

Tuesday Titbits

Get the latest updates from Project Partners



It's holiday season!

With Christmas coming up, we thought we'd use this opportunity as a gentle reminder of how to book annual leave.

All holidays **must** be booked through People Zone.

If you're not quite sure exactly how to book your holidays, or if you've never even logged into People Zone before, we've attached a step-by-step guide to walk you through the process.

And if you have any questions, we've included an FAQ section to help you out.

[Download the Guide](#)

If you still have any questions after reading the guide, then please do drop us an [email](#).

Calling all Sharepoint volunteers

Do you have Sharepoint build, admin or maintenance skills and experience?
Would you like to learn new skills?

We are urgently seeking your assistance for our Asset Repository project to build out and enhance our existing Sharepoint site.

What is the Asset Repository project?

We need a centralised, safe and reliable storage facility that's accessible and easy for us all to use.

This will result in a consistent approach for you to be able to locate the latest and approved versions of our collateral which you may need to support you in your role which will ensure the right collateral is referenced and used.

What's involved?

Within Sharepoint we need to:

- Build a landing page
- Build new pages for each business area
- Upload collateral
- Create links
- Expand out the document metadata with key words and tags to enable the documents to be easily searchable
- Support with testing

How else can I contribute?

Your creative thinking and ideas will benefit the project, and any advice or top tips on Sharepoint will add value.

What can I gain from getting involved?

The opportunity to be involved in a leading internal project.

A project that will add value to all our Partners.

An opportunity to raise your profile whilst sharing your skills and knowledge.

Benefit from networking with others around the business.

What are the timescales?

We have a project deadline to complete this work and roll it out internally pre-Christmas

How much of my time do you need?

We'd love you to come on board and welcome any time you can spare.

I'd like to learn more, who do I contact

Excellent, please reach out to Alex Horne via MS teams chat or [email](#).

[Email Alex](#)

Follow Us On



You are receiving this email as one of our Partners.

Want to change how you receive these emails?

You can [Unsubscribe](#) or [Update your preferences](#)

\$(HF:ORGINFO)\$