

## Developing a Lunch and Learn Workshop

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.

### Workshop Objectives:

- 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



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier  
President  
Mastering the Positive, LLC  
Phone: (757) 962-7073  
Mobile: (757) 952-8340  
Visit: [www.masteringthepositive.com](http://www.masteringthepositive.com)  
Email: [jfraziers@cox.net](mailto:jfraziers@cox.net)



## CLASS CONTENT

### **Module One: Getting Started**

Workshop Objectives

### **Module Two: The Prep Work**

Finding the Best 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 or Teardown

Case Study

Module Six: Review Questions

### **Module Seven: Take Away Material**

Handouts and Take Away Material

Quizzes or Self-Tests

Websites 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