

# Leading a High Performing Team Workshops

1.

Site training dates set in calendar

Pastoral care template with client during scoping process



Sign & return general services agreement to secure date.

2.

Learner registration completed at sites

Learner registration with About Life

Attendee registrations completed by site training managers **2 weeks** prior to workshop 1

3.

About Life send welcome email to learners



Welcome to Leading High Performing Team email & workshop overview

4.

Confirm requirements of venue & catering

Venue requirements:  
Venue requirement checklist

To be held offsite  
Room size 10mx10m



5.

Pre-workshop clip setting the scene & expectations

1 week prior workshop

Sent to learners & up-line managers



Digital clip:  
<https://youtu.be/1LvMPb-ti2c>

6.

'Leading a High Performing Team' workshop 1



Interactive learning workshop

Cover pastoral care with learners

7.

Up-line managers' clip  
'How to support your learners'

Hot tips to support & sustain learning

Digital clip:  
[https://youtu.be/wf6KU6VpQ\\_Q](https://youtu.be/wf6KU6VpQ_Q)



8.

Pre-workshop 2 clip  
'Keeping the learning alive'

1 week prior workshop

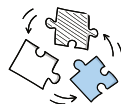
Learners receive a review of key learnings from workshop 1 & intro to workshop 2

Digital clip:  
<https://youtu.be/cnMcDRhINOA>

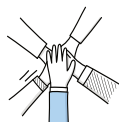
9.

'Leading a High Performing Team' workshop 2

4-6 weeks after workshop 1



'Leading a High Performing Team' Day 3 workshop



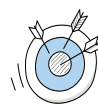
10.

Post-workshop 2 clip - refresh key learnings & provide coaching template

Sent out following workshop 2

Sent to learner & their up-line manager

Digital clip  
[https://youtu.be/duxEXG\\_heMI](https://youtu.be/duxEXG_heMI)



11.

Learner feedback collated & reported

Sent to site training managers



12.

If applicable:  
Monthly eligibility check for unit standards

