How to Conduct implementation team discussions?

LOCAL SELF GOVERNMENT DEPARTMENT, GOVERNMENT OF KERALA
KERALA INSTITUTE OF LOCAL ADMINISTRATION

02/04/2020
Start a WhatsApp group with...

Admin: secretary of LSGI, administrative committee, implementation officers

Other members: all members of administrative committee

02/04/2020
Why do we need the WhatsApp group?

- To exchange accurate information with each other
- To discuss problems
- To introduce the new orders of the government to others
- To report and discuss the prevention activities for Covid 19
- To plan for further activities

02/04/2020
Things to be considered

- Only discuss matters related to corona prevention activities

  avoid forwarded messages

- Share authentic information

  ensure that the message is not fake

- Pin important things in the group, it will be helpful for further reading

- Admin should post a brief note on the current day’s activities, it will be useful for the members who can’t actively participate whole time in the group

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