

Staff training day

Date: July 23, 2026

Timeline

08:30 – 09:00 Arrival and Morning Coffee

Attendees check in, pick up their training packets, and enjoy light morning refreshments. It provides a great opportunity to mingle with colleagues before sessions start.

Location: Main Lobby

09:00 – 09:30 Welcome Address & Day Overview

Leadership outlines the key goals and schedule for the training day. Key performance highlights and upcoming organizational initiatives are shared.

Location: Main Auditorium

09:30 – 10:30 Plenary Session: Operational Standards

A comprehensive presentation detailing updated operational procedures and compliance standards. Instructors guide participants through modern workplace best practices.

Location: Main Auditorium

10:30 – 10:50 Morning Refreshment Break

Participants take a brief pause to enjoy tea, coffee, and light snacks. This break allows staff to refresh before starting the interactive stations.

Location: Dining Hall

10:50 – 11:50 Hands-On Station A: Emergency Response Skills

Staff perform practical drills covering workplace first aid and emergency response protocols. Instructors oversee real-time scenarios and offer immediate guidance.

Location: Training Room A

11:50 – 12:50 Hands-On Station B: Technology & Tool Usage

Participants test new digital tools and hardware under expert supervision. Interactive troubleshooting exercises help build confidence with new technology.

Location: Innovation Lab

12:50 – 13:50 Catered Team Lunch

A catered buffet lunch is provided for all staff and facilitators. Attendees can rest and connect with colleagues across different teams.

Location: Dining Hall

13:50 – 14:50 Group Case Study Workshop

Small cross-departmental groups analyze complex workplace scenarios to develop practical solutions. Each team summarizes their strategies to present to the room.

Location: Conference Room B

14:50 – 15:20 Feedback Collection & Live Survey

Staff complete an anonymous digital evaluation form to review session usefulness and trainer effectiveness. Real-time poll results are displayed on screen for discussion.

Location: Conference Room B

15:20 – 16:00 Closing Remarks & Recognition

Management summarizes key learnings from the training day and answers remaining questions. Certificates of completion and special awards are handed out to participants.

Location: Main Auditorium