

STEP 1 WHO SHOULD SIT AT YOUR ROUNDTABLE?

Consider:

- Who should join the roundtable (by role within the organisation)?
- What can they offer?

STEP 2 BUILDING EFFECTIVE STRUCTURES

Now that you have established who should join your roundtable, look at your current communication structures and see what improvements can be made.

- Draw a rough diagram showing the current flow of information relating to your role within your organisation, between technical staff, curriculum / support staff and management.
- Using this diagram, try to identify any gaps or inefficiencies in this flow.
- If you identify any gaps or inefficiencies, try to work out methods of resolving the problems.
- Identify three things you would like the roundtable to have achieved within three months, six months and one year.