

Adult Learners' Week

National Learn @ Work Day – Friday 2 September 2005

Part of Adult Learners Week 1-8 September (supported by Adult Learning Australia and the Australian National Training Authority)

Structured Events:

Time	Activity	Who	Venue
10am to 12Noon	Product Overview Introduction to BTBS & LSEP	TL&D Teresa Kelly	Training Room 5
10.30am to 11.30am	Visual Signs Presentation	Adam Villani	Training Rooms 3&4
11.30am to 12.30pm	Employee Advantage Presentation	Shona Lombardozzi	Training Rooms 3&4
1.00pm to 3.00pm	Product Overview	TL&D	Training Room 5
1.30pm to 3.30pm	Product Overview	TL&D	Training Room 3&4
3.30pm to 4.00pm	What did you learn today? Tree activity and prizes	Jo McCarthy	Cafeteria

Tree Activity – Unstructured Learning:

Everyone to have green post-it notes

Write down 1 item per post-it note – what did you learn today and where? ie learned a short-cut key when asked a fellow team member, or I found out that we have 2 people in my department that speak Italian when we were getting coffee in the kitchen, or found out there is an ATM in the Westpac building next door when I asked my manager, etc. Or you may have observed a new process.

Bring green post-it notes to the café at 3.30pm. Put on the tree branch poster as leaves.

Ticket for door prizes – collect as you arrive.

Display Tree Poster in Café for promotion of Learn @ Work Day and the value of unstructured learning in the workplace.

