



The North West
Shared Services Forum
to lead and encourage the evolution of Shared Services

Forum Session Leader Form

Thank you very much indeed for agreeing to run a session for us at our forthcoming Forum meeting.

We would be very grateful if you could complete the form having read the attached guidelines and return within the next week to rachael.c@esayltd.co.uk.

Name of Session Leader/s:

Session Title:

Brief Biog of Session Leader/s:

Objectives of Session:

- 1.
- 2.
- 3.
- 4.

Practical Hints & Tips:

(We are keen that members come away with hints and tips that they can deploy in their own work-environment plus we would like to build up a catalogue of bite size pieces of advice on a wide range of topics that members can view on the website. We have allocated three slots for this information here but if you have more then please don't let this limit you.

- 1.
- 2.
- 3.
- 4.

Short description of Session plus please attach sample PowerPoint slides or supplementary notes, which ever you prefer:

Session Leader Contact details:

E-mail:

Mobile:

Any queries you have?

Once again thank you for your valued input in to the North West Shared Services Forum.