

**ADVISORY No. 20<sup>th</sup> s. 2024**  
August 22, 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 TO THE VIRTUAL OPEN COURSE ON SUBMISSIONS & BRIEFINGS**

The Government Exchange (GE) invites you and your colleagues to participate in the upcoming virtual open course on Submissions and Briefings on September 4, 2024.

This course aims to provide a practical workshop to prepare written and oral submissions and briefings.

Enclosed is the basic communication for the complete details and the list of their upcoming courses for 2024. For more information, you may contact 020 3137 8632 or email [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

Participation in this activity is on a voluntary basis only.

For information.



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 28, 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. 2017 s. 2024**  
August 22, 2024

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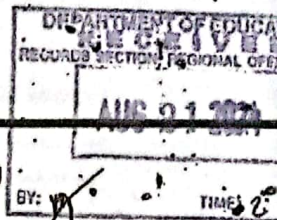
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For information.

HRDD/cpg/mvt  
08/22/2024

SSOD OFFICE  
**RECEIVED**  
Date: 8/22/2024  
Time: 4:35  
[Signature]

## DEPED V BICOL REGION



**From:** training@governmentexchange.co.uk on behalf of Training  
<training@governmentexchange.co.uk>  
**Sent:** Wednesday, August 21, 2024 2:04 PM  
**To:** DEPED V BICOL REGION  
**Subject:** Effective Submissions & Briefings - Certified Workshop

**Government Exchange**



## Submissions & Briefings Workshop

### Limited Bursary Available

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 **Wednesday 4th of September 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 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](mailto: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:**

[Presentation Skills for the Public Sector - 20/08/2024](#)

[Essential Writing Skills for the Public Sector - 28/08/2024](#)

[Writing Strategy - 29/08/2024](#)

[A Guide to Strategic Thinking - 02/09/2024](#)

[Parliamentary Questions Workshop - 03/09/2024](#)

[Submissions & Briefings - 04/09/2024](#)

How to Influence Whitehall & Westminster - 05/09/2024

Leadership and Management - 09/09/2024 - 12/09/2024

Parliamentary Process - 10/09/2024

Introduction to Parliamentary Select Committees 11/09/2024

Presentation Skills for the Public Sector - 13/09/2024

Negotiation & Influence - 17/09/2024 - 18/09/2024

Policy 1 & Policy 2 - 18/09/2024 - 19/09/2024

Principles of Policy Advice: Submissions & Briefings Masterclass - 20/09/2024

Stakeholder Management for the Public Sector - 23/09/2024

Policy Masterclass - 25/09/2024 - 26/09/2024

Writing Strategy - 30/09/2024

Kind regards,

**The Government Exchange Team**

**E-Mail: [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)**

**Phone: 020 3137 8632**

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