“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.