



INDUCTION DAY PROGRAMME - SAMPLE

9:45 Registration, Tea/Coffee

10:00 - 10:30	Carson Warnes	Welcome and Introduction to the Day and WWP Training
10:30 - 10:45	Loraine Midda	Parliamentary Communications Directorate
10:45 - 11:00	Gill Cheeseman	Secretaries' and assistants' council
11:00 - 11:15		Break
11:15 - 11:35	Bill Ramsey Joe Reeves	Security
11:35 - 12:45	Simon Mansfield	Tour of the palace
12:45 - 13:45		Lunch
13:45 - 14:00	Mark Bailey	Data and IT Security
14:00 - 14:15	Kevin Flack	Trade Union support for staff
14:15 - 14:30	Keith Parry	House of Commons Library services
14:15 - 14:45	Jill Pay	Serjeant at Arms Dept Functions
14:45 - 15:00		Break
15:00 - 15:30	Maxine Albert	Finance and Administration Dept
15:30 - 16:20	John Fellows Joanne Milligan Sam Dowling	Questions and Answer Session
16:20 - 16:30	Carson Warnes	Programme Close

WWP Training Limited

Telephone **0870 606 0088** Facsimile **0870 606 0188**

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