

# 2015 DTO meetings - format and calendar

## Proposed by L&D

Individual meetings (requested by DTOs)	Meetings by learning programme	Sector meetings	DTO Forum (ex TEC)	Annual DTO Day
<b>Invited:</b> Concerned learning programme(s) L&D or HSE	<b>Invited:</b> All DTOs + concerned L&D programme	<b>Invited:</b> DTOs + concerned L&D + interested HRAs	<b>Invited:</b> All DTOs + HRAs reps + CLB Chair + L&D	<b>Invited:</b> All DTOs + HRAs + CLB Chair + L&D
<b>Question/answer sessions as per DTOs' requests</b>	<b>Presentations by L&amp;D and/or HSE</b>	<b>Presentations &amp; discussions about learning Organisational needs</b>	<b>Discussions in groups</b>	<b>Presentations/Discussions Work in small group</b>
<b>Topics:</b> as requested	<b>Topics:</b> <ul style="list-style-type: none"> <li>• News about programmes</li> <li>• New procedures</li> <li>• etc.</li> </ul>	<b>Topics:</b> Process & results: <ul style="list-style-type: none"> <li>• LNI</li> <li>• Corporate training</li> </ul>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• CLB News</li> <li>• Ideas on new trainings</li> <li>• Implementation of specific projects/trainings in Departments</li> <li>• Round-table brainstorming on common problems</li> </ul>	<b>Topics:</b> Agenda (CLB Chair, L&D GL)
<b>Duration:</b> To be defined	<b>Duration :</b> 1 hour	<b>Duration :</b> 1h30 max	<b>Duration :</b> 1h30 max	<b>Duration :</b> 0.5 or 1 day
<b>When:</b> As needed	<b>When:</b> As needed	<b>When:</b> At least 2 meetings during 2 <sup>nd</sup> half of the year	<b>When:</b> May December	<b>When:</b> October