

The roundtable approach is a non-prescriptive way for you to build support and sponsorship for your work throughout your organisation. It:

- combines a practical and strategic approach
- aids informed decision-making
- can support and influence your strategic goals
- allows the exchange of views, perspectives and knowledge among academic and support staff
- encourages empowerment and ownership to its members.

Before setting up a roundtable, you need to consider:

- how it will be managed and maintained
- what are realistic expectations
- the time commitment of key individuals
- how it can complement and support existing structures and not be seen as a threat.

You may wish to include colleagues from the following areas:

- senior management
- curriculum staff and managers
- e-learning
- administration and systems
- management information systems (MIS)
- human resources
- technical support
- learning resources
- CPD / ITT staff
- cross-curriculum co-ordinators.

It is crucial to the success of your roundtable that you have a senior management representative to champion your work.