



## Guidelines for Facilitating a Society workshop

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### 1. The Learning Centre

#### 1.1 How we work

The Learning Centre produces an annual programme of CPD workshops and events in conjunction with the Society's Member Networks. The Member Networks liaise with their members to establish priorities for topics, themes and current issues faced by the profession and review the workshops to ensure a high quality, relevant programme. The Learning Centre handles the event management, including the planning and administration of all the workshops.

#### 1.2 Key dates

The programme of workshops is launched annually in the Society's CPD Directory in October. Workshop proposals are called for in March/April each year and the events are organised and confirmed throughout the summer.

### 2. Your workshop

#### 2.1 The proposal form

All workshops should be submitted on the workshop proposal form. All fields must be completed and the form should be returned by email to [learningcentre@bps.org.uk](mailto:learningcentre@bps.org.uk). The proposal should be written in a style fit for promotional purposes, as all promotional information is taken from the workshop proposal form.

Once proposals have been received, they are reviewed by the Learning Centre alongside the relevant Member Network and considered for inclusion in the programme. All individuals who submit a proposal will be emailed with the decision that has been made relating to their proposed workshop.

#### 2.2 Producing the programme

Accepted workshops are arranged throughout the summer by the Learning Centre team. In the first instance we will contact you to ask for possible dates and at this point, the Learning Centre will be able to confirm the facilitator / speaker fees for the workshop. Where there are a number of speakers for a workshop there must be one person who is identified as the central point of contact for the Learning Centre. All

contact regarding arrangements and the agreement to run the workshop will be with this individual.

As arrangements for the workshops are finalised, the lead facilitator for each workshop is asked to sign an agreement to run the workshop before the programme is launched in the October. The agreement outlines what the workshop is, when and where it will be delivered, by whom and the agreed facilitator fee. It also states the cancellation policy and the maximum and minimum number of delegates. Please note that the minimum number of delegates must be met in order for the workshops to run.

### **2.3 Advertising and promotions**

The workshops will feature in the Society's annual CPD Directory. The Learning Centre will promote the workshops on the events pages of the Society's website, in *The Psychologist* and the monthly Events Update e-newsletter. The workshops will also be promoted via our social media channels, at Society conferences, in our member network publications, at our venues and in direct emails to members.

Facilitators are encouraged to promote the workshops via their own advertising outlets and within their networks.

### **2.4 Registration of delegates**

The Learning Centre will be responsible for the registration of delegates. Bookings will usually open when the CPD Directory is launched. Bookings will usually close the day before the event, at noon (although this may depend on the venue used). Minimum numbers must be met at least two weeks before the event.

The Learning Centre works with the Society's Member Networks to set the delegate fees for the programme. The fee structures used by the Learning Centre provide discounts at appropriate member grades and for the relevant Member Networks.

### **2.5 Venue and catering**

The Learning Centre will book the venue according to the requirements listed on your workshop proposal form. It is important that the information provided on the proposal form is correct and it is the facilitator's responsibility to advise the Learning Centre of any changes in good time. Please note these cannot be guaranteed. The Learning Centre will liaise with the venue to arrange catering, equipment and other venue requirements.

### **2.6 Pre work / reading**

Where delegates are expected to complete any work or reading prior to attending the workshop, the facilitator must provide the Learning Centre with the details 4 weeks before the event but no later than 2 weeks before the event date so that this can be emailed to all delegates.

### **2.7 Workshop materials**

Facilitators are expected to provide delegates with hard copies of workshop materials on the day. The cost of producing these materials is included in the facilitator fee. Workshop materials can also be emailed to delegates before or after the workshop, via the Learning Centre.

Workshop facilitators are expected to produce 'take-away' materials for delegates that provide a comprehensive summary of the day's session. It is important that delegates receive quality materials to support their learning and to maintain the value and professionalism of the programme. If handouts include PowerPoint slides, 3 slides per page would normally be the maximum to ensure legibility. It is of course not a pre-requisite that PowerPoint slides are used, some workshops may be designed around flipcharts, group exercises etc. In this instance a handout could be in the form of word documents. References should be included where appropriate.

## **2.8 On the day**

A delegate list will be sent to the facilitator by email once bookings for the event have closed. Facilitators are asked to ensure that delegates tick their name off to confirm their attendance and ask any delegates not listed to contact the Learning Centre by phone as soon as possible (possibly during one of the breaks) to confirm their registration. CPD certificates are sent to the venue in advance of the workshop by the Learning Centre for distribution by the facilitator at the end of the day. Catering will be arranged by the Learning Centre and facilitators will be advised of the lunch time. Facilitators should arrange other breaks throughout the day to suit the workshop programme. Some networks may have CPD representatives present at the event to help with these arrangements and any issues that arise on the day. The Learning Centre team can be contacted by phone or email on the day of the event should facilitators have any queries.

## **2.9 After the event**

Facilitators are asked to invoice the Learning Centre for their fee and return a completed expenses claim form as soon as possible after the event. The facilitator fee / speaker fees and expenses details will have been confirmed in the agreement at the point of confirming the workshop.

## **2.10 Evaluation**

Following the workshop, the Learning Centre will conduct an online feedback exercise with all delegates. We ask that facilitators draw delegates' attention to this and encourage participation. The feedback report is available to facilitators should they wish to see it, upon request from the Learning Centre.

## **2.11 Workshop cancellation**

Workshops require a minimum number of delegates to run. The minimum number will be noted in the facilitator agreement. In the unfortunate case of cancellation facilitators and registered delegates will be informed at least 2 weeks before the event date.

## **3. Any questions?**

Contact the Learning Centre team on +44 (0)116 252 9925 or [learningcentre@bps.org.uk](mailto:learningcentre@bps.org.uk)