

Agenda for Change Training Programme

May 2004

June 2004

Day 1: 2.00-5.30

- Introductions & House Keeping
- Ice Breaker Quiz
- Who's who; - depts and organisations.
- Agenda for Change (overview of agreement)
- Update on Agenda for Change (key issues) – EI feedback
- Job Descriptions – plus what to include & exclude

Evening Session

- The Lifelong Learning Agenda and CPD

Day 2: 9.30-5.30

- Knowledge and Skills Framework (overview and relevance)
- Key Principles of Job Evaluation
- Matching Panels
- Understanding Job Evaluation Questionnaires
- Representing Members – What are Reviews
- Negotiating with Management

Day 3; 9.30-12.30

- Consolidating our Understanding of Agenda for Change
- Organising around Agenda for Change
- Course Review

Course Materials for each Rep

A 2 ring binder to keep notes etc.

Copies of DH booklets

Selected Briefings from Colin

Selected Reps direct

Latest 'Where are job profiles now' from Colin