

Courageous Training Cheat Sheet

Easy structure:

- 1) Start with a story to engage them
- 2) Agenda / What we will cover today
- 3) Background / introduction – be a human!
- 4) About Lawyers / privilege – make it a safe space for them to ask dumb questions or “hypotheticals”
- 5) Explain why this matters / care factor
- 6) Introduce the one thing they need to take away – your soundbite / slogan
- 7) [Insert your brilliant & engaging content here. Stories! Diagrams! Activities!]
- 8) Summarise & repeat what matters
- 9) Give them a tool / take away

Check yourself:

- Learning pyramid: listening < reading < audio visual < demonstration < discussion < practice / doing < teaching others.
- Am I reciting a case or *telling a story*? Stories > lists; & diagrams > words.
- Can I “show” it, rather than “tell” it?
- What will the attendees feel? (Confident? Stupid? Afraid of me? Bored?)
- What do I need them to know – everything about the law, or enough to know that they need to talk to me if they spot an issue?
- What’s my soundbite / CEO elevator pitch?
- Is there a call to action / tool they can use?
- What’s the souvenir / take away?
- What’s the engagement activity, & how will I re-start their attention span?
 - Attendees reading out slides
 - Role play, work in pairs / groups
 - Quiz or voting – eg [Kahoot](#) (w prizes!)
- Are my examples RELEVANT to them?
- Can I make long sentences shorter?
- Can I swap Legalese for simpler?
- Am I speaking their language?
- Can I convert this into Online Training to complement /reinforce face-to-face?
- Can I measure compliance improvement before & after training (ie fewer incidents?)

Planning:

- Make this part of your formal work plan / KPI, so you have permission to invest in it.
- Work out the real issues for your business.
- Get an external firm to train your legal team first.
- Plan it & draft it, and then **Check yourself**.
- Do a practice run on your legal team (or trusted other teams - compliance, finance).
- Practice / rehearse / train & time yourself.
- Book the room (30 mins before, 30 mins after). Aim for mornings with coffees or Learn at Lunch.
- Book IT to be on stand-by.
- [If you can: do a full (or summarised) session with the leadership, to get their buy-in]
- Send a teaser email / item in newsletter.
- Send out the invitation – from their leadership. [And prompt them if you don’t get RSVPs]
- Send attendees a reminder the day before.

On the day:

- Set up your slides, have IT troubleshoot it.
- Design the room to suit you – remove desks if they will be a barrier.
- Remember the clicker.
- Play your get pumped music (& have it playing as attendees enter to give the room high energy). Power pose.
- Have sign in sheets ready at the door.
- Ask them to put away phones / laptops.
- Start your phone recording you.

Go!

- Do it – you’re amazing! Have fun & be passionate about it: you’re improving yourself, & everyone in the room & making your future job easier. Prevention is better than cure.
- Acknowledge the Law is sometimes hard, inconvenient, & can feel stupid & wrong, but give them context about why it is what it is.
- Show them empathy when they express frustration – but reassure them, because you’re giving them tools to be safe in their jobs.
- Give them their take away.
- Send out a follow up email with the key slides, & a short feedback survey – this goes in your performance review & your data demonstrating your value add. Eg - In your survey ask how confident they feel in dealing with the issue.
- Continuous improvement – watch your recording & read their feedback. Reflect on a better way to say something (shorter, simpler, more relevant).