Communicating in the Workplace

Daniel Thorpe | Day-07 | 1 August 2025



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Taking Control of Email

Email is a Good Thing

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To: Yourself. cc: Subject: Meeting Hey buddy, We should get together to discuss dinner options for the sales celebration. Whaddaya think? Your buddy...

Email Exercise-02

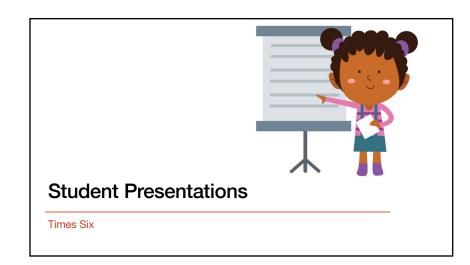
To: Yourself.

Subject: Meeting

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

Whaddaya think?

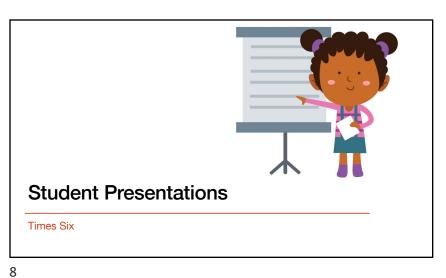
Your buddy...





Break

15 Minutes

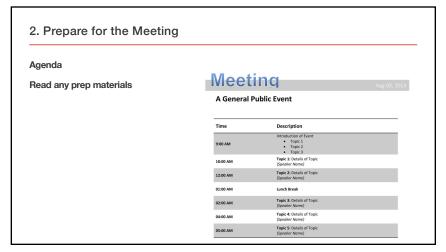


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4. Follow Up

Provider Engagement Network Governance Meeting 18" May 2010 Piers Tetley, Graham Varley, Katy Kerley, Phil Hartley, Richard Newcombe, Rosemary Witherby 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,				

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

Effective Meetings

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



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



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