

## Supporting participative events & meetings

*A half day course for support and administrative staff*

### Why this training?

Increasingly, events and meetings have a strongly participative element, where those attending are not just sitting in chairs being talked at or directed by a chair, but are playing a full role in discussion and decision. These meetings are far more demanding to plan and deliver successfully. The job of planning and running these meetings typically falls between two sets of staff- those 'in charge' of the event, and those who do a range of essential 'support work' – both before and at the event.

This half day course will give you highly practical insights and tips and 'tricks of the trade' into what needs to be done to have a really productive and successful event.

### Who is it for?

This course will help people who regularly work with their colleagues on planning and helping to run participative events, meetings, and workshops. (It is not about conventional conference style events, which are not participative).

### What will I learn about?

- documentation for events - issues which come up, including attractive useful agendas, invitations, 'meeting notes', layout of material to be worked on at events
- issues of event administration, including for example : badging, registration process, participants' lists
- venue issues, including picking the right venue, then liaising with them, in the run up to the event, catering, audio-visuals, room layouts
- playing a support role on the day : what kind of support, different roles to take
- report writing, writing up flipcharts from participative events

If you are interested in this training, please contact us:  
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