

Train the Trainer Course Outline



The Aim of the Train the Trainer Course is to familiarise delegates with the PPL platform and for delegates to gain practical experience of using the system, in order to facilitate training in their own organisations. The course is an instructor led course of 3.5 hours in length. Breaks will be scheduled in during the course of the session. Delegates will be provided with laptops to facilitate hands on experience as they work through set scenarios.

At the end of the course, delegates will be able to:

- Navigate around the Dashboard (Broker and Underwriter)
- Create, review and respond to new Placements: Quotes and Firm Orders, including layered and sectioned risks covering both Open Market and Facility Market Underwriters (Broker and Underwriter role)
- Adding Line Conditions and Subjectivities (Underwriter)
- Calculate lines, sign and close Firm Orders (Broker)
- Create, review and respond to new Endorsements (Broker and Underwriter role)

The Learning Programme is shown below

Step	Content	Method of Learning	Approximate Timings
Introduction	<ul style="list-style-type: none"> • Introduction to Course and background of PPL • Aim/Learning Outcomes • Log in • Dashboard Navigation 	Trainer demonstration and PowerPoint presentation	20mins
Quotes	<ul style="list-style-type: none"> • Overview of all features and links • Create a new Quote request (Broker) • Respond to a Quote request (Underwriter) • Review Underwriter Quote/Request for information response (Broker) • Sharing additional information (Broker) 	Delegates hands on practical	1 hr
Firm Orders	<ul style="list-style-type: none"> • Overview of all features and links • Take Quote created to Firm Order, adding policy layers and sections (Broker) • Review and respond to Firm Order, adding line conditions and subjectivities (Underwriter) • Review and action Underwriter response to Firm Order including agreeing Line Conditions and/or 	Delegates hands on practical	1 hr 30mins

	subjectivities (Broker) <ul style="list-style-type: none"> • Calculate, sign and close lines (Broker) • Review Firm Order (Underwriter) 		
Endorsements	<ul style="list-style-type: none"> • Overview of all features and links • Create a new Endorsement request (Broker) • Review and respond to endorsement, including mark a notification as reviewed if a follower (Underwriter) • Review and action responses from Underwriters (Broker) 	Delegates hands on practical	20mins
Close	<ul style="list-style-type: none"> • Any further questions • Feedback survey completion 	Discussion	10mins