

Scheme of work					
Programme title	Optimise Online				
NB Prior to the main programme delivery, participants will be offered a one-to-one telephone conversation to discuss any specific needs or questions. Additionally, there will be a short 30-minute group online session, which will provide the opportunity to meet others and become more familiar with using Microsoft Teams before the programme begins. The facilitator will provide the Teams Links and an electronic copy of the Optimise Workbook in advance of the programme.					
Session	Time	Session title	Overview/aim/session objectives	Delivery methodologies (eg presentation, Q&A etc)	Assessment methodologies
Day 1/Workshop 1					
1	9:30 – 9:40	Introduction	To provide participants with the overall Programme Aim and Objectives and explain ground rules, health and safety considerations and best use of Microsoft Teams. To introduce concept of the	Presentation using PowerPoint slides as a visual aide. Demonstration of Whiteboard.	N/A

			“resource board” which uses the Whiteboard function.		
2	9:40 – 12:00 (to include a break and followed by lunch break).	The Purpose of Optimise	To provide participants with the opportunity to identify how Optimise will support their self-development. To discuss experiences as a woman in the workplace.	Group tasks using Teams Break out room function. Video in relation to gender bias. Presentation of statistics and the Swansea Bay University Health Board (SBUHB) Values and People Strategy that all support the rationale for a female only developmental programme.	Tasks Q&A
3	12:45 – 14:00 followed by	Factors for Career Success – Purpose	Introducing the Executive Coaching Model and providing participants with the opportunity to explore the first concept of	Presentation the Executive Coaching Model with an initial focus on “Purpose”.	Q&A Group discussion

	10 minute break		“purpose”. Participants will describe aspects of their work that they enjoy and identify their “why” using Simon Sinek’s Golden Circle Model.	Group discussion Presentation of Sinek’s Golden Circle Model . Individual Task: “What is your Why?”	Task
4	14:10 – 15:20 including break	Factors for Career Success – Awareness and Authenticity	Participants will record some core values. They will discuss self-awareness and authenticity.	Individual Task – core values. Discussion on benefits of becoming more self-aware. Presentation of meaning of authenticity. Discussion on benefits and challenges of being authentic.	Q&A Tasks
5	15:20 – 16:00	Summary and closure of Day 1	Participants will complete the “purpose” and “self awareness/authenticity” sections of	Individual Task	Task Q&A

			their personal plans contained in their workbook. Review of Day 1 content. Thought provoking “riddle” and use of International Women’s Day video to bring the day to a close.	Presentation of objectives achieved during Day 1 Discussion regarding riddle and observing video.	
Day 2/Workshop 2					
6	9:30 – 9:35	Introduction	To open Day 2, revisit ground rules and provide participants with the objectives of the day: ➤ Discussing the concept of “Energy & Flow”. ➤ Selecting situations where you can focus your energy to maximise influence.	Presentation	N/A

			➤ Identifying ways to build “Reputation”. ➤ Predicting how you can enhance how you respond in “trigger” situations. ➤ Appraising your career timeline to identify personal strengths. ➤ Planning actions to support your self-development.		
7	9:35 – 10:45 including break	Factors for Career Success - Energy and Flow	Participants will: ➤ Discuss the concept of “energy and flow” ➤ Select situations where they can focus energy to maximise	Presentation of: ➤ The Four Pillars of Energy (Loehr and Schwartz) ➤ Circles of Influence (Covey)	Q&A Individual Task

			influence using Sinek's Golden Circles model.	➤ Individual Task	
8	10:45 – 13:30 (incorporating lunch break)	Factors for Career Success - Reputation	Participants will: ➤ Identify ways to build "reputation". ➤ Predict how they can enhance their response in "trigger situations" ➤ Identify how reputation is linked to "personal brand".	➤ Facilitation of discussion on meaning of "Reputation" ➤ Group Task ➤ Presentation of things that impact on reputation. ➤ Presentation of Canfield/s E&R = 0 model. ➤ Presentation of Assertiveness Spectrum ➤ Group Task	Q&A Group tasks

				➤ Presentation regarding personal brand	
9	13:30 – 15:30 and return to Teams 15:30 – 16:00	Self-Study and preparation for Workshop 3	Participants will be tasked with completing exercises to: ➤ Appraise their career timeline to identify personal strengths. ➤ Plan actions to support their self-development in relation to the “energy and flow” and “reputation” sections of their personal plan. ➤ Design an “Elevator Pitch”. ➤ Reflect on learning achieved during Days 1 & 2.	Briefing participants on expectations of self-study opportunity, including ground rules. Video as a catalyst for discussion on actions towards achieving personal and professional goals.	Discussion Q&A Tasks

Day 3/Workshop 3.

NB a three to four week period will be factored in between Workshops 2 and 3 to provide participants with the opportunity to use the tools and techniques explored previously.

10	9:30 – 9:35	Introduction	To open Day 3, revisit ground rules and provide participants with the objectives of the day: • Discuss the impact of networking on your professional and personal development • Practise your elevator pitch • Identify opportunities to maximise your network connections • Use networking to engage with a Guest Speaker	Presentation	N/A
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			• Discuss how to enhance self-confidence • Discuss Imposter Syndrome • Identify ways in which to reduce the impact of Imposter Syndrome		
11	9:35 – 11:40 incorporating two breaks	Factors for Career Success – Connections and Networks	Within this session, participants will: • Discuss the impact of networking on your professional and personal development • Practise your elevator pitch	Presentation Tasks	Q&A Tasks

			Identify opportunities to maximise your network connections		
12	11:40 – 13:00 incorporating lunch	Guest Speaker	Participants will listen to the guest speaker presentation and use networking to engage with a Guest Speaker	Presentation Q&A	Q&A
13	13:00 – 14:05 including break	Self-confidence	Participants will discuss how they can increase self-confidence.	Presentation Poll Q&A Task	Q&A Group discussion
14	14:05 – 15:00	Imposter Syndrome	Participants will:	Presentation Q&A	Q&A

			• Discuss Imposter Syndrome • Identify ways in which to reduce the impact of Imposter Syndrome		
15	15:00 – 16:00	Reflective writing	Participants will watch a video and use the template in their workbook to support their reflective writing on the content of Workshop 3. Recap on the day's objectives and then provide a period of self-study.	Briefing participants on tasks Providing video and templates for reflective writing.	Tasks
Day 4/Workshop 4.					
16	9:30 – 9:40	Introduction	To welcome participants to the final session.	Presentation	Q&A

			Provide objectives for the day: • Identify strategies to manage stress so that you can get into/remain in the “Growth and Learning Zone”. • Present successes. • Plan next steps. • Identify “non-negotiables” • Plan sustainable growth. Participants will discuss the “TED Talk” video provided for the self-study session at the end of workshop 3.	Q&A	
17	9:40 – 11:00 including break	Factors for Career Success – Sustainable Growth	Participants will: Identify strategies to manage stress so that you can get	Presentation Q&A Tasks	Q&A Tasks

			into/remains in the “Growth and Learning Zone”.		
18	11:00 – 13:30 including lunch	Celebrating Success	Participants will consider their achievements and then in groups present their successes.	Presentation Task	Task
19	13:30 – 15:40 including break	Factors for Career Success – Sustainable Growth continued	Participants will: • Plan the next steps to achieving their goals. • Identify “non-negotiables” • Plan their sustainable growth.	Presentation Tasks	Q& A Tasks
20	15:40 – 16:00	Summary and closing of programme	Facilitator will recap on the day’s objectives as well as the overall programme objectives.	Presentation Video Q&A	Q&A

			Participants will watch a motivational video to bring the programme to a close. Participants will complete an evaluation questionnaire.		
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