



National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta na Mac Léinn

Class Rep Training Booking Protocol 2017

Training sessions may be booked to take place from Monday September 18th 2017 onwards. NStEP recommends sessions take place before the end of November as the earlier the sessions take place the more impact they will have.

To book a class rep training session the online form must be completed for each individual session. The online booking form is available on: <https://goo.gl/forms/g08Rzy4IPz6mgBRI2>

To complete the booking form:

1. Select your preferred date and time

This should be decided in consultation with school/faculty leads to ensure the time suits the majority of the class reps for which the session is being booked. The ideal group size is between 10 and 30 class reps. A booking must be made at least two weeks in advance of the session. Please keep in mind our trainers are full time students, who may need to travel to your campus and some flexibility may be required.

2. Provide information about the participants

The feedback from the 2016 pilot shows class reps value the training more if completed with class reps from the same or a similar programme. Arranging the sessions by faculty, school or discipline also increases turnout as the time chosen caters for the programme types included.

Knowing the make-up of the group in advance allows the trainer to alter their approach if needed.

Training groups can be both too big and too small. Groups of more than 30 are difficult for one trainer to manage and not everyone gets a change to contribute to the discussions. **If you plan to put a group of more than 30 together please consider booking another trainer to split the session into 2 rooms or providing other support.**

3. Input the address and details of the campus

Helpful information will include parking arrangements, public transport access, wifi access and catering facility opening times. For some trainers, it may be their first time on your campus and being met by an organiser is much appreciated. If this is not possible a map of the campus with the training venue marked will be needed.

4. Provide information about any refreshments or food

The feedback from the pilot included many positive comments about the food provided. Class reps value refreshment but if it arrives before the mid-session break it can be disruptive. Ensuring the trainer knows when any refreshments will be available allows them to time the break effectively.

5. Confirm the essential equipment listed is available and suitable for the venue

Essential equipment:

- Project, screen and computer
- Flip chart or white board with markers
- Blu tac
- Pens
- Post-it notes
- Printed feedback sheets

Resources provided by NStEP:

- ✓ Participant workbooks*
- ✓ Presentation slideshow
- ✓ Trainers notes
- ✓ Trainer

**Institutions may choose to print their own workbooks*

Venue requirements:

Training venues should be accessible and away from noisy areas such as a café or music room. Open movable layouts, without fixed seating are required. If possible, the room should be set up for small group work. The pictures below show some ideal arrangements. The trainer will arrive 30 minutes before the session start time to set up. Log in details for the computer connected to the projector will be needed at this time.



Confirmation:

Once a booking is received a trainer will be assigned within one week, if a trainer is unavailable you will be contacted with suggested alternative time/date options. Once confirmed you will receive the contact details of the trainer. If you have any issues you should contact Cat O'Driscoll on cat.odriscoll@usi.ie.