

Ghana Workshop: Wednesday Afternoon Guideline 7 and 8: Disposal Schedule

Workshop Plan

Aim: Introduce the guidance and show how it can be used

Time	Content	Activity	Resources	Lead
10.30	<ul style="list-style-type: none"> Recap on previous day(s) 			Mark / Anna
10.45 – 11.00	<ul style="list-style-type: none"> Disposal and the checklist What is disposal 	Presentation	PowerPoint	Mark
11.00– 11.15	<ul style="list-style-type: none"> Group Discussion Why using a disposal schedule is a good idea 	Group Discussion	White board	Mark
11.15– 11.30	<ul style="list-style-type: none"> Introduce the PARBICA model disposal schedule 	presentation	powerpoint.	Mark
11.30 – 12.00	<ul style="list-style-type: none"> Group Discussion Why keep or destroy records maybe discuss results after lunch. 	Group discussion	White board	Mark
12 - 1	Lunch			
1 – 3	<ul style="list-style-type: none"> Guideline overview Implementing the schedule Group activity Identifying trigger points 20 mins focus on walking through the implementation guide 	Presentation Group activity	PowerPoint White board	Mark
3pm	Afternoon tea			
3.20 – 4.30	<ul style="list-style-type: none"> Group Activity Practice using the schedule - spend a lot of time on this - use practice records from fie plan exercise if more time is needed How the schedule could be used in your organisation 	Group activity Presentation and discussion	Lists x2 Whiteboard	Mark
4.30 - 5	Sum up and close			Mark