

Communicating in the Workplace

Daniel Thorpe | Day-07 | 1 August 2025

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Intro & Review



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Taking Control of Email

Email is a Good Thing



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Email Exercise-01

To: Yourself
cc:

Subject: Meeting

Hey buddy,
We should get together to discuss dinner options for the sales celebration.

Whaddaya think?
Your buddy...

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Email Exercise-02

To: Yourself
cc:

Subject: Meeting

Hey buddy,
We should get together to discuss dinner options for the sales celebration.

Whaddaya think?

Your buddy...

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Student Presentations

Times Six

6



Break

15 Minutes

7



Student Presentations

Times Six

8



Effective Meetings

Four Steps to Effective Meetings

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1. Have a Clear Purpose

Standing Meetings

Ad Hoc Meetings

Informational Meetings

Working Meetings



"It's so nice to meet someone with a porpoise in life."

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2. Prepare for the Meeting

Agenda

Read any prep materials

Meeting

Aug 03, 2013

A General Public Event

Time	Description
9:00 AM	Introduction of Event <ul style="list-style-type: none"> Topic 1 Topic 2 Topic 3
10:00 AM	Topic 1: Details of Topic (Speaker Name)
12:00 AM	Topic 2: Details of Topic (Speaker Name)
01:00 AM	Lunch Break
02:00 AM	Topic 3: Details of Topic (Speaker Name)
04:00 AM	Topic 4: Details of Topic (Speaker Name)
05:00 AM	Topic 5: Details of Topic (Speaker Name)

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3. Chair the Meeting

Start on time

Introduces the agenda

Keep on track

Ensure everyone gets a chance to speak/collaborate

End on time

Thank the participants

Ensure minutes / RoD are issued



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4. Follow Up

Decision and Action Log

Meeting: Provider Engagement Network Governance Meeting
Date: 18th May 2010
Present: Piers Tetley, Graham Varley, Katy Kerley, Phil Hartley, Richard Newcombe, Rosemary Witherby
Apologies: Geoffrey Cox, Tui Shirley

No.	Decision or Action or Message	Who?	When?	Who needs to be told?	Action completed?
1.	Action – Set up future meeting for Task and Finish group to further discussions on structure and Conference	PT	ASAP	All	Yes
2.	Decision – Locality meetings would continue to meet twice yearly in line with the business and financial planning regime of the County Council. This is likely to be October and April.				
3.	Decision – County group meetings will continue and occur quarterly in line with the Local Authority performance monitoring cycle and financial year.				
4.	Decision – Locality meetings will take place following county group meetings. In October and April.				
5.	Decision – The County group will have 5 subgroups.				

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Homework for Day-08 (Friday, 8 Aug 2025)

Effective Meetings

1. Watch the YouTube video of a sample meeting at: <https://www.youtube.com/watch?v=-oXHqIKrBbQ>
2. Write up minutes for this meeting, and email them NLT Noon on Thursday, 7 August to me at: danielthrpe@gmail.com



Formal Presentation

1. If you haven't done so already, be prepared to deliver your Formal Presentation (10 minutes total, including two minutes for questions).

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THANK YOU

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