**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 you 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)**