

## Jackie Towell

---

**From:** Jackie Towell  
**Sent:** 04 February 2019 11:35  
**To:** 'Gemma Littlejohns'  
**Subject:** RE: Workshop booking query

Thanks Gemma, attendees are:

Stuart Trew <Stuart.Trew@premiergroup.org.uk>  
Steve Phillips <Steve.Phillips@premiergroup.org.uk>  
Steffani Lewis [steffani.lewis@premiergroup.org.uk](mailto:steffani.lewis@premiergroup.org.uk)

Thanks and regards  
Jackie

---

**From:** Gemma Littlejohns <Gemma.Littlejohns@chwaraeteg.com>  
**Sent:** 04 February 2019 11:17  
**To:** Jackie Towell <Jackie.Towell@premiergroup.org.uk>  
**Subject:** RE: Workshop booking query

Morning Jackie

Please find attached joining instructions for the following:

| <u>Date</u> | <u>Time</u> | <u>Workshop</u>                                 | <u>Location</u> |
|-------------|-------------|-------------------------------------------------|-----------------|
| 19/03/2019  | 1000-1230   | Performance Management: Appraisals and Feedback | Llanelli Office |

Would you be able to provide the names of the attendees please so we can update our booking records?

Take care  
Gem

**Gemma Littlejohns Assoc CIPD**  
Uwch Bartner Busnes / Senior Business Partner  
Symudol / Mobile: 07581 249940

---

**From:** Jackie Towell <[Jackie.Towell@premiergroup.org.uk](mailto:Jackie.Towell@premiergroup.org.uk)>  
**Sent:** 04 February 2019 10:39  
**To:** Gemma Littlejohns <[Gemma.Littlejohns@chwaraeteg.com](mailto:Gemma.Littlejohns@chwaraeteg.com)>  
**Subject:** RE: Workshop booking query

Hi Gemma, the request was actually for three of our managers that are new to performance management and handling difficult conversations so this is perfect for them and the Llanelli events would actually be better, are you able to confirm 3 places for both events in Llanelli please?

Thanks

Jackie

---

**From:** Gemma Littlejohns <[Gemma.Littlejohns@chwaraeteg.com](mailto:Gemma.Littlejohns@chwaraeteg.com)>  
**Sent:** 30 January 2019 18:06

**To:** Jackie Towell <[Jackie.Towell@premiergroup.org.uk](mailto:Jackie.Towell@premiergroup.org.uk)>

**Subject:** Workshop booking query

Hi Jackie

Joanne advised me that you would like to reserve a place at the Performance Management Workshop to be held in our Treforest office on 27<sup>th</sup> February. She said you may have 3 colleagues who would like to attend also.

Are you able to provide me with confirmation as to how many additional places you would like please?

I will then confirm your booking and send you joining instructions.

I have attached our leaflet with details of other workshops we are running. If you would like to book any further sessions for yourself or your managers, please let me know.

Take care

Gem

**Gemma Littlejohns Assoc CIPD**

Uwch Bartner Busnes / Senior Business Partner

Symudol / Mobile: 07581 249940



**Safwe:** [cteg.org.uk/cy](http://cteg.org.uk/cy) | [agilenation2.org.uk/cy](http://agilenation2.org.uk/cy)

**Website:** [cteg.org.uk](http://cteg.org.uk) | [agilenation2.org.uk](http://agilenation2.org.uk)

**Datganiad Preifatrwydd:** Bwriedir y neges electronig hon ar gyfer y person a enwir yn unig. Gall gynnwys gwybodaeth breifat a chyfrinachol. Os yw'r neges hon wedi ei hanfon atoch mewn camgymeriad ni ddylech weithredu arni o gwbl neu ei dangos i unrhywun arall; ffoniwch ni yn syth a dychwelyd y gwreiddiol atom. Ni fedrwn dderbyn unrhyw gyfrifoldeb am unrhyw golled neu niwed sy'n cael ei achosi gan firws meddalwedd. Eich cyfrifoldeb chi yw i wirio am firws fel bo angen cyn agor atodiadau a fedrai gael eu cynnwys gyda'r neges hon.

**Privacy statement:** This electronic mail transmission is intended for the named recipients only. If this has come to you in error please take no action based upon it, and do not copy it or show it to anyone; please let us know by way of reply. We cannot accept any liability for any loss or damage sustained as a result of software viruses

**Polisi Preifatrwydd:** Mae Chwarae Teg yn parchu ac yn gofalu am yr holl ddata personol rydych chi'n ei rannu â ni, neu y mae sefydliadau eraill yn ei rannu â ni. Byddwn yn ei gadw'n ddiogel. Rydym yn ceisio nodi'n glir pryd y byddwn yn casglu'ch data ac at ba ddiben y byddwn yn ei ddefnyddio, a pheidio â gwneud unrhyw beth na fydddech chi'n ei ddisgwyl yn rhesymol. Ni fyddwn byth yn gwerthu eich data personol i sefydliadau eraill, a byddwn ond yn ei rannu dan amgylchiadau priodol, cyfreithiol neu eithriadol. Gallwch weld ein Polisi Preifatrwydd yma: <https://www.cteg.org.uk/privacy-policy/>

**Privacy Policy:** Chwarae Teg promises to respect and look after all personal data you share with us, or is shared with us by other organisations. We will always keep it safe. We aim to be clear when we collect your data about what we'll use it for, and not do anything you wouldn't reasonably expect. We will never sell your personal data to other organisations, and will only ever share it in appropriate, legal or exceptional circumstances. Our Privacy Policy can be viewed here:

<https://www.cteg.org.uk/privacy-policy/>

**Swyddfa Gofrestredig:** Llawr 1af, Llys Angor, Keen Road, Caerdydd, CF24 5JW Rhif y Cwmni: 2901456 Cofrestrwyd fel Fairplay (Workforce) Ltd Rhif Elusen Gofrestredig: 1084466.

*Peidiwch ag argraffu'r e-bost hwn os nad oes rhaid i chi. **Please don't print this e-mail unless you really need to.***

This message has been scanned for malware by Forcepoint. [www.forcepoint.com](http://www.forcepoint.com)

Click [here](#) to report this email as spam.