

# Tips for how to run a training session

## Demand

- Find out who else wants the training and ask interested people when they are free eg weekdays 8-9.30, Saturdays/ Sundays 10-1 or 1-4
- Ask parents who might be nervous about helping at sessions; friends in other groups; ask your district to send out an email; use WCF social media eg local, regional Facebook groups
- Find a trainer or two
- Find 2 creche helpers for daytime sessions if possible

## Date and venue

- Try a doodle poll but give people a week to answer then book it
- Avoid school holidays
- Can you use a group night venue while the group is meeting outdoors or offsite?
- Fundraise to pay for another venue, or ask sympathetic organisations for a room or discount on a room, eg your local third sector support organisation eg Voluntary Action; Co-op?
- Meet in someone's living room if it is only a few people
- Meet during another Woodcraft event that will provide childcare

## **PUBLICISE YOUR EVENT TO YOUR GROUP, DISTRICT AND REGION**

## Bookings

- Take bookings eg ask people to give you their name, group, role, email, phone, support needs to secure a place. Google forms are easy to use and automatically create a spreadsheet. Text, email and phone work ok too.
- Confirm that people have a place and ask them to tell you asap if they cannot attend.

## Session prep

- Download and print training session plans and handouts.
- Trainer/ co-trainers can seek support from other volunteer trainers (and staff). Contact Folk office, ask on the [training 'community'](#), Facebook, ask around to speak to someone who has run the training before.
- Take biscuits/ fruit and possibly flasks of hot water and tea bags, or ask people to bring their own if there are no funds to provide them
- Email handouts to participants afterwards