

ADVISORY No. 211 s. 2024
October 16, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Officials,
Personnel/Staff, as well as the concerned public

INVITATION FROM GOVERNMENT EXCHANGE

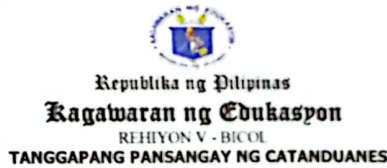
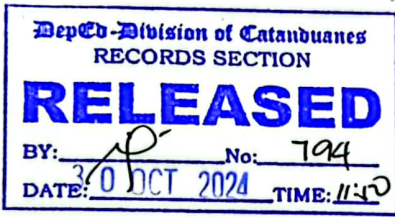
The Government Exchange (GE) informs you of its virtual open course on
Submissions & Briefings Workshop on October 29, 2024.

The objective of this course is to provide a practical workshop to prepare effective
written and oral submissions and briefings.

Enclosed is the basic communication for the complete details. For further
information, you may send an email to enquiry@governmentexchange.co.uk.

Participation in this activity is on a voluntary basis only.

For information.

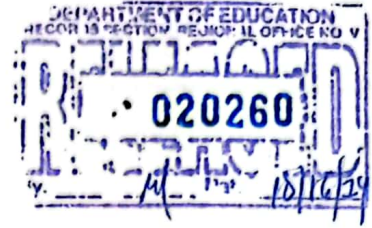


October 29, 2024

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All Others Concerned

For information.

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



ADVISORY No. 271 s. 2024
October 16, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Officials,
Personnel/Staff, as well as the concerned public

INVITATION FROM GOVERNMENT EXCHANGE

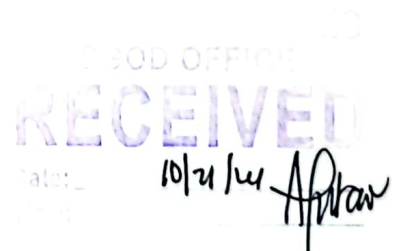
The Government Exchange (GE) informs you of its virtual open course on Submissions & Briefings Workshop on October 29, 2024.

The objective of this course is to provide a practical workshop to prepare effective written and oral submissions and briefings.

Enclosed is the basic communication for the complete details. For further information, you may send an email to enquiry@governmentexchange.co.uk.

Participation in this activity is on a voluntary basis only.

For information.



HRDD/rtb/mvt
10/16/2024

OCT 14 2024

BY: *JK*

TIME: 1:29 pm

DEPED V BICOL REGION

From: james.morgan@governmentexchange.co.uk on behalf of James Morgan
<james.morgan@governmentexchange.co.uk>
Sent: Monday, 14 October 2024 1:06 pm
To: DEPED V BICOL REGION
Subject: Submissions & Briefings Workshop - Limited Places!

Government Exchange



Submissions & Briefings Workshop

Bursary available this week

Government Exchange would like to invite you and your colleagues to participate in the upcoming approved "virtual" open course on Submissions & Briefings which will take place on **Tuesday 29th of October 2024**.

Given we are working remotely more frequently, and colleagues are often dispersed around different locations, producing more concise and succinct briefings has never been more important.

The objective of this unique course is to provide a practical workshop to prepare effective written and oral submissions and briefings.

Learning outcomes

- Learn about the differences between submissions and briefings
- Learn how to structure and prepare a written submission and briefing
- Learn about current best practice
- Develop effective presentation and communication skills for oral briefing
- Understand the needs of Ministers and how to convey information to them effectively
- Understand the needs of your audience and then tailor your submission or briefing accordingly

Click [Link](#) for full programme

Course Feedback

"Exceeded my expectations. I will take away lessons learnt in both my personal and professional life." **Victoria Low, Ofgem**

"I enjoyed the day. I learned about structure of submissions and briefings, what to do and, possibly more important, what not to do."

I was particularly interested in oral briefings and the exercise on this was useful as the range of examples highlighted areas for improvement. I also thought that it was useful being in an environment where other participants were from different organisations. I will be recommending it to colleagues." **Naomi Walker, Environment Agency**

"Friendly, professional and engaging. Very relevant content, will be great for someone new to this." **Colin Maddock, DVSA**

The course was engaging, well thought out and provided useful insight. The trainer was excellent at keeping the participants alert and everyone kept their cameras on throughout. The subject matter expanded my knowledge and I felt that I had learned more about the specifics of submissions and briefings, especially in the UK gov context. **Advanced Propulsion Centre UK**

Government Exchange

GE has long been a leading provider of training solutions with an exceptional reputation for delivering high quality. All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Our trainers have personal experience of working at the highest level of either Parliament, Government or the Civil Service, enabling them to give a genuine insight into the subject matter. This course has also been approved by the internationally recognised *The Institute of Leadership*.

Standard Fee and Group Bursary:

Standard fee for one place. £570 + VAT

To register for this this workshop, please click on link for registration form. [LINK](#)

For more information on part Bursary Savings on applications, please call **020 3137 8632** or email enquiry@governmentexchange.co.uk

Please feel free to circulate this information on to any relevant colleagues, and do not hesitate to contact us should you wish to register or require any assistance.

Upcoming courses for 2024

[Policy 1 & Policy 2 - 22/10/2024 - 23/10/2024](#)

[Report Writing - 24/10/2024](#)

[Stakeholder Management for the Public Sector - 28/10/2024](#)

[Submissions & Briefings - 29/10/2024](#)

[Writing Strategy - 30/10/2024](#)

[Essential Writing Skills for the Public Sector - 01/11/2024](#)

[A Guide to Strategic Thinking - 06/11/2024](#)

[How to Influence Whitehall & Westminster - 07/11/2024](#)

[Leadership & Management - 11/11/2024 - 14/11/2024](#)

[Policy Masterclass - 14/11/2024 - 15/11/2024](#)

[Parliamentary Process - 15/11/2024](#)

[Presentation Skills for the Public Sector - 22/11/2024](#)

[Principles of Policy Advice: Submissions & Briefings Masterclass - 25/11/2024](#)

[Negotiation & Influence - 28/11/2024 - 29/11/2024](#)

Kind regards,

The Government Exchange Team

E-Mail: enquiry@governmentexchange.co.uk

Phone: 020 3137 8632

If you do not wish to receive further information regarding GE events then please [click here](#)