PROCESS LIST

1. Send an email to Fionnula ([fionnula.cooley@lcetb.ie](mailto:fionnula.cooley@lcetb.ie)) with booking dates for CEIP and SENI Evaluations – please use the tracking documents for both processes that Fionnula devised and emailed to you for this purpose - In the toolkit
2. Send an email to the centre with “Correspondence to centres from the facilitator in advance of the 2 day CEIP process” and all relevant attachments – all in the toolkit.
3. Post the Staff Evaluation forms to Gerry/Fionnula

National Co-ordination Unit

DES,

Further Education & Training Centre

Clonroad Campus,

Clonroad,

Ennis,

Co Clare.

V95 XY96

1. Complete Facilitators Evaluation form – in the toolkit - email it to Gerry/Fionnula

gerard.griffin@lcetb.ie