

**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