# COMMON INDUCTION PACKAGE: SUGGESTED 5-DAY AGENDA

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| **Time \ Day** | **Day 1**  | **Day 2** |  **Day 3** | **Day 4** | **Day 5** |
| 60-100 minutes | Welcome and Introduction | Domain #2\_3 Respect for diversity & Maintaining a service oriented approach (100min) | Domain #8 Adhering to humanitarian principles and codes of conduct Module 2 *Working for the UN* (90min) | Tabletop Exercise Task 2 (90min) | Domain #1 *Coping with pressure and adapting to change* (90min) |
| Morning Tea / Coffee Break |
| 60-140 minutes | Domain #8 Adhering to humanitarian principles and codes of conduct Module 1 *Terms of Service* (90min) | Domain #4 Module 3 *Humanitarian Landscape* (140min) | Domain #8 Adhering to humanitarian principles and codes of conduct Module 3 *Code of Conduct* (60 min) | Tabletop Exercise Task 3 (90min) | Wrap up and closing |
| Lunch |
| 100-120 minutes | Domain #4 Understanding humanitarian systems and promoting humanitarian principles: *Module 1 Legal Frameworks and Humanitarian Principles* (100min) | Domain #5 Personal Commitment to Achieving Results (45min) | Domain #7 Planning and Organising (60min) | Tabletop Exercise Task 4 (90min) |  |
| Domain #6 Module 1 *Communication Skills: Active Listening & Negotiation* (60 min) | Domain #10 *Demonstrating Critical Judgement* (45min) |
| Afternoon Tea / Coffee Break |
| 60-100 minutes | Domain #4 Module 2 *Guidelines & Standards* (70min) | Domain #6 Module 2 *Communication Skills: Meeting Management* (60min) | Domain #11 Module *Working effectively in teams (*90min) | Tabletop Exercise Task 5 (60min) |  |
| Domain #4 Module 4 *Platforms & Tools* (45min) | Tabletop Exercise Introduction & Task 1 (45min) | Tabletop Exercise Task 6 & Debrief (30min) |