

# Developing a Lunch and Learn

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## Overview

They are usually voluntary, thus attendance can sometimes be an issue, but with this workshop you will be given the knowledge to work through this issue and others.

Our Lunch and Learn workshop will give your organization a quick and useful tool to add to its training department. Your participants can also use it as a follow-up or refresher to previous training sessions.

It doesn't have to be just a learning event; it can also involve collaboration, networking, or sharing best practices between employees. It is a great tool as who wouldn't like to learn something while having a great meal!

## 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