



## **In-Tray Exercise**

**Reference:** EoT-15

**Correspondence from:** CEO

**Addressed to:** EoT StipTrainer (you)

**Subject:** Monitoring Courses

I've recently received the following note from 'E'.

*We have been invited to join a consortium of funding agencies to support the development of vocational training centres. A condition of this invitation is for us to present a report defining our role and responsibilities for monitoring courses. In addition, we are asked to outline the processes and systems we would wish to use.*

*The consortium is aware of our limited experience in EoT, but it seems they are keen for us to develop expertise as a long-term commitment. As we are a partner organisation in StipTrain, and knowing of your interest in EoT, would you be willing to help us?*

*Our immediate concern is to prepare the report requested by the consortium. We'll need your advice on defining roles and responsibilities for those likely to be involved, with suggestions for the systems we'll need to develop.*

Accepting the invitation seems to offer at least two benefits: it gives us another area where we can develop our services, and it gives you an excellent opportunity for professional development. I therefore propose contacting 'E' to accept the invitation. As they've asked for some initial advice perhaps you can offer some suggestions to their concerns, which I'll include with my acceptance.

p. s. Considering that you've already a heavy workload, I suggest you act as a short-term project leader and then limit your personal role and responsibilities to that of a mentor/coach. How can we help the staff of 'E' to develop EoT competence?