

Guidelines for Organising a Training Event

Organisers of any training event should give consideration to the following points. If practical or financial support is to be sought from the Association items marked * ought to be regarded as firm requirements, but not necessarily as strict conditions in every case.

1) Topic for the event

- a) * Consulting the Association Training Officer at an early stage if there is likely to be an application for a grant, and in any event notifying him or her for the records and as a matter of courtesy
- b) * Selecting a topic that should meet the needs of more than one tower
- c) Deciding upon the level of competence that applicants will need to have reached in order to succeed with the topic
- d) Issuing notes for study before the event if appropriate for the topic
- e) Identifying any web pages covering the topic that participants may consult beforehand
- f) Obtaining books or producing notes on the topic that might be given to the participants for reference after the course
- g) Identifying suitable course leaders with the expertise needed to present the topic

2) Venue

- a) Choosing a venue with a pleasant and easily accessible environment in which to learn
- b) * Ensuring that the bells at the venue are suitable for the chosen topic
- c) * Checking that the ringing room is spacious enough to accommodate the anticipated number of course participants
- d) Arranging for a suitable area and equipment to be available for theory sessions
- e) Confirming the refreshment facilities
- f) Planning for a lunch break if it's an all-day event
- g) * Allowing for car parking, or access by public transport
- h) Checking that there are toilet facilities at the venue

3) Publicity

- a) * Advertising the event on KCACR or District websites, newsletters, Facebook groups, e-mail lists, tower posters, etc.
- b) * Giving adequate notice; at least three months is recommended (*Note that grant applications ought to be made much earlier*)

4) Administration

- a) * Booking procedure for prospective participants for the event in advance (*A specimen application form template in Word format is available on the website*)
- b) Purchasing books if required; deciding whether to purchase them in advance or to obtain from a District or Association bookstall on sale-or-return and sell them on the day
- c) * Deciding upon what to charge people for attending the event, ensuring that it will be enough to cover costs without being so high as to deter applicants
- d) Clarifying when and how should the course fee be payable
- e) Appointing someone to welcome participants on arrival and to see that they sign an attendance sheet; producing stick-on name labels if appropriate
- f) * Planning for each participant to be in at least one touch in three, ideally on the basis of one learner at a time, although the nature of the topic may allow some leeway in this
- g) Deciding if more than one venue will be needed
- h) * Deciding upon the minimum number of helpers required at each venue to ensure that practical sessions operate successfully (*Helpers should be very familiar with the chosen topic*)
- i) Allowing for an opportunity for participants to ask questions or give feedback at the end of the course (*A specimen feedback form in Word format is available on the website*)
- j) Giving thought as to what arrangements might be made for participants to practise the topic after the event, perhaps a follow-up event at a later date

Workshops

A workshop is a special kind of event that may not involve any ringing, so it doesn't necessarily take place in a bell tower, although much of the foregoing guidance still applies. Topics may include rope-splicing, improving listening skills, hand bell ringing by place notation, etc.