



Loggist Training (Classroom or Live Online)

3 Hours **£2,495.00 + VAT**



 +44 (0) 1253 542 650



 info@b-c-training.co.uk

 www.b-c-training.com

 BC Training Ltd, 21 Fairhaven Road, Lytham St Annes, Lancashire, FY8 1NN, UK

Course Description

Logging incident information and decisions is an essential part of incident management and is required at all levels within an organisation. This Loggist Training will give you and the staff within your organisation the essential skills required to record decisions and actions which, in turn, will help you prove that during an incident you conducted your role to the best of your ability.

Two years after an incident you may well find yourself in court having to justify your actions, communications and decisions. Can you remember all that time ago, why you made a decision and what information you had at the time?

To ensure that you are personally protected as well as your organisation, personal logging of all information during an incident is essential. Furthermore, logging all actions will ensure you are able to defend all of the decisions that were made during a crisis, this can be used for defence in court should legal action be taken against you or your organisation.

This Loggist Training has been developed by Charlie Maclean-Bristol and Kim Maclean-Bristol with assistance from a retired firefighter, a number of retired members of the police and with input from experts in the legal profession.

Throughout the Loggist Training there will be lots of practical and hands on practice. Audio clips will be used to make the process more realistic. Log sheets can be provided or students are encouraged whenever they have them to make use of their own organisation's sheets. At the end of the course there will be a marked quiz, practicing the skills learned on the course.

Course Modules

Why do we log and what are the consequences of not logging information?

The loggist role

The logging process and what information to record

Logging in different situations including individual logging, logging for senior managers and logging meetings

Recording decisions and 'defensible decision making'

Logging information electronically; how does this differ from paper logging

Post incident actions to secure information

Course Benefits

By the end of this course, delegates will:

- Understand the role of the loggist
- Understand the logging process and what information should be recorded
- Understand how electronic logging differs from paper logging

Who Should Attend?

The Loggist Training is aimed at anyone who has a role in responding to an incident and is a member of an incident management team. It is not just aimed at administration staff, although it is important that they attend. The training is aimed at senior managers who may have to justify their decision making, advisors or specialists who may have to justify the advice they have given, and for more junior staff who may have to account for their actions.

If you are involved in incident management, you should attend this Loggist Training!

Course Delivery

The course is 3 hours and up to 10 delegates can attend one course.

During the live online version of the course, delegates will be able to use their microphones to take part in discussions and ask the tutor any questions, there is also the option to use a webcam too. Interactivity features used during the training may include the use of breakout sessions for group work, polls and quizzes. The course is delivered via GoToTraining.

Certificate of Attendance

An electronic certificate of attendance will be issued to delegates following the completion of the course.

Course Cost

The cost of this course is £2,495.00 + VAT, plus additional costs if delivered in person. Bespoke work may incur additional costs.

Testimonials

"It was a very good course and I got a few good ideas to take away and implement."

Kirsty Bell

Scottish Enterprise



"Very helpful providing reassurance to logging."

NHS



Why use BC Training?



Up to Date Industry
Knowledge



Quality of
Training



Tutor Experience



Variety of Course
Styles

Contact Us

Our friendly team are here to help!
Please use the contact information below to get in touch.



Telephone

+44 (0) 1253 542 650



Email

info@b-c-training.co.uk



Head Office Address

BC Training Ltd
21 Fairhaven Road
Lytham St Annes
Lancashire
FY8 1NN
United Kingdom



Live Chat

www.b-c-training.com



Opening Hours

Monday to Thursday: 8:00am – 4:30pm
Friday: 8:00am – 4:00pm
(UK time)

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