Week one/two draft timetable – Gloucester

	Tuesday 2nd April	Weds 3rd	Thurs 4th	Friday 5th	Monday 8th	Tuesday 9th		
					TBC	TBC		
9-10	**9:00-10:00 am** welcome, start of the week team meeting: (all)	**9:00-1:00 pm** Nebula, generic overview: (all)	**9:00-9.30am** CHECK IN	**9:00-9.30 am** CHECK IN	All complete Health & Safety and any outstanding E-Learning			face to face
10-11	**10:00-12.30 pm** set up laptops, mobiles etc: IT (all)		**9:30-10:45 am** data security awareness e-learning & Policy	**9:30-12.30 pm** Datix: investigation: (Managers only)		**9.30-1.30pm** - **TBC** Theory of Assessment: (Choose 1 session - all) (max of 30 staff)		online
11-12			**10:45-12:00 pm** Health and Safety e-learning	**9:30-12:30 pm** Nebula, digital assessment: (all)				tasks
12-1	**12.30-1:00 pm** LUNCH		**12:00-12.30 pm** LUNCH	**12:30-1:00 pm** LUNCH				
1-2	**1:00-4:00 pm** Intro to L&D, qualifications, required learning, learning support & Moodle (all)	**1:00-1:30 pm** LUNCH **1:30-3:00 pm** practice session for Nebula (update Client Notes etc):	**1-3:30** Core Model/ community asset model (RP practs)- **Clinical systems (clincal staff) including batch element- Pharmacy/ nurse**	**1:00-2:00 pm** Datix- incident reporting: (practitioners only) **2.00-3:00 pm** safeguarding brief (all)	**1-5pm TBC** - Theory of Assessment: (Choose 1 session - all) (max of 30 staff)	All complete Health & Safety and any outstanding E-Learning		.
2-3								
3-4		**3:45-4:45 pm** CIPHR: (all)	**3:45-4:45 pm** capital card: (all client facing roles)					
4-5			**3:30-4:45pm** Clinical Administrator training on Nebula- All relevant people (prescriptions)	**3.15-4:00 pm** reflect back on hopes and fears session from Day 0:**(all)**				

Week one/two draft timetable – Cheltenham and Stroud

v-i-a

	Tuesday 2nd April	Wednesday 3rd April	Thursday 4th April	Friday 5th April	Monday 8th April	Tuesday 9th April		
					TBC	TBC		
9-10	**9:00-10:00 am** welcome, start of the week team meeting: (all)	9:00-9.30am CHECK IN	**9:00 am-1:00 pm** Nebula, generic overview (all)	9:00-9:30 am CHECK IN	All complete Health & Safety and any outstanding E-Learning		face to face	
10-11	**10:00-12.30pm** set up laptops, mobiles etc: IT (all)	9:30-10:45 am data security awareness e-learning & Policy		9:30-12.30 pm Datix: investigation (Managers only)		**9.30-1.30pm -TBC** Theory of Assessment: (Choose 1 session - all) (max of 30 staff)	online	
11-12		10:45-12:00 pm Health and Safety e-learning		**1:00-1:30pm** LUNCH **1:30-3:00 pm** practice session for Nebula (update Client Notes etc): **data team** **Clinical systems (batch element) for clinical staff 1.30-3pm**			tasks	
12-1	**12:30-1:00pm** LUNCH	12:00-12.30 pm LUNCH						
1-2	**1:00-4:00 pm** Intro to L&D, qualifications, required learning, learning support & Moodle (all)	**1-3:30** Core Model/ community asset model (RP practs)- **Clinical systems (nurse element) clincal staff- Pharmacy/ nurse**	1-1.30pm lunch	**1:00-2:00 pm** Datix- incident reporting: (practitioners only)	**1-5pm - TBC** Theory of Assessment (Choose 1 session - all) (max of 30 staff)	All complete Health & Safety and any outstanding E-Learning		
2-3			**1.30-3.30 pm** Nebula, digital assessment (all)	**2.00-3:00 pm** safeguarding brief (all)				
3-4		3:45-4:45pm CIPHR: (all)	**3:45-4:45 pm** capital card (all client facing roles)					
4-5			**3:30-4:45pm** Clinical Administrator training on Nebula- All relevant people (prescriptions)	**3.15-4:00 pm** reflect back on hopes and fears session from Day 0:(all**)**				