

Organisation: XXX
Lead Contact: XXX
Contact Details: XXX

Team of students: XXX

Project question: Can religious communities in the W Midlands extend their concern for refugees to the larger, hidden population of IDP's. What are some specific pathways by which this organization can help people to connect with this issue?

Employer Location: XXX

Meeting date/time: Thursday 26th October, 12.50 – 15.00

UoB Contact: If possible a staff team member should also attend the session

Meeting Point: Meet your team and your UoB contact (XXX) in the reception area. Once you have all arrived, sign in and ask for XXX

What to expect:

- 1) Learn about the project you will be working on in more detail.
- 2) Find out more about the organisation you will be working for including its ethos, values and strategic aims.
- 3) Learn how your project will have a real impact on the organisation.

What we expect:

- 1) Arrive on time: if you are running late inform Sue and a member of your team.
- 2) Ask questions, this is an opportunity for you to find out more about your research project, if you need further explanation, do not be afraid to ask.
- 3) Schedule in the 'research days' with your lead contact. You are required to undertake a minimum of 3 days at the Christian Aid, Birmingham office. It is encouraged that you allocate one onsite day per month.

Some of the professional behaviours you will develop during the onsite briefing meeting will be:

- Time management, arriving on time, note-taking, actively participating.
- Planning skills, arranging meeting when scheduling in 'onsite project days'.
- Meeting management when asking questions about your project.
- Exhibiting a high degree of emotional intelligence by communicating clearly, listening actively and understanding the needs of others within your team.

Any problems on the day contact:

____ (Academic Lead):
____ (Work Integrated Learning Advisor)