



***PRISM Community Development Officers' Meeting and Training,
9-10 Dec 1998***

Wednesday 9 December

12.30-2.00	LUNCH AND GENERAL CATCH UP: Agenda items for further discussion between 2.30 and 5.00pm on Thursday, where needed
2.00-2.30	Steering committees: finalise draft Terms of Reference and 'Position Descriptions'
2.30-3.00	Introduction to Thursday's session on communication skills: hand out roles for everyone
3.00-3.30	Voucher scheme
3.30-3.45	AFTERNOON TEA
3.45-4.30	Walk down to LaTrobe, Carlton for staff card photos at 4.00pm

Thursday 10 December

(location for morning session - Seminar Rms 1 and 2, Department of General Practice and Public Health, Uni of Melb, 200 Berkeley St, Carlton - see attached map)

9.00-10.15	GAPP - Jane Gunn
10.15-10.30	MORNING TEA
10.30-11.00	Introduction to communication skills - Heather McCormack
11.00-12.30	Steering Committee role play, feedback and discussion
12.30-1.30	Two one-to-one role plays, feedback and discussion
1.30-2.30	LUNCH
2.30-3.30	<i>Back at the Centre:</i> Discussion of any agenda-ed items from Wednesday; plus update on CD manual (media questions and answers; overheads..)
3.00-4.00	AFTERNOON TEA and Staff photos for the Annual Report
4.00-5.00	Continued discussion of remaining issues

Other items:

- Project officer vs community development officer: decision re terminology
- Write up 130 words on yourself for 1998/99 Annual Report - please fax or email by Monday 14 December (before we move).
- Completion of contact sheet information (if not already done) before you leave on Thursday.