|  |
| --- |
| Participative Process Reviews |
| Joining instructions  | Text for joining instructions email  | Ver: 16 Jul 2015 |

Participative Process Review: Title of Process Review: Date

Dear colleagues.

We are looking forward to you being part of our Participative Process Workshop.

We anticipate starting**at 9.30 am and running to approx. 4.30 pm**.

The workshop venue is …….

Refreshments …….

**Please can you read the following attachments prior to the workshop.**

* The draft terms of reference for ……………..
* The key to good process mapping
* The workshop overview
* (any other relevant documentation et el)

**Subsidiary (supplementary) information**

**The following pdf booklet**[**Good Practice Guide to Participative process Reviews(SUMS)**](http://www.brookes.ac.uk/Documents/OCSLD/Participative-process-review-docs/Good-practice-guide/) **is supplementary at this stage and is not required pre-reading**

SUMS Consulting (a consultancy owned by Universities for Universities) has kindly given permission to use their booklet as a background document which you can access via your laptop or iPad on the day. This in turn helps us to reduce reliance and cost of printed materials. Other supplementary handouts will be available in your delegate packs (available on the day).

**Lucidchart process mapping software**

We shall not be using process mapping software on the day of the workshop however you may be interested in an app to produce process flow charts.  [**www.lucidchart.com/personahomepage**](http://www.lucidchart.com/personahomepage). I am providing a Lucidchart hand out sheet in advance for this purpose. Lucidchart are keen to work with HE and provide free advanced full accounts for the sector ([details of this click here](http://support.lucidchart.com/entries/21648284-Request-an-Educator-or-Faculty-account))

***See you all on Date***

Best wishes