

Conference Agenda

John

1. Intro & Welcome
 - a. Introduction of participants
 - b. New staff
2. Tender Update – NIFRS, Northern Childcare, Civil Service, GVRT
3. Allocation to Courses
 - a. Booking sheets – how to fill in
 - b. Client protocols
4. Trainers boxes & equipment
 - a. Content of boxes & what needs updating/replacement

Dave

5. Key Clients & Client Relationship Management
 - a. Advertising
 - i. Yellow Pages / CITB Calendar / NI Community Buyer
 - b. What the client expects – Feedback
 - c. Client Account Managers – sector targets/managers
 - d. Sponsorship – RNLI / Hendersons (FA Kits)
 - e. Revive Website – Staff Area
 - f. Revive email address?
6. Course syllabus's
 - a. FAW/R
 - b. EAP / BLS
 - c. FPOS (Basic / Intermediate)
 - d. Training of lay instructors in AED and FPOS
7. Examinations
 - a. Use of student briefing sheets / Competency Exams
 - b. FPOS Exam Sheets
 - c. Equipment (including re-stocking) / what is needed?
 - d. Moulage kit(s)
8. Future Accreditations
 - a. PEPP / VDA (POCVA) / PHTLS
9. Future IT Development
 - a. Recording CPD
 - b. Course booking and scheduling
 - c. Electronic Return of booking sheets
10. Miscellaneous issues
 - a. Application forms / NI / Tax etc
 - b. Sample signatures
 - c. Wages Benchmarking
 - d. Uniforms & ordering
11. Other Issues
12. Break Out Groups
 - a. All – Feedback / PDP / Core Competencies
 - b. Group 1 – Advertising / Target Clients
 - c. Group 2 – Module Review (EAP Course)