**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/:w:/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/:w:/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/:w:/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/:w:/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/:w:/r/sites/FSR-HSNSW/Shared%20Documents/Strategic%20Business%20Case_FS%20Transformation/CHEF%20Training/Rankin/RANKIN%20Session%20Plan%20%235%20-Bedside%20Ordering%20(AHAs).docx?d=we76ee80ac5484a549b30a3b4d02b31ec&csf=1&web=1&e=N5LSOn) | Face to Face | Toni | Rankin Park Training Room | **AHAs**  Lee Corrigan  Laura Hyde  Di Curtis  Kathy 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/:w:/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/:w:/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/:w:/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/:w:/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/:w:/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/:w:/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/:w:/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/:w:/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 |