

Insight day example programme templates

This document illustrates three example timetables for insight days which can be tailored to your own engagement activity.

[Example itinerary 1 – morning only](#)

[Example itinerary 2 – short day](#)

[Example itinerary 3 – full day](#)

Things to consider:

- Liaise with your local Career Transition Partnership (CTP) representative to help advertise your insight day to the Armed Forces community.
- Get as many departments involved as possible to help service leavers understand the vast number of roles on offer. This also gives the hiring managers the chance to meet potential employees.
- Give plenty of notice to colleagues who may need to rearrange their day.
- Invite people from the trust who support the programme and who understand the benefit of Armed Forces personnel transitioning into the NHS.
- It is important for service leavers to hear the good examples but also what has been challenging about transitions into the NHS.

Example itinerary – morning only

09:30 – 09:45	Arrival and registration
09:45 – 10:15	Welcome and introduction
	<i>This could include:</i>
	<ul style="list-style-type: none">• <i>Housekeeping i.e. fire alarms, toilets</i>• <i>Overview of the day's itinerary</i>• <i>Introduction to the NHS</i>• <i>Introduction to the trust/organisations</i>• <i>Introduction to the Step into Health programme</i>
10:15 – 10:45	Personal experiences
10:45 – 11:00	Refreshments and networking
11:00 – 12:15	Careers in the NHS and work placements
12:15 – 13:00	Networking lunch
13:00	Close

Example itinerary – short day

09:30 – 09:45	Arrival and registration
09:45 – 10:15	Welcome and introduction
	<i>This could include:</i>
	<ul style="list-style-type: none">• <i>Housekeeping i.e. fire alarms, toilets</i>• <i>Overview of the day's itinerary</i>• <i>Introduction to the NHS</i>• <i>Introduction to the trust/organisations</i>• <i>Introduction to the Step into Health programme</i>
10:15 – 10:25	What the NHS can do for you (Armed Forces Champion)
10:25 – 10:35	What you can bring to the NHS <i>(Perhaps delivered by a senior management who is ex-forces?)</i>
10:35 – 11:05	Personal experiences
11:05 – 11:20	Refreshments
11:20 – 12:15	Meet our people – careers and placements in the NHS
12:15 – 13:00	Lunch and careers guidance / information stands
	<i>This could include:</i>
	<ul style="list-style-type: none">• <i>Learning and development (NHS Careers)</i>• <i>Recruitment and selection – current vacancies/opportunities.</i>
13:00 – 14:00	Workshop – understanding the NHS application form and interview process.
14:00 – 14:30	Q&A session with panel
14:30	Close

Example itinerary – full day

09:30 – 09:45	Arrival and registration
09:45 – 10:15	Welcome and Introduction
	<i>This could include:</i>
	<ul style="list-style-type: none">• <i>Housekeeping i.e. fire alarms, toilets</i>• <i>Overview of the day's itinerary</i>• <i>Introduction to the NHS</i>• <i>Introduction to the trust/organisations</i>• <i>Introduction to the Step into Health programme</i>
10:15 – 10:25	What the NHS can do for you (Armed Forces Champion)
10:25 – 10:35	What you can bring to the NHS <i>(Perhaps delivered by a senior management who is ex-forces?)</i>
10:35 – 11:05	Personal experiences
11:05 – 11:20	Refreshments
11:20 – 12:15	Meet our people – careers and placements in the NHS
12:15 – 13:00	Lunch and careers guidance / information stands
	<i>This could include:</i>
	<ul style="list-style-type: none">• <i>Learning and development (NHS Careers)</i>• <i>Recruitment and selection – current vacancies/opportunities.</i>
13:00 – 14:00	Workshop – understanding the NHS application form and interview process.
14:00 – 15:30	Hospital tour and departmental visits
15:30 – 16:00	Q&A session with panel
16:00	Close