</b>	Continued; Exercise debrief.
1630	<b>3.4 ETL Leadership Case Study Scenario #2</b>	Decision-making exercise based on participant experience.
1700	<i>Workshop Navigation Meeting</i>	
<b>Evening</b>	<b>Leadership Role Play Preparation</b> <i>(GG available for consultation as needed)</i>	Self-directed groups prepare for the Thursday <b>Masterpiece Theatre</b> role plays (for Session 5.2).

**Day Four: 29 March – Wednesday**

0830	<b>Daily Review</b>	Review of previous day and overview of today
0900	<b>4.1 Leader's Impact on Team Performance</b>	Leader-team dynamic, impact on team performance.
1030	<b>Break</b>	
1045	<b>4.2. ETL Leadership Case Study Scenario #3</b>	Decision-making exercise based on participant experience.
1115	<b>4.3 Influencing For Results</b>	Influencing techniques. Demonstration exercise.
1230	<b>4.4 ETL Leadership Case Study Scenario #4</b>	Decision-making exercise based on participant experience.
1300	<b>Lunch</b>	
1400	<b>4.5 Coaching Corner</b>	The leader as coach. Exercise: coaching practice.

1500	<b>4.6 Self-directed Prep Time: Leadership Role Play Preparation</b> <i>(Charles/Reema available for consultation and assistance, as needed)</i>	Participants in self-directed groups prepare for the Thursday <b>Masterpiece Theatre</b> role plays (for Session 5.2).
<b>Day Five: 30 March – Thursday</b>		
0830	<b>Daily Review</b>	Review of previous day and overview of today
0845	<b>5.1 Decision Making in Emergencies</b>	Decision-making factors in emergencies. Exercise.
1030	<b>Break</b>	
1045	<b>5.2 Leadership Role Plays 1, 2 &amp; 3 and Debriefs</b>	<b>Masterpiece Theatre:</b> Participant emergency team leadership role plays.
1230	<b>-- Lunch --</b>	
1330	<b>5.2 Leadership Role Play Debriefs (cont'd)</b>	<b>Masterpiece Theatre:</b> Participant emergency team leadership role plays debriefing to include review of EI and negotiation aspects.
1400	<b>5.3 Team Leader Feedback and Role-Play After Action Review</b>	TL Feedback and After Action Reviews.
1430	<b>5.4 Personal Action Plan</b>	Participants plan post-workshop learning activity
1500	<b>5.5 Evaluations, Synthesis and Closing</b>	Complete evaluations. Closing.
1600	<b>End-of-Workshop</b>	

30 Jan. 2017