

## Event report

**Event title:** Informal meeting with new GL11 manager  
**Date:** Wednesday 26<sup>th</sup> March 2008  
**Time:** 6-7pm  
**Location:** GL11  
**Staff:** Ann Wheeler, Viv Jones, Jane McKerron  
**Partners:** Initial meeting- no partners attending

**Aim of event:** To introduce Ann as GL11 manager. To inform users of changes in staff, future plans for the Project and current courses/opportunities. To put forward idea of involvement in feedback sessions, formation of small group looking at training provision and how to improve what GL11 provide. (Learner's Voice/Forum beginnings)

**Preparation:** Letter sent to learners who have attended a course at GL11 within the past 12 months inviting them to come and meet Ann and find out what's happening at GL11. Information on staff members written up, job role etc.

**Publicity:** Targeted letters sent to learners who attended courses at GL11 within last 12 months

**Format:** Informal meeting in large room upstairs. Tea/coffee/cakes provided. Ann introduced herself, background etc. Introduced other staff members. Overview of what GL11 provides was given including Jane and Viv talking about their specific roles. Ann put forward the importance of user feedback and that GL11 would like a small group of people to meet informally once every couple of months to discuss any issues brought to their attention, ideas for new projects and also to look at feedback forms from courses and look at ways of improving provision.

**Evaluation:** In total 6 users attended the meeting including 2 young people who came in to the Project for the first time just before the meeting. Of those attending 2 had heard about GL11 through attending courses at Dursley Education Centre, 4 had heard through word of mouth. 2 were currently enrolled on courses running at GL11 and 2 others had attended courses through DEC. The 2 young people had come to get involved in The Bike Shed. All 6 were willing to become involved in forming a group to look at improving training/opportunities. The meeting produced some positive ideas and discussion around youth projects was very useful, especially with the input from the 2 younger members of the group.

**Outcome:** Informal group to be set up with core of those attending this meeting.  
Next meeting date set for **Wednesday 21<sup>st</sup> May, 6:15pm at GL11**

**Follow up actions:** Telephone/send letter of thanks with details of next meeting.  
Talk to Emma re further targeted recruitment  
Advertise next meeting through various group at GL11 and place info in entrance hall