

# A Training Workshop on Developing Procedures Manuals

**Venue** Tullamore Court Hotel.  
**Date** Wednesday 15<sup>th</sup> July.  
**Time** 10:00 – 3:30

Please Register in Advance on  
<http://www.nrn.ie/the-rdsu/training/>  
or Call Sharon at 0504 28120

## Objective of the workshop

“To support LAGs in developing procedure manuals which meet the requirements of the programme and their own internal management systems and standards“

## Anticipated Outcome

- At the end of the day LAGs will be clear on the regulations and the requirements regarding procedure manuals,
- They will have reviewed their own manuals and will understand where they need to be improved.
- LAGs will have had an opportunity to review good examples for procedures manuals and to incorporate these into their own manuals as appropriate.
- There will be an opportunity to discuss questions and proposals with the Department.

## Target Audience

Managers and senior administrators in the LAGs

## Please Note:

**Each LAG should bring a copy of their own manual and checklist to the event.**

## Programme

### Morning Session: Developing Procedure Manual

10:15-10:45	The regulatory framework, accreditation, the checklist and the process to date (Gary O'Donnell')
10:45- 11:15	Processing a project - Presentation from a LAG. (Brian Kelly)
11:15 – 11:45	The procedures manual –“Implications and Requirements of the LAG" (Deirdre Moloney)
11:45- 1:00	Coffee and Round Table Discussions (Paul Keating)

### Afternoon Session:

2:15 – 3:00	Overview of any outstanding issues on the procedures manual.
3:00-3:30	Wrap up session