

**INTO Principals' and Deputy Principals' Fora Officer Training**  
**Midlands Park Hotel, Portlaoise**  
**Wednesday, 5 February 2025**  
**Timetable**

<b>Time</b>	<b>Session</b>
<b>9.30 - 10.00am</b>	<b>Registration with tea/coffee</b>
10.00 – 10.05am	<b>Welcome</b> by INTO President, Carmel Browne
10.05 – 10.50am	Current Updates - <i>John Boyle, INTO General Secretary</i>
10.50 - 11.30am	Developing Skillset - Roles and Responsibilities - <i>David O' Sullivan, INTO Assistant General Secretary</i>
<b>11.30 - 11.45am</b>	<b>Coffee Break</b>
11.45am - 12.35pm	Database/Portal Training & GDPR <i>Nadia Johnson, INTO Senior Official</i> <i>Nadine Dunne, Clerical Officer</i>
12.35 – 1.20pm	Use of Microsoft Office & Cybersecurity - <i>Gavin Duffy, Clerical Officer</i>
<b>1.20- 2.15pm</b>	<b>Lunch</b>
2.15– 2.45pm	Key Leadership Updates <i>TJ Clare, INTO Senior Official</i>
2.45pm	Closing Remarks/Questions