Dear Colleagues

You have booked onto the XX session on XXX XX XXX at XX:XXhrs. This session will be delivered via a Teams Meeting.

*In order to join the session please click on the Join Meeting link at the bottom of this message at 10am on Wednesday 29th April.*

**About this session:**

This is an instructor led session that will guide you through the XX process and provide hints and tips about how to get the most out of conversations with your manager. The session will last 90 minutes and will allow for Q&A. During the session we will be working through a presentation, we will have a look around the XX system and we will conduct a few activities to get you to consider the benefits and application of the process.

**IMPORTANT:** In order to do this you will need to be able to access the attached booklet and additional task sheet. You can either print them off or look at them online during the session. If you do not want to print the whole booklet then the specific pages that we will be referring to are: pages 6, 11, 12 and 13. You will also need a pen and some paper to make notes on (if you don’t print off the booklet).

Arriving at the session: When you arrive we would ask that you turn off your video, mute your microphone and open the Chat box. It would be great if you could say ‘hi’ in the Chat and just let us know the department you work in.

**If you can no longer attend:**

To cancel your attendance, go to your Personal Learning Account on iTrent Self Service, select the event you are registered for and then click on XX

If you have any queries please do not hesitate to contact us in the meantime at peopledevelopment@exeter.ac.uk.

Kind regards

People Development