

Developing a Lunch and Learn Workshop

Course Duration 1 Day

Crating a Lunch and Learn session is a low cost training option. It is a great way to introduce a topic or give a small demonstration on a new product or service. Your participants will be shown the criteria involved in creating a great Lunch and Learn environment. They are usually voluntary, thus attendance can sometimes be an issue. With this workshop you will be given the knowledge 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 will be able to use it as a follow-up or refresher to a previous training session. It doesn't have to be just about a learning event, it can also involve collaboration, networking, or sharing best practices between employees.

Course Objectives

At the end of the course participants will be able to:

- Understand what a lunch and learn is and is not
- Be able to set up and break down
- Create new content
- Address difficult situations and people
- Create useful takeaways
- Use feedback to improve future lunch and learns

Course Outline

The Prep Work

Finding the Best Location
Setting up the Location
Focus Group
Practice

Creating the Content (I)

Picking the Right Topic
Hands on Works Great
Stay Focuses
Keep It Informal

Creating the Content (II)

Make it interactive
Review It Thoroughly
Creating a Customized
Presentation
Back It Up!

During the Session

Ground Rules
Quick Opening
Parking Lot
Adjusting on the Fly

Food and Facilities

Providing Food?
People Bringing Their Own
Eat During or After?
Clean up or Teardown

Take Away Material

Handouts and Take Away
Material
Quizzes or Self-Tests
Websites with Minutes and
Session Notes
Reference Material or White
Paper

Difficult Situations or People

Disruptions
Food Issues
Senior Management Buy in
People Not Participating?

What a Lunch and Learn Is Not

Heavy or Serious Topics
Required Training
Replacement for Traditional
Training
Just a Free Lunch

Best Practices (I)

Obtain Feedback and Tweak
Utilize Star Employees
Provide an Agenda Ahead of
Time
Keep the Session Casual and
Loose

Best Practices (II)

Use it as a Refresher
Networking Opportunity
Upper Management Q&A
Session
Put it on a Regular Schedule