

11th August 2009

Your ref: Email dated 18.07.09

Our ref: R00146

Freedom of Information Request – Team Building / Management Skill Exercises

Thank you for your Freedom of Information Request, dated 18th July 2009 concerning Team Building / Management Skills exercises.

Your request to SEEDA is:

"I would like to request the following information under The Freedom of Information Act. I understand my request will take 20 working days to process but I would be grateful if you could acknowledge. Please note that I am only interested in information which relates to the period July 14 2008 to the present day. Please feel free to redact the names of any individual employees from your reply but please do keep in material relating to staff grades and positions. Please feel free to post the response.

1...During the aforementioned period has the organisation sent any of its senior management team on courses and or exercises designed to improve team building and or leadership and or communication and or management skills. Some of these events will have taken place on the organisation's own premises some will have taken place off site. These exercises will include but not be limited to outdoor activities, bonding weekends, theatre based training workshops and role playing exercises.

2...Can the organisation please provide a list of companies and or individuals who provide these services on its behalf.

3...Can the organisation please provide a list of occasions when staff have taken part in such activities. In each case can you state the date the event took place and how many staff took part? Can you state the venue and the location where the event took place and can you also provide details of the duration of the event? Can you also provide the overall cost of each event including any accommodation or transport costs if the event took place off site?

4...In each case can you provide a brief description of the event. For example was it role play? Did it involve speech classes? In each case can you state why the organisation felt the event was worthwhile? What, for instance was the overall aim of the event.

5..During the aforementioned period has the organisation ever used the services of a company called Olivier Myth drama. If the organisation has used the services of this company can it state on how many occasions? Can the organisation please identify which of Mythodrama's packages, sessions and courses it paid for or used? Many of these but not all of them will be themed around particular Shakespeare plays. In each case can you identify the play(s)? Can the organisation say on what date the sessions took place, what staff took part in them and the cost of the individual sessions?"

Information requested

SEEDA recognises the importance of developing the leadership, team building, communication and management skills of senior staff and has actively developed its leadership team in a variety of ways. SEEDA's initiatives have included off-site workshops and on-site development centres. This has primarily been driven by our Internal Learning and Development department, under the supervision of the HR Director.

We have also, through our tendering process, created an Executive Coaching Panel, to support individual development identified through our appraisal process, and one of these panel member companies, Stanton Marris, has assisted in the facilitation of Executive Board and Director's Group Away days.

SEEDA has not used the services of Olivier Mythodrama.

Disclosure Log

This information will also be made available on SEEDA's Freedom of Information Disclosure Log on the SEEDA website (www.seeda.co.uk/About_SEEDA/Freedom_of_Information_disclosure_log/). Personal details and other information that could identify requesters is redacted (removed) from the disclosure log version.

Conclusion

If you are not satisfied with the way we have handled your request, or if you are unhappy with our response, you can appeal using our Complaints Procedure as follows:

A request for a review should be addressed to Robert Crawford, Chief Operating Officer, and sent by email to: robertcrawford@seeda.co.uk or by post to SEEDA, Cross Lanes, Guildford, GU1 1YA. You will be notified of the outcome within 20 working days.

If you are still dissatisfied after pursuing our Complaints Procedure, then under Section 50 of the Act, you are entitled to appeal to the Information Commissioner (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone: 01625 545700, fax: 01625 524510).

Please contact me if you have any other queries.

Yours sincerely

Paul Lovejoy
Executive Director, Strategy and Communications

Direct Dial: +44(0)1483 484236
e-mail: paullovejoy@seeda.co.uk