



In-Tray Exercise

Reference: In-Tray-04

Correspondence from: 'A'

Addressed to: EoT StipTrainer (you)

Subject: Supervisory Training and Development

As you are aware, with the help of StipTrain, we are planning to develop a supervisory training and development programme. At present we are evaluating several proposals for supervisory training, which will include a significant element of EoT. Hopefully, this will ensure that the **training** we provide will be helpful to both individual trainees and their respective organisations. A major concern is with the continuing **development** of these people. For example:

How can we encourage this to be done?

How will we know it's being done on return to their jobs?

What criteria should be used?

Who is responsible for EoT?

Using StipTrain's EoT matrix, which cells are important?

What tools and procedures can be used?

We want to encourage people to move beyond simply being trained to a situation where they are keen to continue their professional development. So, can you suggest how this could be tackled?

Perhaps, if you can come up with some ideas, we can ask 'E' to join us in submitting a project proposal. I'm sure that one of the funding agencies would offer support.