

MEETING AGENDA

MEETING INFORMATION:

Title:	Are You Ready for Change – North East Workshop		
Date:	9 Aug 2019		
Time:	14:00 – 16:00		
Venue:	Webinar (Rooms/IT required)		
Attendees:			Apologies

Time	Item	Description/notes	LEAD
14:00-14:10	Introductions and apologies	Include what this afternoon is all about	KJ
14:10-14:20	Explanation of the questionnaire and its importance	Run through the questions and guidance for completion.	JS/RK
14:20-14:30	Individual completion of the questionnaire	Individuals to complete on their own	ALL
14:30-15:00	Unit discussion & develop Action Plan	Units to work together to compare their responses, and agree a single completed form. Then start to plan how to overcome any challenges identified – Use Action Plan handout	ALL
15:00-15:20	MAGIC Presentation	Elements & Implementation of MAGIC	RK
15:20-15:30	What can KQuIP do to support	Sustainability, help with launch. Local visits/ calls. Sharing MAGIC objectives and measurement strategy	JS/RK
15:30-15:50	Opportunity to share work so far	Any units who have completed/ working on theirs share with others.	ALL
15:50	Next steps and close	Shortsmoor Training – Leadership training on 30/31 st Oct. Venue Dissington Hall, Dalton, Newcastle upon Tyne	KJ/RK