

## COMMUNICATIONS WORKSHOP

10.30 – 3.00pm Friday 17<sup>th</sup> March 2023  
St George's Centre, Great George Street, Leeds LS1 3DL

### PROVISIONAL PROGRAMME

10.00	Registration and coffee	
10.30	Welcome and Housekeeping	Angie Grain <i>(Ilkley &amp; District u3a)</i>
10.35	<b>Importance of Good Communications</b> - planning and Integration	Pat Collard <i>(Chair of YAHR)</i>
11.00	<b>Maximising the value of your website</b> – Q&A re websites and issues	Prof Elaine Toms <i>(Ilkley &amp; District u3a)</i>
11.45	<i>Comfort Break</i>	
11.55	<b>Social Media</b> – what's in it for us?	Margaret Fiddes <i>(Regional Trustee/Sherburn u3a)</i> & Helen Stevens <i>(Ilkley &amp; District u3a)</i>
12.30	<b><i>BUFFET LUNCH</i></b> <i>(Please allow those with dietary requests to go first)</i>	
1.00pm	<b>Communicating with our own Members</b> <i>(Group Discussions)</i>	Angie Grain
1.45	<i>Comfort Break</i>	
1.55	<b>Rethinking your u3a's Communications:</b> Developing a plan	Prof Elaine Toms
2.45	<b>Closing remarks</b> , questions and feedback	Pat Collard
3.00	Close	