



In-Tray Exercise

Reference: In-Tray-01

Correspondence from: 'C'

Addressed to: EoT StipTrainer (you)

Subject: Visual Aids

Your advice, please. I've had a request from one of our training centres for a video projector. According to the chief instructor, this can be linked to their laptop computer to project pictures. This seems to be a glorified OHP, although I am assured it can do much more, especially if I also approve the purchase of a digital camera.

Although I regard this particular chief instructor as one of the best we've got, the costs involved are considerable. I have funds available from an funding agency grant, but 'E' is keen to monitor its use. Can you give some specific advice on how this monitoring is likely to be done - for example, procedures, measurement, feedback, communication etc. What decisions could result from this evaluation?

Another factor is that if I sanction this purchase, what will be the effect on our other centres - they'll also want a projector. These days, technology is so transient that a) whatever I sanction will soon be out of date and, b) next year it will almost certainly be much cheaper. We've a finite amount of money available, which is easily wasted.