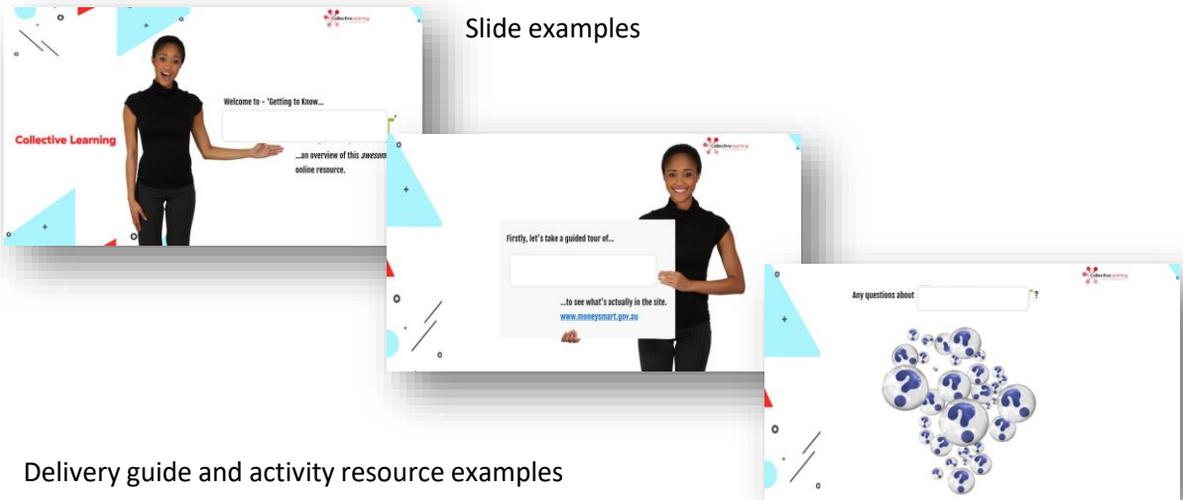


In this example we have elements for a three hour facilitated workshop designed to build knowledge and navigational capability around a particular online resource (details redacted) for learners completing an Induction into a new role within the financial services industry.

This workshop was built to be flexible enough to be confidently facilitated by a team leader or team member, or indeed an internal trainer. It was supported by a PowerPoint presentation, and contained activity resources.

In this example the client had preferred to use our branding/colour palettes on their solution, but we will most certainly build resources to showcase your own branding.

### Slide examples



### Delivery guide and activity resource examples

Time	Session	Slide Reference	FG notes
180 Mins	Overview		<ul style="list-style-type: none"> <li>Full session should run no longer than 180 minutes (3 Hours)</li> </ul>
10 Mins	Introduction	Slide 1	<ul style="list-style-type: none"> <li>Display Slide 1, and introduce yourself (if required) and recap _____ role as an RTIO, offering the _____ Group a service in the provision of recognised qualifications – amongst them, Certificate III in _____</li> <li>Check with the group and invite a few participants to share their Induction experiences so far, thanking and acknowledging responses.</li> <li>Advise that this workshop will help the Group to complete their _____, and will also provide them with a tangible and simple to use toolkit they can use to build their financial wellbeing as well as that of their customers.</li> </ul>
10 Mins	Tour	Slide 2	<ul style="list-style-type: none"> <li>Display Slide 2, then swap your tabs to display the _____ home page. If the group have access to desktop PCs ask them to access the website (refer to slide as well) so that they can click through with you.</li> <li>Walk through the following, pausing for Q&amp;A as required:               <ul style="list-style-type: none"> <li>Hover over each of the eight main tabs to show the contents.</li> <li>Show how headings and subjects are all hyperlinked</li> <li>Show the search function, explaining that it is useful if you can't find what you need in the menus</li> <li>Show the calculators and tools page.</li> </ul> </li> <li>Allow 10 minutes of free navigation for them to look around the site themselves.</li> </ul>

Create an "Infomercial" on the following topic:

\_\_\_\_\_ – including information on \_\_\_\_\_ and \_\_\_\_\_ from \_\_\_\_\_

Your infomercial must include:

- An overview of what your \_\_\_\_\_ infomercial will cover.
- How you navigate there/find the information.
- Why have a budget?
- How the site can help you plan/manage your budget.
- What calculators and resources would be most useful.
- Any other key points you think should be shared.

Your infomercial must be no longer than 8 minutes.

Creatively your infomercial may be delivered however your group wishes. You might like to use flipcharts, posters, PowerPoint, or provide the group with an activity to do... you might choose to role play or "act out" your infomercial, or you might choose to do a combination of these things! The sky is the limit!

Just make sure;

- You don't over-run your 30 minute prep time, and/
- Your infomercial contains the "must include" listed above

Have fun, learn something new, and share that learning with your peers!