

## WHAT YOU NEED TO KNOW ABOUT HOW THE DAY WILL WORK

1. Communicate to delegates each area on the H&S Checklist (dated February 2018). Some are explained in more detail below.
2. Timings of the event today.
3. Refreshments - where can you get them?
4. Toilet breaks - no need to wait for a tea break & there's no need to ask. We want you to remain comfortable & able to concentrate through the day, so if you need the toilet please just leave the room & return as soon as you're ready.
5. Method of delivery. As you see, there are learning materials on the walls & on the floor. We'll use these throughout this event to increase your ability to remember the ideas. We'll ask you to stand & walk about as we explore them. We're doing this to help us all maintain our energy, our oxygen & our concentration. **We'll continue to ask**, but if, at some point you feel like you've had enough, then please take a seat, sit on the floor, lie down or do whatever it is you need, in order to manage your state, maintain your energy & your ability to concentrate. Remember we'll keep asking, but it's your decision whether you stand or not.
6. Health & Safety. As mentioned, we place materials like laminated charts on the floor. **Please avoid stepping on them!** They *are* slippery and you could lose your footing and fall. Likewise, should flip chart paper or anything else be placed, dropped or left on the floor by anyone, please pick it up and/or draw our attention to it. In the same vein, should you notice anything awry, for example a flip chart stand not securely opened, please don't ignore it but point it out to us straightaway.
7. Making notes. We have a workbook for you, and the key ideas which you see on the walls are contained within it. We'll provide a limited amount of reflection time through the day, but in the meantime, please get busy making whatever notes you feel necessary to maximise your own learning. The workbook is yours, so feel free to make notes wherever & however you'd prefer. Towards the back there are some dedicated learning logs, as well as a number of pages within it, designed to help you identify specific actions to take, and which we'll direct you to use at appropriate moments. Please take a moment to write your name on the front, as everyone will be getting the same one!
8. With regards to the materials on display and in your workbook they are the intellectual property of Spring CCR Ltd. and, (in line with the statement on the front of your workbook) please be aware that none of the materials may be reproduced, stored in a retrieval system, or transmitted, in any form or

## SPRING WORKSHOP INTRODUCTION POLICY

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by any means, including photocopying or recording, without the prior written permission of the copyright holder, Spring CCR Ltd. We prefer that delegates do not photograph our materials in on the walls and floor (copyrighted Intellectual Property) but it is acceptable to do so for personal use only. Sharing with other people or posting on any kind of digital platform is prohibited.

9. If you have a disability or any other issue which will affect how well you're able to cope with this approach and this environment, or which means that our method of working might pose some challenges for you, please come and talk to one of us as early as possible, so that we can consider making appropriate changes to manage this with you.
10. Confidentiality. During this event, we want to discuss real situations, real pieces of work, and real challenges. So, we will ask you to talk in pairs, and sometimes we'll ask you to describe situations and people to the group. We want to be able to do this confidentially within these four walls. If you're not confident about this, then please, when you talk about people or situations, change the name of the person involved, so that we can't identify who you're discussing (we might guess, but not because you've used their names or personal details).
11. It's possible that we'll get you to do pieces of real work on the phone to practise what you're learning. Again, please make sure that when you discuss this work with your colleagues or with the whole group, back in the room, DO NOT name the people you've been speaking to, or make them identifiable in any obvious manner.

