

What Happens Here

What Happens Here is a template that can be used to capture the nuances, details or unwritten rules that occur within a particular event or meeting. The template can be used to introduce a person to a new environment, event or group of people. It helps the person to get ready and to know what will happen and what will be expected of them.

Use this template with your employee to explain each part and understand any further information or reassurance they may need to participate successfully. If there are expectations they perform a task or contribute to content, ensure preparation occurs beforehand and utilise other tools in the toolkit such as a one-off schedule or checklist.

Considerations when filling in the template





- What time do people arrive?
- How should the person be dressed?
- Do they take anything along?
- Are there any unwritten rules?
- Where do people sit?
- Do particular people have roles?
- Are there expectations of what will happen or what will be achieved?
- How do people leave?

Example

	<p>Start time</p> <p>End time</p>	<p>Start time :10 am</p> <p>End Time : 2.30pm</p>
	<p>Breaks</p>	<p>Morning tea: 11:30am</p> <p>Lunch : 1pm.</p> <p>All food is provided.</p>
	<p>What to wear</p>	<p>What you normally wear to work.</p>
	<p>What to bring</p>	<p>Bring a notepad and pen.</p> <p>Water bottle if you need it.</p>
	<p>What to know and do</p>	<p>This is training about Work Health and Safety.</p> <p>It is about how to be safe at work.</p> <p>All staff will be there to learn together.</p>
	<p>Transport</p>	<p>The training will be at 2 Drive St, Fairfield.</p> <p>It is 10 minutes from work.</p> <p>You can catch the 205 bus from the office.</p>

Template:

What Happens Here

	Start time End time	
	Breaks	
	What to wear	
	What to bring	
	What to know and do	
	Transport	