

26.1 Procedure – Meeting Room Preparation

Task: Prepare the meeting room for use. This task is required to prepare the meeting room for use for any meeting.

Steps to be Completed	Completed
Step 1: Ensure that all tables are clean. Wipe down the boardroom table.	
Step 2: Check the floor to make sure the carpet is clean. If it requires a quick vacuum, there is a vacuum cleaner located in the storeroom.	
Step 3: Make sure a jug of cold water and glasses are positioned in the middle of the table 10 minutes before the meeting starts.	
Step 4: Ensure there are mints on the table.	
Step 5: Once the meeting is complete, clear the empty glasses and water jugs and make sure the meeting room is ready for the next meeting.	

Things to Remember:

You may need to organise the meeting room well before a meeting starts.

Ensure that people advise you well before the meeting so you have enough time to prepare it for the meeting.

Help Desk Training Manual Template

Fred Beisse



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Manual for trainers: Frontline In-Service Applied Veterinary Epidemiology

Training Food and Agriculture Organization of the United Nations, AGRILIFE, 2023-09-15 This manual provides details of the Frontline In Service Applied Veterinary Epidemiology Training ISAVET programme's structure, core competencies, learning outcomes, training activities, training modules, field assignments, supervision, monitoring and evaluation for Trainees. The intended audience of the manual are individuals enrolled in the Frontline ISAVET at the national level. The manual references other ISAVET manuals and documents e.g. ISAVET Trainer Manual, ISAVET Mentor Manual, SOPs, course registration forms and templates etc. This manual will serve as an FAO global resource for national capacity development of Veterinary Services to detect and respond to emerging infectious animal diseases including transboundary animal diseases and zoonotic diseases.

Evaluating Public and Community Health Programs Muriel J. Harris, 2016-10-21 A practical introduction to participatory program evaluation. Evaluating Public and Community Health Programs provides a comprehensive introduction to the theory and practice of evaluation with a participatory model that brings stakeholders together for the good of the program. Linking community assessment, program implementation and program evaluation, this book emphasizes practical, ongoing evaluation strategies that connect theory with application. This updated second edition includes new discussion on planning, policy change, programs using logic models and theory of change, plus expanded coverage of processes, outcomes, data collection and more. Each chapter includes classroom activities and group discussion prompts and the companion website provides worksheets, lecture slides and a test bank for instructors. Mini cases help illustrate the real world applications of the methods described and expanded case studies allow students to dig deeper into practice and apply what they've learned. Accurate and effective evaluation is the key to a successful program. This book provides a thorough introduction to all aspects of this critical function with a wealth of opportunities to apply new concepts. Learn evaluation strategies that involve all program stakeholders. Link theory to practice with new mini cases and examples. Understand the uses, processes and approaches to evaluation. Discover how ongoing evaluation increases program effectiveness. Public and community health programs are a vital part of our social infrastructure and the more effective they are, the more people they can serve. Proper planning is important but continued evaluation is what keeps a program on track for the long term. Evaluating Public and Community Health Programs provides clear instruction and insightful discussion on the many facets of evaluation with a central focus on real world service.

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