

Lesson 1 — Orientation & Baseline

Session 1 of 8 | **Duration:** 60 min | **Artifact:** Unassisted 4-min recording + L1 score

Purpose

Collect each program manager's current, unassisted 4-minute monthly program report as the baseline score for the course.

Phases

Time	Phase	Trainer does
0:00–0:10	Welcome & task framing	Introduce the course; state the one task that will be trained for 8 sessions. Show the five beats on screen but don't teach them.
0:10–0:20	Brief & case	Hand out the case (below). 10 min for silent reading. No questions on language.
0:20–0:55	Baseline reports	Each learner records a 4-min report, one at a time. Others stay on camera as group leadership. No interruptions, no help.
0:55–1:00	Close	Thank learners. State that Lesson 2 introduces the structure. Save recordings for scoring.

Scripted teacher language

"For the next 8 sessions you'll train one task: a 4-minute monthly status report to Maximus group leadership. Today I just want to see how you do it now."

"You have 10 minutes to read the case. Then each of you will report to leadership in 4 minutes. I won't help with language or structure today — that starts next session."

"Stay on camera during each other's reports. You're the audience — Managing Director, regional VP, finance lead. Don't interrupt, don't ask questions."

Case — shared by all learners

Program: Riyadh Branch — Q3 2025 OJT Cohort 14 status

Audience: Maximus group leadership monthly review — Managing Director, regional VP, group programme director, finance lead.

Period: July–September 2025 (Q3 closed last week).

Headline numbers. Cohort 14 enrolled 80 women under the On-the-Job Training (OJT) programme for Saudi women's career empowerment, against a Q3 enrolment target of 80. By quarter close, 65 had

been placed at partner employers under sustained-employment terms, against a placement target of 70 (93% of target). 11 are in active placement and likely to convert in October. Attrition through Q3 was 4 of 80 (5%), against a 3% target.

Forward outlook. Q4 has three OJT cohorts (15, 16, 17) running concurrently for the first time — total enrolment 240 across the three cohorts. Two of the five main partner employers (Almarai, STC) have not yet committed to Q4 intakes. The other three (Saudia Cargo, Bupa Arabia, Olayan) are confirmed for combined intake of 110.

Risks. Three concurrent cohorts in Q4 will stretch the placement coordinator team — currently 4 coordinators, ratio rises from 20:1 to 60:1. Partner employer pipeline thin. Attrition above target — driver is travel/childcare logistics in two zones (East Riyadh, Diriyah).

The report: Present a 4-minute monthly program report to Maximus group leadership. Take a clear stance — on track / at risk / off track — and ask for what you need.

After the session

Score each learner's recording using the scorecard. Save the L1 score to the learner's portfolio folder. Do not share scores with learners until L8.

Artifact

4-min recording per learner + L1 score sheet (5 criteria, /10). Save as **MAX_[Branch]_[LearnerID]_GroupReport_L1_YYYY-MM-DD**.

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