

Sample Training Agenda (2 hour Training)

Choose what you would like to do in one hour. Page 2 contains a list of exercises we did not do for this training.

List of Handouts

- FAQ's and Arrivals Data
- Training Worksheet with personal awareness questions and organizational culture questions
- Resources
- Self Evaluation (two sided)
- Evaluation

Training Agenda 2:00pm-3:30pm

- 2:00pm-2:10pm** Introduction, Icebreaker - "Where Does the Ketchup Go"
Slides 1-4
- 2:10pm-2:20pm** Goals & Demographic Data
Slides 5-9
- 2:20pm - 2:30pm** First two Training Questions in Personal Awareness (handout)
Introduction to Culture, Components of Culture Exercise (5 minutes)
Slides 10-13
- 2:30pm - 2:40pm** Why Does This Matter as a Leader in Your Organization, Creating a
Sense of Welcome, Knowing Names
Slides 14-19
- 2:40pm - 2:55pm** Personal Awareness (time orientation, group orientation)
(remember to ask before revealing)
Slides 20-25 (3 minutes per exercise to complete sheets)
- 2:55pm - 3:00pm** Communication Styles (Direct vs. Indirect, Registers)
Slides 26-29
- 3:00pm - 3:05pm** Organizational Culture, questions on the handout
Slides 30-31
- 3:05pm - 3:15pm** Leadership - remember to ask if this sounds familiar to what we have
learned today

Slides 32-38

3:15pm-3:20pm **Tips and Strategies**
39-42

3:20pm-3:30pm Thank you & Questions , Complete last two questions on training handout
(Complete Evaluations)

List of Exercises/Discussions To Choose From (Not Included in This training)

- **Cultural Bingo** - participants are given a board with different foods, cultural experiences or questions. In order to put an X they must answer the prompt correctly, for example “You can put an X through RICE if you have eaten it with the last week.”
- **Where does the** bed, fork, bathroom, [insert random item] go?
- **Maps** – a look at the Peter’s Map and the Mercator Map with a discussion about how maps we see shape our view of the world
- **Traditional Medicines**
- **Which Language, What does it say?** – 8-10 phrases in different languages and alphabets’, participants work together to determine the languages and what it says, after there is a discussion about the different languages
- **Could you Survive in a Cultural of Wealth, Middle Class and Poverty** [specially designed to consider different social classes as different cultures]
- Could you survive in Rural, Urban, Suburban cultures?
- **Case Studies/Cultural Scenarios**
- **Cultural vs Personal** – a list of short scenarios in which participants discuss if the action was cultural or personal or a combination of both
- **What’s in a Name** – participants discuss the origins of their names with a partner, this is followed by a discussion about naming traditions
- **Post It’s** – different one word terms are put on the screen, participants write down the first thing that comes to their mind when they see the word (purpose is to survey the room and draw out assumptions & ideas without specifically identifying individual biases)
- **Direct Vs. Indirect Communication** – a worksheet in which individuals need to identify if the item listed is “direct” or “indirect” communication
- **Training Questions** – training questions address both personal and organization culture. One side of the sheet asks questions about the communities individuals feel they are a part of, the opposite side asks about their organizations culture and how what we have learned may conflict with or work well with the organizational culture.