

## Team Development Event – Process

If you're considering a team development event, please get in touch with the POD Team at [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk) or x25438.



We'll discuss this with you further to understand your specific learning outcomes.



After considering who we think will best work with you, we'll suggest an appropriate facilitator (provide details of their costs) and discuss next steps.



Once agreed, we'll commission the facilitator and provide them with all the details discussed thus far. We'd also check the availability of the facilitator at this stage.



To put you and the facilitator in direct contact we'll send a joint email to you both. This will enable you to contact the facilitator directly, agree to meet if required, confirm dates, discuss learning objectives in more detail, and agree the final session outline.



Evaluation is important to us, therefore one day after the event the People & OD Administrator will contact you for a list of all the delegates who attended the session, if not already received. We'll then send out an online survey to evaluate the initial reaction to the event's success. *At this stage you will be reminded to raise a PO for the event, if not already done so.*



One week after the event we'll share the feedback with both you and the facilitator, and discuss possible ongoing development.