

## Week one/two timetable – Gloucester

	Tuesday 2nd April	Weds 3rd	Thurs 4th	Friday 5th	Monday 8th	Tuesday 9th		
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  Current groupwork facilitators to attend Your Learning and Development with Via session in Cheltenham - 1to 5pm	9.30-1.30pm - Your Learning and Development with Via: (Choose 1 session - all) (max of 30 staff) split into 2		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) intro 10mins then video 1.5hrs then learning circle 1hr				online
11-12			10:45-12:00 pm Health and Safety e-learning	9:30-12:30 pm Nebula, digital assessment: (adult team)				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	1-3:30 Core Model/ community asset model (RP practs)-	1:00-2:00 pm Datix- incident reporting: (practitioners only) intro and video (learning circels next week)		All complete Health & Safety and any outstanding E-Learning		
2-3		1:30-3:00 pm practice session for Nebula (update Client Notes etc):		2.00-3:00 pm safeguarding brief (all)				
3-4		3:45-4:45 pm CIPHR: (all)	3:45-4:45 pm capital card: (all client facing roles)					Incident reporting learning circles 3x options of sessions: 10-11am Monday 2-3pm Monday 11-12pm Tuesday (choose one)
4-5			3:30-4:45pm Clinical Administrator training on Nebula- All relevant people (prescriptions) - option of virtual dial in so P&R can co-faciliate	3.15-4:00 pm reflect back on hopes and fears session from Day 0:(all)				

## Week one/two timetable – Cheltenham and Stroud

	Tuesday 2nd April	Wednesday 3rd April	Thursday 4th April	Friday 5th April	Monday 8th April	Tuesday 9th April		
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	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) <b>intro 10mins then video 1.5hrs then learning circle 1hr</b>			Cheltenham based: 10 - 2pm Current PSI/groupwork facilitators: Introduction to Via programme for groups	online
11-12		10:45-12:00 pm Health and Safety e-learning		1:00-1:30pm LUNCH				tasks
12-1	12:30-1:00pm LUNCH	12:00-12.30 pm LUNCH		9:30-12:30 pm practice session for Nebula (update Client Notes etc):				Incident reporting learning circles 3x options of sessions: 10-11am Monday 2-3pm Monday 11-12pm Tuesday (choose one option only)
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)- <b>Clinical systems (nurse element) clinical staff- Pharmacy/ nurse</b>		1-1.30pm lunch				1:00-2:00 pm Datix- incident reporting: (practitioners only) <b>intro and video (learning circels next week)</b>
2-3		1.30-3.30 pm Nebula, digital assessment: (adult team)		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) - <b>option of virtual dial in so P&amp;R can co-facilitate</b>	3.15-4:00 pm reflect back on hopes and fears session from Day 0:(all)					