

“Team Briefing” Calendar, 2003/2004

Wednesday September 10th

Wednesday October 15th

Wednesday November 12th

Wednesday December 10th

Wednesday January 21st

Wednesday February 25th

Wednesday March 24th

Wednesday April 28th

Wednesday May 26th

Wednesday June 23rd

Note: Manchester school half terms and holidays:

- October half term 27 – 31 October
- February half term 16 – 21 February
- Easter break 5 – 16 April
- May half term 31 May – 4 June

Timescales:

- The Team Briefing process is triggered on the specified Wednesday of each month.
- Heads of Office will meet with their senior managers (usually Wednesday afternoon) to begin the cascade of information.
- In areas with larger staff numbers there may be extra stages when managers meet with their Deputies/Supervisors.
- The target is that all Briefings are delivered by end of work on the appropriate Friday.