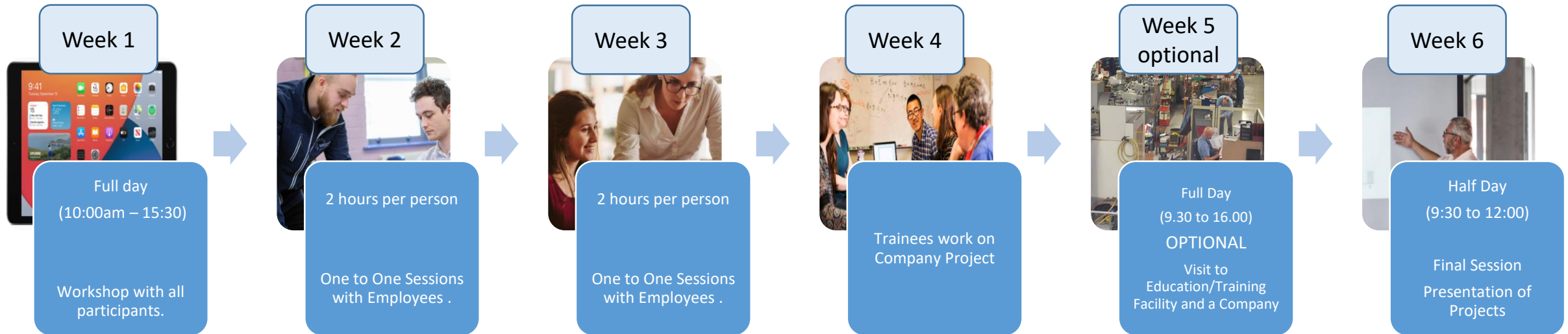


Typical Schedule & Timeline for EXPLORE Programme



The entire EXPLORE Programme can be completed in just six weeks of primarily onsite training. Minimal foregone working time for Employers & Employee participants.

Week No.	Proposed Location	Event	Content	Time
1	Normally offsite. Can be conducted onsite if facilities are available.	One day Workshop (all participants) with two trainers. <input type="checkbox"/> Digital Skills trainer And <input type="checkbox"/> Mentor/ coach	<ul style="list-style-type: none"> ➤ Introduction. ➤ Presentation of Device & training/ demonstration. (Free tablet for each participant) ➤ One to Ones with mentor. <ul style="list-style-type: none"> • Mentor will use the participants questionnaire (completed in advance of the programme) to build up profile of each person. • Mentor will help participants identify the obstacles to achieving their goals, both in their personal and work lives. • Each participant to identify one area in their personal life and one area in their work life that they would like to explore using their new digital device and skills. • Mentor will establish email contact with each participant and will continue to mentor for the duration of the programme. ➤ While Mentor conducts one to ones, digital skills trainer will demonstrate use of digital device to participants for basic applications. 	Full Day (10am to 15.30)
2	Onsite or offsite. Can be on employees own time or as part of a normal working shift. Employer/ Employee can decide.	One to One Sessions with Employees.	<ul style="list-style-type: none"> ➤ Agenda to be determined by participant and trainer. <ul style="list-style-type: none"> • This will be based on the Individual Learning Path developed at initial meeting and also through ongoing contact. • Mentor will discuss how well the participants are engaging with their new digital device and identify areas that help/hinder their acquisition of digital skills. 	2 hrs per person
3	As above	One to One Sessions with Employees.	As above.	2 hrs per person
4	Onsite or offsite.	Trainees work on Company Designed Project.	<ul style="list-style-type: none"> ➤ Mentors feedback on company project, meet with participants as per agreed with Line Managers. • Topics for this will have been well researched at this point. Participants may do this project in groups of 2-3 if they wish (particularly where there are a number of participants from the same company). 	Ongoing Project over the six-week programme.
5 OPTIONAL	Offsite.	Visit to Education/Training Facility and a Company.	<ul style="list-style-type: none"> ➤ Demonstration by Mentors. ➤ Opportunity for some hands on activity. ➤ Guided tour of facility. 	Full Day (9.30 to 16.00)
6	Offsite. Typically a local hotel. Breakfast will be provided (all fully funded).	Final Session.	<ul style="list-style-type: none"> ➤ Presentation of projects. <ul style="list-style-type: none"> • The format of this will be decided during the course and will depend on participant's ability and willingness to do a formal presentation. ➤ An informal group discussion. <ul style="list-style-type: none"> • Each participant describes their own experience on the programme. • Plans for further training that may be suitable for each participant. (Mentor input) ➤ Mentor to discuss personal experience with the group during the programme. ➤ Close. 	Half-day (9:30am to 12:00)