Security Manager – Training & Induction Timetable

Week 1

Day	Date	Where / When	Lead / Contact	Activity
Monday	16/02/15	GRO – Room 602 (10.00 to 16.00)	Dave Posnett GRO GRO	Introductions/miscellaneous. Meet the team, tour of building, laptop/blackberry, policies, induction checklist, expectations, etc.
Tuesday	17/02/15	GRO	Annaliese Spindlow GRO GRO	Discovery Day – intro to POL, engage, knowledge, history, structure, vision, values, brand, systems, networking.
Wednesday	18/02/15	GRO Room 602 (10.00 to 12.30) GRO Room 603 (13.30 to 16.00)	Aftab Ali GRO	Investigations: Review case files, types of enquiries, mechanics, protocols, forms, etc. *(Aftab to handover postcode area to Joel for go-live on 2nd March – today or next week).*
Thursday	19/02/15	GRO – Model Office Tour (9.30) GRO – Crown Office visit (11.00)	Phil Jeary – GRO GRO Dave Posnett GRO GRO	Intro to POL; automation, new equipment, Horizon, etc Experience of Crown Office; layout, staff, equipment, processes, etc
Friday	20/02/15	Security visit(s)	Ashlie Colman GRO GRO	Shadow on security visit; may be Torch, burglary, robbery, cross pavement, cash centre, general security advice/tasks, etc.

Security Manager – Training & Induction Timetable

Week 2

Day	Date	Where / When	Lead / Contact	Activity
Monday	23/02/15	**GRO**	Andy Hayward GRO GRO	Meet Sec Ops South colleagues (Andy Mc & Jim), tour of Cash Centre/intro to Depot/Shift Manager, plus anything else security/investigation related.
Tuesday	24/02/15	**GRO** (9.30 start)	Chris Knight – GRO GRO	Meet wider Security Team, understand their remits, show around Future Walk, etc
Wednesday	25/02/15	Flexible (Home/Office)	Dave Posnett GRO GRO	Miscellaneous/catch-up.
Thursday	26/02/15	**GRO** (9.30 start)	Dave Posnett GRO GRO	Security Operations – 2 day meeting; training, information, strategy, etc. Overnight stay.
Friday	27/02/15	**GRO** (15.00 finish)	Dave Posnett GRO GRO	Security Operations – 2 day meeting; training, information, strategy, etc.

Security Manager – Training & Induction Timetable

Week 3

Day	Date	Where / When	Lead / Contact	Activity
Monday	02/03/15	Flexible (Home/Office)	Dave Posnett GRO GRO	Miscellaneous/catch-up. Including completion of any activities required for Counter training course on 4th, 5th & 6th March.
Tuesday	03/03/15	Flexible (Home/Office)	Dave Posnett GRO GRO	Miscellaneous/catch-up. Including completion of any activities required for Counter training course on 4th, 5th & 6th March.
Wednesday	04/03/15	GRO – Counter Training Room (ground floor)	Olivia Farrelly GRO GRO	Counter training course – includes transactions, accounting, policies, processes, etc. Pre-work required; compliance tests and module completion.
Thursday	05/03/15	GRO – Counter Training Room (ground floor)	Olivia Farrelly GRO GRO	Counter training course – includes transactions, accounting, policies, processes, etc. Pre-work required; compliance tests and module completion.
Friday	06/03/15	GRO – Counter Training Room (ground floor)	Olivia Farrelly GRO GRO	Counter training course – includes transactions, accounting, policies, processes, etc. Pre-work required; compliance tests and module

Security Manager - Training & Induction Timetable

				completion.

Week 4 – w/c 09/03/15 – BAU (121 to be arranged for this week)

Week 5 – w/c 16/03/15 – BAU (to book accommodation for w/c 23/03/15)

Week 6

Day	Date	Where / When	Lead / Contact	Activity
Monday	23/03/15	Sheffield Cash Centre (awaiting joining instructions)	Tracy Bond GRO	Supply Chain – Crew Induction Course
Tuesday	24/03/15	Sheffield Cash Centre (awaiting joining instructions)	Tracy Bond GRO	Supply Chain – Crew Induction Course
Wednesday	25/03/15	Sheffield Cash Centre (awaiting joining instructions)	Tracy Bond GRO	Supply Chain – Crew Induction Course
Thursday	26/03/15	Sheffield Cash Centre (awaiting joining instructions)	Tracy Bond (GRO	Supply Chain – Crew Induction Course

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Security Manager – Training & Induction Timetable

Friday	27/03/15	Sheffield Cash Centre (awaiting joining instructions)	Tracy Bond	**GRO**	Supply Chain – Crew Induction Course (to complete induction feedback form)