Practising Experiential Learning Conference 2021

DESIGNING INBOUND PROGRAMMES

Designing Inbound Programmes

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DESIGNING INBOUND PROGRAMMES

Agenda

Stages in designing inbound programmes
Conceptualization
Planning
Implementation
Review
Reflecting, Journaling & Articulating (Sharing)
Designing An Inbound Programme – Breakout Groups
Group sharing & presentations
Experiential Learning - Singapore Visit Programme (SVP)
Q&A

STAGES IN DESIGNING INBOUND PROGRAMMES

1. *Conceptualization*
2. *Planning*
3. *Implementation*
4. *Review*

CONCEPTUALIZATION

Purpose(s)/ Objective(s)

Example:
To provide participants with an opportunity to interact with the public, private and people sectors of Singapore, and to appreciate that critical success factors that make Singapore a global city state.

CONCEPTUALIZATION

Targeted Participants:

- *Size (number of participants)*
- *Profile and composition (demographics; education level, etc.) - information that will affect planning*

Programme nature

- *Indoor/outdoor mix*
- *Experiential/ didactic*
- *Degree of Engagement*
- *Reflecting, journaling and sharing (embedding)*

Programme duration

Resources

- *Budget*
- *Human resource (administrative; expertise; etc.)*
- *(Any Handbooks?)*

PLANNING

Pre-trip Preparation

- Programme scheduling (Time-table)
- Resource gathering & organizing
(E.g. Advance bookings; invitations; logistics)
- Communications (publicity; marcomm)

Engaging Participants

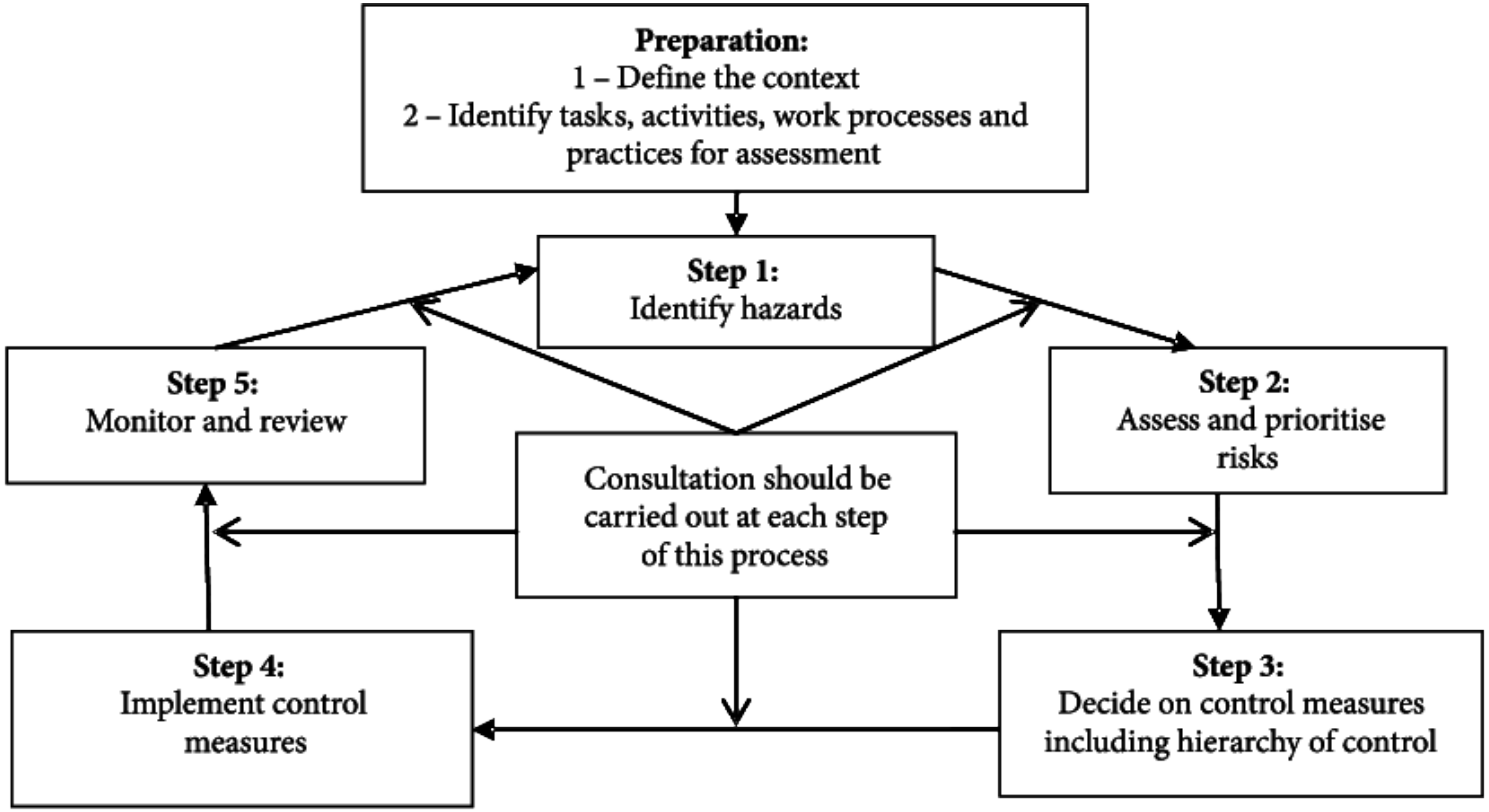
- Briefing
- Front Loading (managing expectations)
Expectations (required) of participants
- Communication with participants
- Grouping of participants (and communication among participants

Risk Assessment and Management

- Five steps to risk assessment

PLANNING

Risk Assessment and Management



IMPLEMENTATION

Engaging Participants

Plan B - Wet weather and (other) ground contingencies (e.g. fatigue; falling ill; etc.)

Finishing well

- Final sharing/ debrief session
- Parting message (Review purpose(s) & Objectives(s)
- Submission of Reflection Summary

REVIEW

Review and Evaluation (Takeaways)

Programme improvement/ replication/ scaling

Documentation (Knowledge Retention)

Best Practice Sharing

“Whoever heeds life-giving correction will be at home among the wise.”

- PROVERBS 15:31