

Thu 16/05/2024 08:19

Dear Colleagues,

Take a Closer Look Event at Greenwich Park

Last week saw the start of a new chapter in our long partnership with The Royal Parks with the opening of our new Learning Centre. It was an opportunity for potential customers to take a closer look for themselves at the new venue, the activities on offer and our plans for our work in London. The train strikes did have an impact on those trying to visit from further afield (including me) but many of our key London invitees were able to make it.

A huge amount of work always goes into these events, not least by those who did a lot of fetching, carrying and setting up. So thank you in particular to Helen Roberston who has been carefully looking after our vital relationship with The Royal Parks for some time, and to all those involved behind the scenes and on the day.



Managers' Briefing

At the spring Leadership Forum, we looked at one of life's thorny issues: e-mail requests to centres and how we could make the situation better and simpler for everyone involved. The Managers' Briefing was the result of a very short but fruitful discussion and we have been trying it out in the last few weeks. It works in a similar way to the Catch Up which sweeps up lots of information that would otherwise have come out via lots of separate 'all staff' emails in dribs and drabs through the week.

The feedback has been really positive, it works very well so we are going to continue with it. Simply put, any requests or information to all Centres or Business Units are collated, triaged by the three Heads of Education and Operations Nick, Helen and Mike and sent out once a week via the Manager's Briefing. It's reduced the number of emails incoming during the week and one weekly email is much easier to find and track.

So just in case this new way of doing things hasn't been cascaded to you, any items that you would usually send to multiple centres please email to managersbriefing@field-studies-council.org and include the following information

ACTION or INFO (which is it?)

Respond to: who needs a response, email address or N/A

Deadline: please be specific

HEADING / SUBJECT LINE. What is your task? What's it about?

Staff Survey Reminder

The [survey](#) dropped into inboxes on Monday and over one third of you have already responded. Thank you for doing that and to those managers who have already put up the QR codes in workplaces so that you can respond via your phone. You have until midnight on 26th May.

Updated Expenses Form

Following its launch and useful feedback, slight adjustments and additions have been made to the expenses form. The form can be found in the [Finance](#) folder of the Head Office section in the Document Archive on the [Intranet](#).

New Cycle to Work Folder

All the information on the new Cycle to Work scheme including the videos of the Q&A sessions can now be [Cycle To Work Scheme](#) in a dedicated folder in the Document Archive on the Intranet.

Welcomes and Congratulations

Francis Briggs has joined Castle Head as Education Support Assistant

Mihaela Nistor at Head Office was promoted to an Assistant Finance Officer

Kind Regards

Mark