

GUIDANCE

Getting the Best from an Inequality Agenda Course

When arrangements go smoothly this helps staff get the most out of the training. So, ***if you envisage any problems with the following please let us know*** (01795 597744, info@inequalityagenda.co.uk) so we can work on them together.

Coordinator

A person needs to be identified who can:

- Liaise with Inequality Agenda about the practicalities of the training
- Oversee the recruitment of course participants
- Find a suitable training venue
- Take delivery of training materials when these are couriered ahead
- Be contactable during the training to deal with any queries from the trainers

Venue

When identifying the venue please take the following into account:

- An accessible location preferably not within the workplace
- A room:
 - that is available throughout the training course
 - that can comfortably accommodate the trainer(s) and the participants when they are sitting in a horseshoe
 - with chairs that are comfortable and easy to move
 - with a good sized table for the trainer to use
 - that is free of all other furniture - or where there is enough space to move it out of the way
 - that offers good control over ventilation, heating and lighting
- Where tea and coffee can be made available in the training room (or close by) at the start of the day (9am) mid morning (11am) and mid afternoon (3pm)
- Where lunch is easily available and ideally already paid for - that's really good for staff morale

Audio Visual Aids

- Flip chart with at least 4 pens
- Data projector + lap top (along with relevant information if it is password protected)
- DVD player + screen
- Extension leads if necessary

There is considerable variety even amongst 'simple' equipment like this. So, please can the equipment be set up for the trainer.

On the Day

Unless agreed otherwise the training day runs from 9.30 to 4.30 with a lunch break between 12.30 and 1.30.

Training materials will have been sent ahead to the venue.

The trainer needs to be met by the site coordinator and taken to the venue by 9.am.

This is an opportunity to brief the trainers about health and safety procedures and any other relevant information.

Finally please make sure the trainers know what to do if:

- there are any problems with the room or the equipment
- they have any questions or concerns about the participants

Certificates and Course Evaluation

It is our normal practice to: keep a course register; provide certificates for attendees and a report of the course evaluations for the commissioners. So, do let us know if you would prefer to do any of these tasks in your own way.