D&S Course Rep Training Plan 2015/16

*\*\* Add in a break \*\**

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| Order | Time (E.g.) | Duration | Activity | Facilitator | Content | Objectives |
| 1 |  | 5 mins | Welcome | HoD & CL | Thank the reps | Feel part of an open dialog and understand the point of the session and why they are here |
| 2 |  | 5 mins | Outline the briefing | Interns | Outline session, aims and objectives / house keeping |
| 3 |  | 10 mins | The rep role& meet the dept reps | SU or Rebecca & dept reps | Outline course and departmental rep roles and course leader role and blackboard site | Clarify the difference between the reps in terms of responsibilities and feel supported |
| 4 |  | 5 mins  | How SSCM work? & UNITU | Course Administrators | Organisation of meeting, naming and shaming, paperwork (agendas and action logs)  | Understand the process of the meetings  |
| 5 |  | 10 mins | Education Zone, Education Conference, Course rep Journal & key contacts | SU & Luke Renwick | Strictly only briefly talk about why they should attend the zone & conference (what it does and what they discuss), briefly explain rep journal, Luke to introduce briefly | Know resources for training and help |
| 6 |  | 10 mins | Activity | Interns | Feedback **from** students (start with a slide of a few ways this can be collected then get them to work with sample post its to collate them) | Understand and feel able to collect and collate feedback of the course from students  |
| 7 |  | 5 mins | Feedback | Interns | Feedback of meeting **to** students (about being positive) this needs to include ways they can do this e.g. email you said we did etc. | Understand the process and feel able to do this |
| 8 |  | 5 mins | Rewards and Recognition | SU & Interns? | Hallam Awards, careers explain why it is good, mention careers workshop | Understand what they can get out of it |
| 9 |  | 5 mins | Student handbook  |   | Each rep takes a handbook for a backup resource | Knowledge of where they can get support |
| 10 | Evaluation forms & post it notes for expectations of the role or experience as a rep last year |  | Thank reps for attendance and ask to fill in feedback forms  |