**Agenda**

**DAY 1 – Tuesday 28th January 2025 (TBC)**

**Room Booking: 8:00am-4.00pm**

|  |  |  |  |  |  |  |  |
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| **Timings**  | **Duration**  | **Training Session** | **Session Link** | **Method** | **Trainer** | **Location** | **Staff Attending**  |
| 8:30 – 9:00 | 30 mins | General Food Prep | [RANKIN Session Plan #1-General Food Prep.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%231-General%20Food%20Prep.docx?d=w73ca7530df7f4e438e67256b8feeb563&csf=1&web=1&e=JhLkzy) | Face to Face | Jen & Cindy | Kitchen  | **GROUP 1** 1. S Woods
2. D Shedden
3. K New
4. A Robertson
5. N Fulton
 |
| 9:00 – 10:15  | 1 Hour 15 mins  | CBORD Training & SWPs  | [RANKIN Session Plan #2 -CBORD & SWP Training.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%232%20-CBORD%20%26%20SWP%20Training.docx?d=w9ee9ff280ac940789579db4c5dbf25bc&csf=1&web=1&e=TVtBfb) | Face to Face  | Toni | Rankin Park Training Room  | **GROUP 1** 1. S Woods
2. D Shedden
3. K New
4. A Robertson
5. N Fulton
 |
| BREAK |
| 10:30 – 11:15 | 45 mins | Downtime | [RANKIN Session Plan #3 -Downtime.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%233%20-Downtime.docx?d=wd6110badefe34bb481dbfd184004d698&csf=1&web=1&e=nmnMWl) | Face to Face | Toni | Rankin Park Training Room  | **GROUP 1** 1. S Woods
2. D Shedden
3. K New
4. A Robertson
5. N Fulton
 |
| 11:15-11:45 | 30 mins | Menu Prep | [RANKIN Session Plan #4-Menu Prep.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%234-Menu%20Prep.docx?d=w2846afba682c4cd8927c3d191d6ebddc&csf=1&web=1&e=eO6pIJ) | Face to Face  | Jen & Cindy  | Kitchen | **GROUP 1** 1. S Woods
2. D Shedden
3. K New
4. A Robertson
5. N Fulton
 |
| 12:00-1:30 | 1.5 hours | Bedside Ordering  | [RANKIN Session Plan #5 -Bedside Ordering (AHAs).docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%235%20-Bedside%20Ordering%20%28AHAs%29.docx?d=we76ee80ac5484a549b30a3b4d02b31ec&csf=1&web=1&e=N5LSOn) | Face to Face  | Toni | Rankin Park Training Room | **AHAs**Lee CorriganLaura HydeDi CurtisKathy Smith  |
| Break |
| 2:00-3:15  | 1 Hour 15 mins  | CBORD Training & SWPs  | [RANKIN Session Plan #2 -CBORD & SWP Training.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%232%20-CBORD%20%26%20SWP%20Training.docx?d=w9ee9ff280ac940789579db4c5dbf25bc&csf=1&web=1&e=TVtBfb) | Face to Face  | Toni | Rankin Park Training Room  | **GROUP 3**1. D Curtis
2. J Legge
3. C Bass
4. J Kharva
5. L Corrigan
 |
| 3:15-4:00 | 45 mins | Downtime | [RANKIN Session Plan #3 -Downtime.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%233%20-Downtime.docx?d=wd6110badefe34bb481dbfd184004d698&csf=1&web=1&e=nmnMWl) | Teams  | Toni | Rankin Park Training Room  | **GROUP 3**1. D Curtis
2. J Legge
3. C Bass
4. J Kharva
5. L Corrigan
 |

**DAY 2**

**Wednesday 29th January 2025 (TBC )**

**Room Booking: 8:00am-12:30pm & 1:30pm–3:00pm**

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| **Timings**  | **Duration**  | **Training Session** | **Session Link** | **Method** | **Trainer** | **Location** | **Staff Attending**  |
|  |  |  |  |  |  |  |  |
| 8:30 - 9:00 | 30 mins | General Food Prep | [RANKIN Session Plan #1-General Food Prep.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%231-General%20Food%20Prep.docx?d=w73ca7530df7f4e438e67256b8feeb563&csf=1&web=1&e=JhLkzy) | Face to Face | Jen & Cindy | Kitchen  | **GROUP 2**1. H Johnston
2. S Fenn
3. S Broadbent-Nelson
4. M Wilson
5. S Abbott
6. L Gerrick
 |
| 9:00 - 10:15  | 1 Hour 15 mins  | CBORD Training & SWPs  | [RANKIN Session Plan #2 -CBORD & SWP Training.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%232%20-CBORD%20%26%20SWP%20Training.docx?d=w9ee9ff280ac940789579db4c5dbf25bc&csf=1&web=1&e=TVtBfb) | Face to Face  | Toni | Rankin Park Training Room  | **GROUP 2**1. H Johnston
2. S Fenn
3. S Broadbent-Nelson
4. M Wilson
5. S Abbott
6. L Gerrick
 |
| 15 Minute Break |
| 10:30 – 11:15 | 45 mins | Downtime | [RANKIN Session Plan #3 -Downtime.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%233%20-Downtime.docx?d=wd6110badefe34bb481dbfd184004d698&csf=1&web=1&e=nmnMWl) | Face to Face | Toni | Rankin Park Training Room  | **GROUP 2**1. H Johnston
2. S Fenn
3. S Broadbent-Nelson
4. M Wilson
5. S Abbott
6. L Gerrick
 |
| 11:15 – 11:45 | 30 mins | Menu Prep | [RANKIN Session Plan #4-Menu Prep.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%234-Menu%20Prep.docx?d=w2846afba682c4cd8927c3d191d6ebddc&csf=1&web=1&e=eO6pIJ) | Face to Face  | Jen & Cindy  | Kitchen | **GROUP 2**1. H Johnston
2. S Fenn
3. S Broadbent-Nelson
4. M Wilson
5. S Abbott
6. L Gerrick
 |
| BREAK |
| 1:30-2:00 | 30 mins | General Food Prep | [RANKIN Session Plan #1-General Food Prep.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%231-General%20Food%20Prep.docx?d=w73ca7530df7f4e438e67256b8feeb563&csf=1&web=1&e=JhLkzy) | Face to Face | Jen & Cindy | Kitchen  | **GROUP 3**1. D Curtis
2. J Legge
3. C Bass
4. J Kharva
5. L Corrigan
 |
| 2:00-2:30 | 30 mins | Menu Prep | [RANKIN Session Plan #4-Menu Prep.docx](https://nswhealth.sharepoint.com/%3Aw%3A/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%234-Menu%20Prep.docx?d=w2846afba682c4cd8927c3d191d6ebddc&csf=1&web=1&e=eO6pIJ) | Face to Face  | Jen & Cindy  | Kitchen | **GROUP 3**1. D Curtis
2. J Legge
3. C Bass
4. J Kharva
5. L Corrigan
 |
| **Finish**  |

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| --- | --- | --- | --- | --- |
| **GROUP 1** **Tuesday 28th 9:45am-1:30pm** | **GROUP 2****Wednesday 29th 8:00am-11:45am** | **GROUP 3****Wednesday 29th 1:30pm-5:00pm** | **AHAs****Tuesday 28th 12:00pm-1:30pm** | **ISOPRO** |
| 1. S Woods
2. D Shedden
3. K New
4. A Robertson
5. N Fulton
 | 1. H Johnston
2. S Fenn
3. S Broadbent-Nelson
4. M Wilson
5. S Abbott
6. L Gerrick
 | 1. D Curtis
2. J Legge
3. C Bass
4. J Kharva
5. L Corrigan
 | 1. Di Curtis
2. Kay New
3. Lee Corrigan
4. New staff member *(replacing Helen Johnson)*
5. Charlotte Bass
6. Laura Hyde
 | 1. Maree Wilson
2. Narelle Fulton
3. Deanne Shedden
4. Leanne Gerrick
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