

Scenario Training Design and Evaluation Planner

Connect scenario-led training to risk assessment, observable decisions, psychologically safe facilitation and workplace evaluation.



VERSION	v1.1	PUBLISHED	August 2026	REVIEW	Annually or after an incident
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HOW TO USE THIS TOOL

Complete the design record before the session, the facilitation record during or immediately after it, and the evaluation section once staff have returned to work. The organisational findings section is often the most valuable part.

1

DESIGN RECORD

Role and task

Setting

Foreseeable risk

Incident or evidence theme

Controls available

Learning objective

Scenario trigger

Decisions to observe

Organisational assumptions to test

NOTES AND ACTIONS

2

LEARNER SAFETY AND ACCESSIBILITY

[] Purpose and level of realism explained beforehand.

[] A clear pause method is available and understood.

[] An alternative participation route is offered.

[] Access needs identified privately, not in front of the group.

[] No surprise physical contact, humiliation or required personal disclosure.

2

LEARNER SAFETY AND ACCESSIBILITY

[] Observer behaviour and confidentiality defined.

NOTES AND ACTIONS

3

FACILITATION RECORD

What the participant noticed

Decision made

Communication and
positioning used

Help or withdrawal route
selected

Effect observed

Feedback given

Second attempt outcome

NOTES AND ACTIONS

4

ORGANISATIONAL FINDINGS

Unclear policy

Manager unavailable

Alarm inaccessible

Unsafe layout

Staffing gap

Conflicting script

Reporting barrier

Owner and completion date

4

ORGANISATIONAL FINDINGS

NOTES AND ACTIONS

5

EVALUATION

Baseline before training

Session observation

Manager follow-up

Worker confidence

Report quality

Incident themes

NOTES AND ACTIONS

LIMITATIONS

Scenario practice does not replace risk reduction, safe staffing, secure work design, equipment or supervision. Attendance does not demonstrate competence, and falling report numbers do not automatically prove that risk has reduced. Adjust the method through competent risk assessment and learner consultation.

SUPPORT

Safety Solutions Training designs and delivers scenario-based training built around the situations your staff actually face, not generic role play. Call 02920 657753 or visit safetysolutionstraining.co.uk.

ADDITIONAL NOTES, ACTIONS AND FOLLOW-UP

