

# SU Groups Training Day

## 4<sup>th</sup> June 2019



**THE SU  
UNIVERSITY  
OF BATH**



# Start of Day

Time	Session	Room
10:30–11:00am	<b>Arrival &amp; Registration</b>	8W 2.27 & 2.28
11:00–11:20am	<b>Opening Talk &amp; Web Information</b>	8W 1.1



# Start of Day Training Sessions



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# The Art of Standing not Sitting

## Chair Training with Hannah Hill

Specific training for group Chairs on both how to effectively chair a meeting and more generally how to be a good Chair.

*Main points covered:*

- Understand the role of a Chair
- Controlling a meeting
- Hearing everyone's voice
- Time management in meetings



Room: 8 West 1.1

Session 1: 11:30–12:15pm

Session 2: 12:25–13:10pm

# Show me the Money!

## Treasurer Training with Eve McWilliams & Mark Williams

Specific Treasurer training on financial planning in general, sources of funding and SU processes.

*Main points covered:*

- Understand your role as treasurer
- Understand SU Finance processes
- Budgeting effectively



Room: 8 West 2.1

Session 1: 11:30–12:15pm

Session 2: 12:25–13:10pm

# Who Really Runs the Meetings?

## Secretary Training with Angela Pater

This session aims to give attendees a better understanding of the role of Committee Secretary and equip them with the skills that they need to carry out this role effectively.

### *Main points covered:*

- Your responsibilities before during and after a meeting
- Preparation of agenda, papers and minutes
- Formal and informal meetings
- Follow up actions



Room: 5 West 2.1

Session 1: 11:30–12:15pm


Session 2: 12:25–13:10pm

# Looking after your members

## Welfare Training with Emma Quixley

An introduction into the idea of Welfare as a concept and context in the University sector, explain the support services that both the SU and University do provide, what the differences are and how to access them and an exercise on sign posting. This is not complete training on how to be a Welfare Officer only an introduction into the role.

### *Main points covered:*

- Concerns about members
- How to approach a conversation regarding wellbeing with a member
- Services available to students
- How to signpost members to services
-  Boundaries and your role and responsibilities



Room: 8 West 2.10

Session 1: 11:30–12:15pm

Session 2: 12:25–13:10pm

# Causes & Cash

## Fundraising & Charity Training with Beth Stevenson

Want to engage your members, offer new opportunities & make a difference? Then sign-up to find out how you can work with local charities to add to your offering, as well as basic fundraising skills.

### *Main points covered:*

- Why bother working with charities & how
- Ideas about how your group can work with volunteers
- Basics of fundraising
- How to fundraise for a charity and/or your group



Room: 8 West 2.23

Session 1: 11:30–12:15pm

Session 2: 12:25–13:10pm



# Edge Induction

with Eloise Tong

This is a session aimed to explain how SU groups can work with the Edge to host events.

*Main points covered:*

- Introducing staff & key points of contact.
- How to complete an event schedule for a show as well as how to request the bar or blocking off seats for things like filming.
- Health and safety at the Edge and how to complete a risk assessment for a show.
- What to do if you want to request additional rehearsal space for your society and how the process works.
- How to loan instruments for your society on a short term basis.
- Available storage space in the building.



Room: 8 West 1.1

Session 1: 11:30–12:00pm

# Afternoon Training Sessions



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# Aint no party like an SU party!

## Socials & Events Training with Suzanne Snook

This session will go over the key stages involved in delivering an event, the support available to you and the SU processes you will need to follow. The session is aimed at SU groups wanting to deliver events and socials for their Society, Volunteer and other SU Groups.

### *Main points covered:*

- Planning stages for any events and socials
- Promotion and budgets
- SU Paperwork
- SU Socials Policy – making sure everyone has a good time
-  Examples of good and bad planning



Room: 8 West 2.23

Session 1: 14:05–15:00pm

Session 2: 15:05–16:00pm

# Social Media & Marketing Training

with Lauren Harris & Francesco Masala

Understand how to use the SU website, social media and marketing to publicise your groups in the most effective and engaging way.

*Main points covered:*

- Understanding how to use the SU Website effectively
- What social media can do for your groups?
- How to use SU Marketing in the best way possible



Room: 8 West 2.1

Session 1: 14:05–15:00pm

Session 2: 15:05–16:00pm

# Inclusivity & Trans Awareness Training

with Emily Hunt

Inclusivity is a core value of the Students' Union. This session is working provided to help your groups embed this as a part of your general practice. This session will allow students to understand the wider issues and barriers facing minority groups on campus and what solutions can be created to address them.

*Main points covered:*

- Background and terminology for Equality and Diversity issues.
- Identify and address issues faced by individuals joining sports.
- Recruitment, retention and training of minority groups.



Room: 8 West 2.10

Session 1: 14:05–15:00pm

Session 2: 15:05–16:00pm

# How to successfully run your group

with Kimberley Pickett

Running a group does not come without its pitfalls and this workshop hopes to help you avoid some of the issues you may encounter as a committee member.

*Main points covered:*

- Understand the concept of your groups.
- Why your groups exist.
- How to be an effective committee member.
- What support The SU provides.



Room: Wessex House Level 1

Lecture Theatre (WHILT)

Session 1: 14:05–15:00pm

Session 2: 15:05–16:00pm

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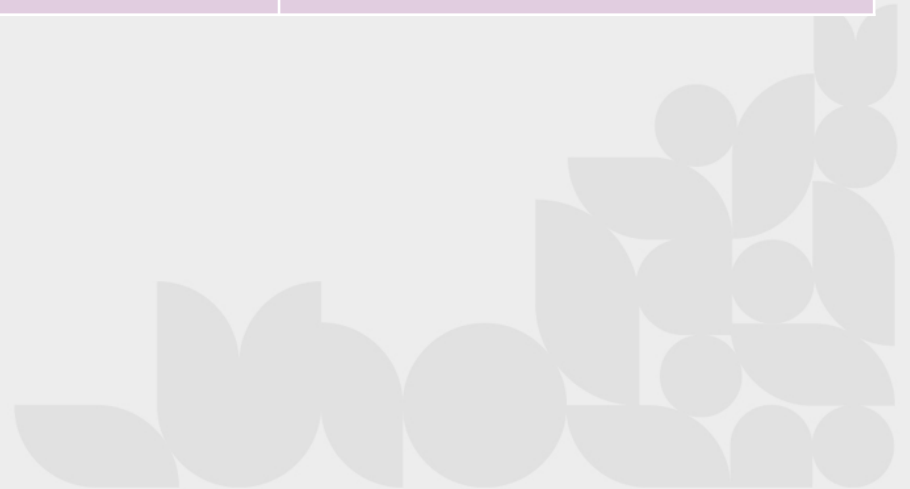


Room: 8 West 1.1

Session 2: 14:10–14:40pm

# End of Day

Time	Session	Room
16:05–16:15pm	<b>Closing Talk</b>	8W 1.1





# Start of Day Training Sessions

Time	Session	Room	Speaker
S1: 11:30-12:15 S2: 12:25-13:10	<i>The Art of Standing not Sitting</i> <b>Chair Training</b>	8W 1.1	Hannah Hill
S1: 11:30-12:15 S2: 12:25-13:10	<i>Show me the Money!</i> <b>Treasurer Training</b>	8W 2.1	Eve McWilliams & Mark Williams
S1: 11:30-12:15 S2: 12:25-13:10	<i>Who Really Runs the Meetings?</i> <b>Secretary Training</b>	5W 2.1	Angela Pater
S1: 11:30-12:15 S2: 12:25-13:10	<i>Looking after your members</i> <b>Welfare Training</b>	8W 2.10	Emma Quixley
S1: 11:30-12:15 S2: 12:25-13:10	<b>Fundraising and Charity Guidance</b>	8W 2.23	Beth Stevenson
S1: 11:30-12:00	<b>Edge Induction</b>	WHILT	Eloise Tong

# Lunch Break & Drop In Session

Time	Session	Rooms
13:10-14:00	<b>Lunch Break</b>	8 West 2.28, 2.27, 2.30, 2.31, 2.32
13:10-14:00	<b>Alumni Fund Drop in Session</b>	8 West 2.23



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# Afternoon Training Sessions

Time	Session	Room	Speaker
S1: 14:05-15:00 S2: 15:05-16:00	<i>Aint no party like an SU party!</i> <b>Socials &amp; Events Training</b>	8W 2.23	Suzanne Snook
S1: 14:10-14:55 S2: 15:05-15:50	<b>Social Media &amp; Marketing</b>	8W 2.1	Lauren Harris & Francesco Masala
S1: 14:10-14:55 S2: 15:05-15:50	<b>Inclusivity &amp; Trans Awareness</b>	8W 2.10	Emily Hunt
S1: 14:10-14:55 S2: 15:05-15:50	<b>How to run your student group successfully</b>	WHILT	Kimberley Pickett
S2: 14:10-14:40	<b>Edge Induction</b>	8W 1.1	Eloise Tong