

Human Resources

Developing a Lunch and Learn Course Outline:

Module One: Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Action Plans and Evaluations

Module Two: The Prep Work

- Finding the Best the Location
- Setting up the Location
- Focus Group
- Practice
- Case Study
- Module Two: Review Questions

Module Three: Creating the Content (I)

- Picking the Right Topic
- Hands on Works Great
- Stay Focused
- Keep it Informal
- Case Study
- Module Three: Review Questions

Module Four: Creating the Content (II)

- Make It Interactive
- Review it Thoroughly
- Creating a Customized Presentation
- Back It Up!
- Case Study
- Module Four: Review Questions

Module Five: During the Session

- Ground Rules
- Quick Opening
- Parking Lot
- Adjusting on the Fly
- Case Study
- Module Five: Review Questions

Module Six: Food and Facilities

- Providing Food?
- People Bringing Their Own
- Eat During or After?
- Clean Up and Tear Down
- Case Study
- Module Six: Review Questions

Module Seven: Take Away Material

- Handouts and Take Away Material
- Quizzes or Self-Tests
- Website with Minutes and Session Notes
- Reference Material or White Paper
- Case Study
- Module Seven: Review Questions

Module Eight: Difficult Situations or People

- Disruptions
- Food Issues
- Senior Management Buy In
- People Not Participating?
- Case Study
- Module Eight: Review Questions

Module Nine: What A Lunch and Learn is Not

- Heavy or Serious Topics
- Required Training
- Replacement for Traditional Training
- Just a Free Lunch
- Case Study
- Module Nine: Review Questions

Module Ten: Best Practices (I)

- Obtain Feedback and Tweak
- Utilize Star Employees
- Provide an Agenda Ahead of Time
- Keep the Session Casual and Loose
- Case Study
- Module Ten: Review Questions

Module Eleven: Best Practices (II)

- Use it as a Refresher
- Networking Opportunity
- Upper Management Q&A Session
- Put it on a Regular Schedule
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations