**Ghana Workshop: Wednesday Afternoon**
**Guideline 7 and 8: Disposal Schedule**

**Workshop Plan**

**Aim:** Introduce the guidance and show how it can be used

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>10.30</td>
<td>• Recap on previous day(s)</td>
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<td>Mark / Anna</td>
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</table>
| 10.45 – 11.00 | • Disposal and the checklist  
• What is disposal                       | Presentation       | PowerPoint      | Mark     |
| 11.00 – 11.15 | • Group Discussion  
• Why using a disposal schedule is a good idea | Group Discussion   | White board     | Mark     |
| 11.15 – 11.30 | • Introduce the PARBICA model disposal schedule  
• Introduce the PARBICA model disposal schedule presentation | presentation       | powerpoint.     | Mark     |
| 11.30 – 12.00 | • Group Discussion  
• Why keep or destroy records  
• maybe discuss results after lunch. | Group discussion   | White board     | Mark     |
| 12 - 1   | Lunch                                                                    |                   |                 |          |
| 1 – 3    | • Guideline overview  
• Implementing the schedule  
• Group activity  
• Identifying trigger points  
• 20 mins  
• focus on walking through the implementation guide | Presentation       | PowerPoint      | Mark     |
|          |                                                                         | Group activity    | White board     |          |
| 3pm      | Afternoon tea                                                            |                   |                 |          |
| 3.20 – 4.30 | • Group Activity  
• Practice using the schedule  
- spend a lot of time on this  
- use practice records from fie plan exercise if more time is needed  
• How the schedule could be used in your organisation | Group activity    | Lists x2 Whiteboard | Mark     |
| 4.30 - 5 | Sum up and close                                                         |                   |                 | Mark     |