

# Pre-Release Workshop Review

## “How to Conduct Powerful Exercises, Every Time”

*The art of conducting high impact exercises that engage people, make learning stick, and increase crisis response capabilities.*

...designed & facilitated by Phil Lambert, MBCI, CBCP  
...for all planners: new & experienced

**December 8, 2022**

**Live hands-on Workshop**

**Charlotte-Mecklenburg EOC**

**CPAC & Lambert Learning** has partnered to offer this cutting-edge full-length workshop in Charlotte prior to public release. Participants are expected to provide feedback, engage fully in the training experience, and to participate at a high level.

- PARTICIPATE in and critique live facilitated exercises
- DESIGN your own exercise and learn how to be a powerful facilitator
- MASTER designing & facilitating 6 distinct types of exercises
- LEAVE with hands-on experience and a download of exercising support tools
- UNDERSTAND how virtual TTX's must be changed to be successful

### You deserve a medal

Let's face it, business continuity planning is HARD. Training individuals is hard and training several different teams to work together, is even harder.

Not all exercises are created equal just like not all music sounds wonderful. One of the most effective techniques to train someone is to 'train by doing.' A simple idea that when we learn something and apply it immediately, it sticks longer. Exercises are the pathway to sticky lessons.

Admit it, it is fun to participate in a disaster simulation. And we could just facilitate a disaster simulation exercise so you could learn from your experience. But this workshop is so much more. Not only will you participate in several exercises; you will learn how to design one of your own, how to powerfully lead the training, learn how to train others to work as a team, and you will witness/participate firsthand what powerful exercises are and how they can catapult your BC Program to the next level.

**Phil has given well over 200 workshops in our industry since 1996.**

“Phil's workshops are always filled with valuable content, sensible strategies, and practical techniques that are easily understood and applied the minute you get back to the office.”

### Comes with course

Multiple downloadable templates & forms

A Full exercise:

- Facilitators Guidebook
- Exercise scenario script with injects
- Slide Deck
- Participant's worksheet

Workshop Journal/Workbook, 30+ pages

**Leave your computers at home. This is hands-on.**

## Workshop Agenda

8:30 – 9:30	<i>The Absolute Power of Exercises</i> <i>Core Concepts &amp; Fundamentals of Exercises</i>
9:30 – 10:45	<i>Designing Powerful Exercises</i>
11:00– 12:15	<i>Conducting Powerful Exercises</i> <i>Facilitation: Half the Power</i> <i>Debrief: Other Half of the Power</i>
12:15 – 1:00	<i>Lunch</i>
1:00 – 3:00	<i>Disaster Simulation Exercise &amp; Debrief, Hands-on</i> <i>Learn while doing / Participate &amp; experience</i> <i>Discovery of new methods in training &amp; design</i>
3:15 – 4:45	<i>Exercise Measurements &amp; Reports</i> <i>Powerful Virtual Exercises</i> <i>Wrap Up</i>

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## Skills Detailed Agenda

### **The Absolute Power of Exercises**

- Exercises are the glue that holds chaos together
- Why Exercise
- Types of Exercises
- The Exercise Process
- The Absolute Power in Exercises

### **Pre-Exercise Phase: Designing Powerful Exercises**

*Using these templates:*

- Master Planning Worksheet, Facilitators Guide, Scenario Script, & Discussion Questions*
- Determine Training Objectives/Outcomes & Develop Storyboard
- Develop Exercise Components—Complete Master Planning Worksheet
- Write Narrative Detail & Injects / Develop Slide Deck for Presentation
- Finalize Exercise Guides, Handouts, & Exercise Worksheet
- Develop Measurable Success Factors

## Skills Detailed Agenda *continued*

### The Fundamental Secrets of Facilitation

- 6 Keys to Powerful Facilitation
- The Facilitators mindset
- Requirements for engagement / Engaging teams and team members
- The Power of observation

### The All-Important Tee-up

- Invitations that work / Preparing people for success
- How to increase buy-in, ownership, & participation

### Game Day

- Starting well
- Maintaining forward motion
- When things go awry

### Post Exercise Phase: The Power of Measurements

- Exercise Evaluation, Measurements, & Reporting
- How to Conduct a Post-Mortem
- The After-Action Report

### Conducting Powerful Virtual Exercises

- Not Another Zoom Meeting! / Get to know the application
- Shorten the lecture, engage the audience

### Files, Templates, Charts, and Handouts

#### *Template Handouts*

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|-------------------------------------------------|--------------------|
| Storyboard Template                             | Narrative Template |
| Debrief Template                                | Agenda Template    |
| Email Invites Templates                         | Fire TTX           |
| <i>Cheat Sheets &amp; TTX Aids Handouts (8)</i> |                    |