**Suggested running time:** 10am – 3pm /3.30pm with lunch provided

**Suggested format:**

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<tbody>
<tr>
<td>1</td>
<td><strong>Tea and coffee on arrival</strong></td>
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| 2 | **Welcome and ice breaker session**  
You want to make attendees feel comfortable and able to talk to one another. Ask basic questions such as what do you want to teach, why do you want to teach, what are your expectations of teaching? |
| 3 | **Presentation**  
Give an overview of the training programme at your school. Include fees and funding available, how to apply, tips for the interview and how to gain experience. |
| 4 | **Speakers**  
Invite a current trainee and/or NQT to talk about their experience |
| 5 | **Lunch**  
If possible hold this in a different room so people get a change of scenery/get to see a different part of your school and move around a bit! It can be tiring sitting in one room all day.  
Invite current teachers to join for lunch and talk to attendees about the school |
| 6 | **Run an interactive activity.**  
People are sluggish after lunch! An appealing activity could be anything from a taster training session to a discussion about expectations of teacher training such as highlights/lowlights etc. Offer application advice and tips |
| 7 | **Information**  
Give a brief overview of policy in your school, perhaps Special Educational Needs (SEN), pastoral care, safeguarding, career progression opportunities etc. |
| 8 | **Q&A session**  
This is a good opportunity to discuss follow up emails or events that attendees should be aware of. |