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 | 11:00-11:05 | 5 mins | Welcome | HoD | Thank the reps | Feel part of an open dialog and understand the point of the session and why they are here |
| 2 | 11:05-11:10 | 5 mins | Outline the briefing | Interns | Outline session, aims and objectives / house keeping |
| 3 | 11:10-11:20 | 10 mins | The rep role | SU | 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 | 11:20-11:25 | 5 mins  | How SSCM work? | Course Administrators | Organisation of meeting, naming and shaming, paperwork (agendas and action logs)  | Understand the process of the meetings  |
| 5 | 11:25-11:30 | 5 mins | Course rep Journal | SU | Show them how to access it and what is available | To know where to look for support and guidance |
| 6 | 11:30-11:40 | 10 mins | Intro to SU | SU | How the Union works and is involved in the process, website, key contacts etc.  | Know resources for training and help |
| 7 | 11:40-11:55 | 15 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  |
| 8 | 11:55-12:00 | 5 mins | Feedback | Interns | Feedback of meeting **to** students (about being positive) | Understand the process and feel able to do this |
| 9 | 12:00-12:15 | 15 mins | Speech - Might Move | Hassun El Zafar | Education Officer | Understand the impact they can have  |
| 10 | 12:15-12:20 | 5 mins | Rewards and Recognition | SU | Credly Badges, shout out achievement website, Hallam Awards, careers explain why it is good?? | Understand what they can get out of it |
| 11 | 12:20-12:25 | 5 mins | Student handbook  |   | Each rep takes a handbook for a backup resource | Knowledge of where they can get support |
| 12 | Evaluation forms |  | Thank reps for attendance and ask to fill in feedback forms  |