

Sample Flow of Workshop/Talking Points

Show collateral on screen

Sr. No.	Talking Point	Speaker
1	<p>Welcome address - Good afternoon. Thank you for attending this workshop. We work <u>with the Principal Secretary of Medical Education, Government of {mention state}</u>.</p> <p>We are also joined by the technical team from {mention state nursing council}.</p>	ABC
2	<p>Objective - As you must be already aware, we are working on bringing several key reforms to the situation of medical education in {mention state}.</p> <p>Now we also want to address the problem of tutor and student attendance. We have already <u>sent two notices to institutes to get their biometric systems fixed so that they can send attendance</u>.</p> <p>We are also <u>conducting this training to refresh how to use these systems and address any queries you might have. If centers don't comply even now, strict action will be taken against them</u>.</p>	ABC
3	Agenda - Training for ~15-20 minutes, then 30 minutes QnA.	ABC
4	Tell you how to log in to the attendance portal , machine set up (already done by vendor)	XYZ
5	SOP of feeding attendance, Pushing it daily x2, otherwise absent, follow norms/maintain percentages, how to check attendance on portal (pictures from SOP)	ABC
6	Warning about fake attendance and irregularity - these will not be tolerated and strict action will be taken	ABC
7	Question and Answer	XYZ
8	Call to action slide and Grievance email and phone number	Screen Share

