**Agenda for Recruiting Meetings**

Agenda:

This is a meeting for all collaborators in the successful recruitment of students.

Description and Objective:

A meeting that takes place before every academic school season begins. The objective of the meeting is that the team members (all involved in recruiting) are all aware of details pertaining to the courses and workshops that are being offered and they have complete and accurate information to be able to inform potential students in an effective and professional manner.

**Team Members:**

- Members of the Institutional Communication Department
- English Department Coordinator
- Spanish Department Coordinator

1. **General Announcements**

The Language Department Coordinators will inform all attendees about dates, schedules, costs and any other changes in course programs offered during the upcoming session. Team members will confirm their knowledge of payment forms, administrative restrictions, and any other details linked to enrollment and registration of new students so that they are properly prepared to share this information.

2. **Promotional Suggestions:**

Here team members can share and suggest new promotional opportunities or ideas that could be useful in the diffusion of course and program information to the community.

3. **Customer Service / Ethical and Effective Promotion:**

"What should and shouldn't be said?" Here team members have the opportunity to voice any doubts or concerns about confusing or complex inquiries that they have encountered, so that the group can suggest the most professional and effective solution to meet the potential students' needs. In addition this is a time for confirming that all team members are well informed about the processes of operation in customer service.