

[REDACTED]

From: [REDACTED]
Sent: 12 February 2019 19:19
To: [REDACTED]
Subject: RE: Sharing good practice

Hi [REDACTED],

Yes, that will be no problem – I am happy to do the four workshops on the day. I have held the whole day for this so just let me know timings and logistics and I will be able to pull my presentation together.

Best Wishes,

[REDACTED]

[REDACTED]

[REDACTED]



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Registration no 02412299 - VAT no 862 9064 05 - Reg Charity No 1101255 (England and Wales) and SC039681 (Scotland)

From: [REDACTED]
Sent: 08 February 2019 09:54
To: [REDACTED]
Subject: RE: Sharing good practice

Hi [REDACTED]

Happy for you to attend the Edinburgh event on the 27th. We were just finalising the agenda and are asking facilitators to do 4 x 40 minute workshops on the day. Are you ok to add the additional workshop? We are keen to have facilitators repeat the workshops to allow all the attendees to get round each workshop but if you are only able to do 3 then that's fine. Just let me know either way and we can arrange someone to cover the additional time slot if required.

Thanks

[REDACTED]

From: [REDACTED]
Sent: 31 January 2019 16:08
To: [REDACTED]
Subject: RE: Sharing good practice

H [REDACTED]

Thank you for the further information about these events. We would normally have said that we would deliver a couple of awareness sessions per year for each of our member organisations. Each of these would last about an hour to an hour and a half. As such, would it be ok for me to attend one of these events? I would be happy to do the longer event in Edinburgh and do up to three sessions on that day through this membership. I hope this would be OK?

Just let me know if you have any questions about this,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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From: [REDACTED]
Sent: 30 January 2019 15:06
To: [REDACTED]
Subject: RE: Sharing good practice

Hi [REDACTED]

The Glasgow event is likely to be 1000-1300 although we are waiting on confirmation from the venue for this. Edinburgh event on 27 March is likely to be a 10/1030 start till about 1500.

From your previous email you'd referred to SDS receiving 2 sessions. I have spoken to [REDACTED] and he is happy for both SDS' sessions to be used for these events as we feel it will enable us to get the message out to a wider audience. I just wanted to check something with you though – we plan on facilitators running the same workshop 2/3 times during the day at each event to allow attendees to move round them (approx. 20 attendees per session). Would

you count each event (i.e. Glasgow and Edinburgh) as 1 session each, or would you count each workshop as a 'session'. If it is the latter then you could do 2 x workshops at one of the events only, either Edinburgh or Glasgow.

I am happy to be guided by what you would consider reasonable based on what you would normally offer to other organisations. Hope that makes sense!

Regards

[REDACTED]

From: [REDACTED]
Sent: 30 January 2019 11:02
To: [REDACTED]
Subject: RE: Sharing good practice

Hello [REDACTED]

I hope you are well. I was just wondering if you had any more information on the time you would require me to present on the 20th of March in Glasgow? I have been asked to meet with another organisation in Glasgow on that date so it would be great if I could make both of the meetings. The other organisation has asked to meet over lunchtime in the city centre, however I have committed to your request so can rearrange this meeting if needed.

Best wishes,

[REDACTED]

[REDACTED]

[REDACTED]



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From: [REDACTED]
Sent: 28 January 2019 16:30
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Sharing good practice

Hello [REDACTED]

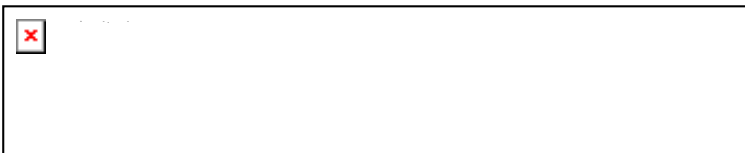
– these will class as your two session you get in your Diversity Champions membership, is that OK?

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[REDACTED]

[REDACTED]

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From: [REDACTED]
Sent: 25 January 2019 08:57
To: [REDACTED]
Subject: Sharing good practice

Hi [REDACTED]

4

We are at the early stages of planning but are currently looking at running events in Glasgow (20 March) and Edinburgh (27 March) and asking organisations to deliver 45 min workshops. We are currently sourcing venues after which I can provide more detail. At the moment, I just wanted to gauge your interest/availability. Is this something you think Stonewall could support (either one or both events)? We anticipate having 50-100 providers at each event.

We also have STA covering trans inclusion so would not need you to cover this in your workshop.

Thanks



Skills Development Scotland Leasachadh Sgilean na h-Alba
Monteith House, 9 George Square, Glasgow, G2 1DY

myworldofwork.co.uk – for all your work, skills and learning needs

ourskillsforce.co.uk – making skills work for employers

apprenticeships.scot – for all the latest on apprenticeships

skillsdevelopmentscotland.co.uk – corporate website



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Tel: 0141 285 6000

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[REDACTED]

From: [REDACTED]

March 2019 09:43

To: [REDACTED]

Subject: RE: Sharing best practice events

Hi Susie,

Apologies that I didn't get this back to you sooner, I hope that this is OK. Are you able to let me know the location and timings for next week when you have this available?

Best Wishes,

[REDACTED]

[REDACTED]

[REDACTED]



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[REDACTED]

www.stonewallscotland.org.uk

From: [REDACTED]

Sent: 06 March 2019 11:52

To: [REDACTED]

Subject: RE: Sharing best practice events

That would be great [REDACTED] – conscious it's my fault that it has come to you at short notice so if this needs to wait till start of next week then that is ok too.

Thanks

[REDACTED]

From: [REDACTED]

Sent: 06 March 2019 11:42

To: [REDACTED]

Subject: RE: Sharing best practice events

Hi [REDACTED]

Thanks for this, I will complete and send back to you as soon as I can. I am at meetings out of the office today and tomorrow, but am I able to get this to you by the end of the week?

Best Wishes,

[REDACTED]

[REDACTED]

[REDACTED]



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[REDACTED]

www.stonewallscotland.org.uk

From: [REDACTED]
Sent: 06 March 2019 11:22
To: [REDACTED]
Subject: FW: Sharing best practice events

Hi [REDACTED]

Thank you for agreeing to support our event in Edinburgh on 27 March for training providers - focusing on sharing good practice in supporting under-represented groups on apprenticeships. Can you please complete the proforma attached with details of your workshop to allow us to finalise the agenda. You will see the original request was for these to be back yesterday but I am only just back from leave so apologies for the delay in getting this out to you. If you were able to come back to me by the end of the week that would be great.

Thanks

[REDACTED]

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[REDACTED]

From: [REDACTED]
Sent: 25 March 2019 16:11
To: [REDACTED]
Subject: RE: Good practice event agenda

Hi [REDACTED]

Brilliant – I will use my laptop.

See you on Thursday,

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]



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www.stonewallscotland.org.uk

From: [REDACTED]
Sent: 25 March 2019 16:10
To: [REDACTED]
Subject: RE: Good practice event agenda

Hi [REDACTED]

If you need to use my laptop then please send them over, however if you are just using your own then you don't need to send these in advance. We will have spare laptops and people on hand to make sure the IT, etc, is all working in the morning.

Thanks
[REDACTED]

From: [REDACTED]
Sent: 25 March 2019 16:08
To: [REDACTED]
Subject: RE: Good practice event agenda

Hi [REDACTED],

Thanks for this. Do you need me to send slides over in advance?

Best wishes,

[REDACTED]

[REDACTED]

[REDACTED]



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[REDACTED]

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From: [REDACTED]

Sent: 25 March 2019 12:56

Subject: Good practice event agenda

Please find attached the agenda for Wednesday's event. You will deliver the same workshop 4 times – attendees will attend each workshop once throughout the day. We have approx. 50/60 attendees confirmed at the moment so we would anticipate around 15 in each workshop sessions.

Our team will be on hand to help you set up and to direct attendees throughout the day. If you have any questions or need anything specific for your workshop, please let me know.

Thanks

[REDACTED]

[REDACTED]

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