

## Actions to be done for NCFWC:

(course is incl familiarisation program)

<b>PREPARATIONS BEFORE COURSE:</b>	<b>ACTION BY:</b>	<b>READY AT:</b>
Send out familiarization program and information to SC's	CD	6 weeks prior to course
Finalize course program	SI	6 weeks prior to course
Go over all external support with P&C (according to manning roster NCFWC)	SI	6 weeks prior to course
Ensure publication of CCOE Staff order iccw P&C	CD	4 weeks prior to course
Send out ADL M1.2 information to students and SC's	ADL specialist	4 weeks prior to course
Collect number of students and names from P&C	SI	4 weeks prior to course
Plan meeting with CCOE instructors and check availability and content	SI	4 weeks prior to course
Send out pre-course package information to students (invitation and logistics info)	CD / P&C	4 weeks prior to course
Check availability and preparations accommodation for SC's and guest instructors	SIA / P&C	4 weeks prior to course
Check opening hours dining facility Paresto during weekend	SIA / P&C	3 weeks prior to course
Preparations for SC's: computers / room / badges etc	SIA	2 weeks prior to course
Prepare course binders (hardcopy) for syndicate coaches	SIA	2 weeks prior to course
Go over evaluation sheets with IKM, what to be included on daily evaluation sheets	SI	2 weeks prior to course
Go over all support with SPT branch (drivers, transport), according to staff order	SIA	2 weeks prior to course
Check welcoming on Sunday evening incl handing out room keys	SIA	1 week prior to course
Create syndicates and nominate SC's	SI	1 week prior to course
Check preparations ICE BREAKER at Paresto, incl coins (drinks)	SIA	1 week prior to course
Prepare course binders (hardcopy) and other handouts for students	SIA	1 week prior to course
Prepare name tags for students	SIA	1 week prior to course
Prepare class room	SIA	1 week prior to course
Prepare syndicate rooms incl paper with names on the door	SIA	1 week prior to course
Block rooms for second week (Wed / Thu) for external roleplay	SIA	1 week prior to course
Prepare role play binders (hardcopy)	SIA	1 week prior to course
Check status ADL M1.2 and inform SI / CD	ADL specialist	1 week prior to course
Start familiarisation program and go over lesson preparations with SC's	SI	start fam.program
<b>EXECUTION 1st week of the course</b>	<b>ACTION BY:</b>	<b>READY AT:</b>
Daily hot wash-up and prepare for next day, fixed format to be used	SI	daily end of the day
Hand out room keys, security badges, gym cards, bike keys etc	SIA	Day 1 of the course
Handout and take in evaluation sheets	SIA	daily
Prepare presents for external instructors to be handed out by CD	SIA	if needed

Check preparations Go4it at Paresto	SIA	Day 2 of the course
Welcome game masters Go4it	SI	Day 2 of the course
Prepare name tags for IO/NGO panel discussion	SIA	Day 3 of the course
Prepare role play for second week (CIMIC center), internal CCOE members	SIA	Before start 2nd week

<b>EXECUTION 2nd week of the course</b>	<b>ACTION BY:</b>	<b>READY AT:</b>
Daily hot wash-up and prepare for next day, fixed format to be used	SI	daily end of the day
Handout and take in evaluation sheets	SIA	daily
Plan course picture with PAO	SIA	whenever it fits
Prepare handouts and explanation role play communication lesson Mr Kwakernaak	SIA	Day 7 of the course
Welcome Mr Kwakernaak	SI	Day 7 of the course
Welcome external interpreters	SI	Day 7 of the course
Welcome external role play and prepare for role playing, handout folders and name tags	SI / SIA	Day 8 of the course
Debrief external role players	SI	Day 8 of the course
Final preparations course diner, incl certificates SC's and wooden crests / gifts	SIA	Day 9 of the course
Finalise student certificates and course pictures	SIA	Day 9 of the course
Combine evaluations sheets for end of course evaluation in powerpoint presentation	CD	Day 9 of the course
Copy digital folder to syndicate rooms for students to put on USB	SIA	Day 9 of the course
Take in room keys, security badges, gym cards, bike keys etc	SIA	Day 10 of the course

<b>AFTER THE COURSE</b>	<b>ACTION BY:</b>	<b>READY AT:</b>
Course hot wash-up / evaluation incl CCOE instructors (CIC, IKM) and P&C	SI / CD	week after course
Finalize course evaluation and inform T&E chief, P&C and directorate	SI / CD	week after course
Update / clean up folders on P-drive	SI / SIA	week after course
Clean up syndicate rooms / class rooms	SIA	week after course
Update documents / vignettes / scenario if needed	SI	week after course