

**DIOCESE OF TOOWOOMBA**

**CATHOLIC EDUCATION OFFICE  
INDUCTION DAY FOR NEW PRINCIPALS**

**VENUE:** Toowoomba CEO, Boardroom  
73 Margaret Street  
**DATE:** Friday 15 January 2010  
**TIME:** 8.30am – 3.00pm

8.30am	Welcome and Prayer Introduction of new Principals Introduction of CEO Personnel 2010 Induction Programme	Margaret Hendriks New Principals CEO Personnel Peter Lynam
9.00am	Catholic Education Office Charter “Voices”	Margaret Hendriks Margaret Hendriks
10.00am	MORNING TEA	
10.30am	Pay Office forms and processes Intranet	Evette Hartley/Lisa Kimmins
11.00am	Student Protection Items	John Coman
11.30am	Goal setting School visits (Performance reviews)	SEO SEO SEO)
12.30pm	LUNCH – Park House	
1.15pm	Enrolment process Communication with Office Planning for future meetings	SEO SEO SEO
2.30pm	Meet with Margaret Street CEO personnel	
3.00pm	Finish	