

Time	Duration	Activity
<u>Day 1</u>		
09:00 – 10:30	1:30 (0:15) (0:30) (0:45)	Chapter 1 <ul style="list-style-type: none"> • Introductions • Delegate objectives and discussion of Global impact • Score Pre-Course Questionnaire on applicable CASCO standard
10:30 – 10:45	0:15	Break
10:45 – 12:00	1:15 (0:30) (0:45)	Chapter 2 <ul style="list-style-type: none"> • Assessment Basics • Score results on Exercise 1 - Use of AB Assessor Kit
12:00 – 12:30	0:30	Lunch
12:30 – 13:00	0:30	Chapter 2 <ul style="list-style-type: none"> • Assessor Behaviours and Conduct
13:00 – 15:00	2:00 (0:45) (1:15)	Chapter 3 <ul style="list-style-type: none"> • Assessment Planning Requirements • Exercise 2 - Conduct a Document Review using the Checklists provided
15:00 – 16:00	1:00 (1:00)	Chapter 3 – Exercise 3 <ul style="list-style-type: none"> • Plan the Assessment in accordance with AB Procedures
Homework	(2:00)	Exercise 4 <ul style="list-style-type: none"> • Prepare for the Opening Meeting on Day 2
<u>Day 2</u>		
09:00 – 09:15	0:15	Review of course objectives
09:15 – 10:30	1:15 (1:00) (0:15)	Exercise 4 <ul style="list-style-type: none"> • Conduct the Opening Meeting • Meetings and Interviews
10:30 – 10:45	0:15	Break
10:45 – 12:30	1:45 (0:30) (1:15)	Chapter 4 <ul style="list-style-type: none"> • Prepare for the Interview of CAB staff • Exercise 5 - Conduct the Interview of CAB staff
12:30 – 13:00	0:30	Lunch
13:00 – 14:15	1:15 (1:00) (0:15)	Chapter 5 <ul style="list-style-type: none"> • Classifying and writing assessment findings • Exercise 6 - Deliver Findings from Previous Exercises
14:15 – 14:30	0:15	Break
14:30 – 15:00	0:30 (0:30)	Exercise 6 <ul style="list-style-type: none"> • Exercise 6 - Deliver Findings from Previous Exercises (cont'd)
15:00 – 16:00	1:00 (1:00)	Chapter 6 <ul style="list-style-type: none"> • Writing Assessment Reports
Homework	(2:00)	Exercise 7 <ul style="list-style-type: none"> • Complete the Assessment Report for Delivery on Day 3

Time	Duration	Activity
<u>Day 3</u>		
09:00 – 09:15	0:15	Review of course objectives
09:15 – 10:15	1:00 (1:00)	Exercise 7 <ul style="list-style-type: none"> • Deliver the Closing Meeting and Assessment Report
09:45 – 10:30	0:45 (0:45)	Chapter 7 <ul style="list-style-type: none"> • Closing out assessment findings using RBT and Continual Improvement • Determining the need for Root Cause • Finding the Root Cause
10:30 – 10:45	0:15	Break
10:45 – 11:30	0:45 (0:45)	Exercise 8 <ul style="list-style-type: none"> • Develop Solutions that address the Root Cause
11:30 – 12:00	0:30 (0:30)	Preparation for Final Exam <ul style="list-style-type: none"> • Last minute questions
12:30 – 13:00	0:30	Lunch
13:00 – 14:30	1:30	Chapter 8 – Course Exam
14:30 – 16:00	1:30	Course Exam Discussion