

## Horizon Scanning

Please find below more information indicating the aims, our training approaches and a sample of the structure of the programme.

### Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- Actively involving the participants throughout the training
- Enabling participants to share their thoughts and questions
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

### Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** the course will be very interactive, and we will draw on examples from the delegates' own organisations within the course.

- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

## Sample programme

- 10.00**      **Registration/Introductions**
- 9.15**      **What is Horizon Scanning and why do we need to use it?**
- Definitions
  - Megatrends & global change
  - The effects of working in an ever-changing environment
- 10.15**      **Looking at your own organisation**
- What do we need to take account of when planning
  - How can we Horizon Scan without using a lot of resource?
- 11.00**      **Break**
- 11.15**      **Methodologies for Horizon Scanning**
- Looking at a variety of approaches and tools
  - Examples from various industries
- 11.45**      **Applying the methods to your own organisation**
- Which tools might work best?
  - Opportunities and challenges in your own sphere
- 12.30**      **Tools for evaluation Horizon Scanning**
- Questions**
- 13.00**      **Close**