

Dear Colleagues

**Coroners Officers and Staff Managers Workshop**

The Coroners Officers and Staff Association (COASA) who would like to extend an invitation to **all** Coroner’s Officer and Staff managers/supervisors or lead officer to attend a Coroners Officers Manager Workshop.

This is a second meeting following a successful workshop on the 13th July, which was very well attended. Please note **you do not** have to be a member of the COASA to be eligible to attend.

Please see some ideas for discussion below, but we would **really** welcome your ideas;

* the challenges of managing a coroner’s office team
* dealing with conflict situations
* sharing ideas and good practice
* recruitment and retention
* staffing resilience
* forming a managers networking forum
* a mentoring/buddy  scheme to support new managers and each other
* management training

The workshop will be held on the **22nd November 2016 at Milton Keynes Coroner’s Court** (it’s a venue we have used in the past for our conferences) Lunch and refreshments will be provided iand the workshop s free of charge.

We propose a start time of 10:30 with a finish time of 3:30pm to allow people to travel.

If you would like to attend this workshop, please can you let me know as soon as possible (Treasurer@coasa.org.uk) by email and a place will be reserved for you. Places are limited and available on a first come first served basis with a waiting list. A place will be confirmed by return e-mail with details of the venue. Please advise me of any special dietary requirements and any items you would like to include in the discussion

Kind Regards

Chris

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