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| Topic: |
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| a) Purpose\*: |
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| b) Learning outcomes\*\*: |
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1. Purpose - what the session is dedicated to, e.g.

* identifying tools and resources for use in a specific area of work
* learning about how to use tools and resources
* identifying policies, procedures and guidelines to be followed in a specific area of work
* learning about workplace principles, values, ethics, expectations, conduct guidelines
* learning about roles, delegated authority and responsibilities

e.g. for topic Risk Management, purpose is ‘to identify rules, tools, policies and procedures related to risk management in your day to day work, and begin learning how and when to use them’.

1. Learning Outcomes - be specific about important content, e.g.

You will learn about policy compliance requirements for:

* workplace bullying
* sexual harassment
* discrimination
* social media policy
* fraud and corruption