**ICWUC CENTER FOR WORKER HEALTH AND SAFETY EDUCATION CPR, AED, FIRST AID TtT**

**SAMPLE AGENDA**

 **Date:**

Lead:

Assistance:

**MONDAY**

8:00 -9:00 **WELCOME**

* Program goals.
* Register for class and class photo.
* Instructor /Trainer Introductions
* Overview of what will take place this week.
* Safety Briefing

9:00 -10:00 **HOW ADULTS LEARN**

* Discussion techniques
* Guidelines and Pointers for leading discussions
* Getting the discussion started
* Keeping the discussion going

10:00- 10:15 **BREAK**

10:15 – 12:15 **HOW ADULTS LEARNED CONTINUED**

* Co-facilitating pointers.
* Advantages of preparing a teaching outline
* Advantage of teaching outline
* Creating an outline (class exercise)

12:15 – 1:15 **LUNCH**

1:15 – 2:15 **INTRODUCTION TO TRAINING CENTER ADMINISTRATIVE MANUAL (TCAM)**

* Intro To TCAM
* How to navigate inside the TCAM manual
* Looking at the requirements for multiple classes

2:15 – 2:30 **BREAK**

2:30 – 4:00 **INTRODUCTION TO ADULT CARDIOPULMONARY RESUSCITATION & AUTOMATED EXTERNAL DEFIBRILLATOR (CPR/AED)**

**Tuesday**

8:00 – 10:15 **INTRODUCTION TO ADULT CARDIOPULMONARY RESUSCITATION & AUTOMATED EXTERNAL DEFIBRILLATOR (CPR/AED) CONT.**

* Basic Introduction to Adult CPR/AED
* Assessment
* Chest Compressions
* Rescue Breaths
* AED
* Recovery Position

10:15 – 10:30 **BREAK**

10:30- 12:00 **ADULT FIRST AID**

* Choking
* External Bleeding
* Shock
* Impaled
* Allergic Reaction
* EpiPen

12:00 – 1:00 **LUNCH**

1:00 – 2:15 **CHILD CARDIOPULMONARY RESUSCITATION & AUTOMATED EXTERNAL DEFIBRILLATOR CPR/AED**

* Assessment
* Rescue Breath
* AED
* Recovery Position
* Choking
* Hands on Demonstration

2:15-2:30 **BREAK**

2:30 – 4:00  **INFANT** **CARDIOPULMONARY RESUSCITATION & AUTOMATED EXTERNAL DEFIBRILLATOR (CPR/AED)**

* Assessment
* Chest Compression
* Rescue Breath
* AED
* Choking
* Hands on Demonstration

**Wednesday**

8:00 – 10:00 **PRESENTATION ASSIGNMENTS & PRESENTATIONS**

* Preparation time

10:00 – 10:15 **BREAK**

10:15 – 12:00 **INSTRUCTORS PRESENTATIONS**

* Video presentation
* Hands on Demonstration
* Workbook Exercise

12:00 – 1:00 **LUNCH**

1:00 – 2:00 **COFACILITATION ASSIGNMENTS**

* Cofacilitation presentation prep time

2:00 – 2:15 **BREAK**

2:15 – 4:00 **COFACILITATION PRESENTATIONS**

**Thursday**

8:00 – 10:00 **ONLINE TRAINING & INFORMATION SYSTEM** (**OTIS PLATFORM)**

* How to navigate OTIS platform.
* How to look up items in the store.
* How to do an online class.
* How to do an IDC and an ITC.

10:00 – 10:15 **BREAK**

 10:15 – 11:15 **ONLINE TRAINING & INFORMATION SYSTEM** (**OTIS PLATFORM) CONTINUED**

* Submitting a request for equipment and materials
* Using the video Player on HSI
* Where to find documents on the OTIS Platform
* Course evaluations
* Wrap up.
* Certificates