SAMPLE AGENDA

Hands-On Training for a Newly Implemented Workflow

Training built around one specific workflow that has just been implemented with human review. Staff practice the real steps on synthetic examples, learn to catch and correct wrong output, and know exactly how to raise a problem.

FORMAT	LENGTH	TRACK
Role-based training blocks around go-live	**Two-hour blocks per role group, repeated as needed, plus a check-in two weeks after go-live**	**Implement**

This is a sample agenda. Every session is tailored to the client: modules, timings and exercises change with your organization, your systems and the people in the room.

Session goals

1. Every participant completes the new workflow unaided on synthetic examples before leaving.
2. Every participant can recognize a flagged item, decide it, and record the decision.
3. The team knows the stop rule: when to pause the workflow and who to call.

Who it is for

The staff who will run the new workflow, grouped by role, with their supervisor and a super-user. Up to twelve people per block.

Before the session

- The workflow is configured in a training environment with synthetic examples.
- Role groups and super-users are named.
- The adoption measures and the feedback channel are agreed before the first block.

Schedule

TIME	MODULE
0:00 – 0:15	**The workflow in one picture** Input, automation steps, the review step, output. What the person in the room is responsible for.
0:15 – 0:55	**Guided practice** The group works three synthetic examples together, including one flagged item.
0:55 – 1:05	*Break*
1:05 – 1:40	**Independent practice with planted errors** Each person works a set alone. Some outputs are wrong on purpose. Catching them is the point.
1:40 – 1:55	**When to stop and who to call** The stop rule, the feedback channel, and what happens to a report.
1:55 – 2:00	**Close** Sign-off that each participant completed the independent set.
Two weeks later, 45 min	**Check-in** What has come up, what the measures show, what to change in the workflow or the training.

Hands-on exercises

- Working synthetic examples through the real screens, guided and then alone.
- Deciding flagged items and recording the decision.
- A short drill on the stop rule.

You leave with

- A one-page job aid for the workflow, by role
- The stop rule and the feedback channel on a card
- A set of synthetic practice examples the team keeps
- The adoption measures and where to see them

Safe use

Sessions use synthetic or de-identified material only. Please do not bring patient information, real message threads or live system access into the room. Nothing in a session is clinical, legal or compliance advice, and no tool is endorsed or evaluated as safe for clinical use by taking part.