

## Effective meetings

Can be delivered in 2 hour, 4 hour or full day

Who for:

Professional officers / SDOs / NGB staff / PDMs / FESCos / SSCos / volunteers,  
Coaches, club administrators and officials

<i>Objective</i>	<i>Course detail</i>
Introduction to course and expectations	Clarifying individual objectives and course programme and content. Explanation of the 2 parts to the course and how it will change after 6pm.
Types of meetings and types of approaches to meetings	Understanding of the full range of meetings that sports development professionals have to deliver / attend. Understanding of the range of techniques and different meeting styles available to them.
Understand why meetings go wrong and where to take action	Introduction to “meetings Iceberg” model and how to pinpoint symptoms / causes / action to take
Planning for the meeting – analysing <b>type</b> of content	Certainty and uncertainty, relationship with the group – how different agenda items need different approaches
Introduction to process	Different types of format for different types of content: <ul style="list-style-type: none"> <li>• Information items – how to save time</li> <li>• “discussion” and “decision” items – more detail this afternoon</li> <li>• Items on sharing ideas</li> </ul>
The effect of personality type in meetings	How to plan a meeting so that everyone gets to participate regardless of personality type
Core skills required within meetings	Making an intervention Listening and Feedback skills Including examples of common events in meetings and how to handle
Planning and preparing your meeting	Using the “agenda format” technique
Different formats, techniques and when to use – basic facilitation	Advice on using the most appropriate format / types of room layout / working in groups / use of post its and flipcharts . Basic introduction to facilitation skills
Wrap up / summary	Key learning points and future action

## Understanding Sporting Networks

Who for:

Professional officers / SDOs / NGB staff / PDMs / FESCos / SSCos / etc

<i>Objective</i>	<i>Course detail</i>
Introductions and purpose of the day	Introduce course and get feedback on participant objectives
National and regional policy context: orientation	National Context: Roles and relationships of various organisations
	The effect on the individual and mapping of their own relationships
Communication across the networks	How the participants individual maps / networking is affected by communication within and between organisations – positioning and perceptions
Performance management	Introduction to tools and support available. Reflection on how best these can be used for the participants as individuals
Me and my network: improving relationships	Identifying different partners / organisations and communicating with them – identifying their needs, impact on your work, levels and frequency of communication needed.
Personal Action planning	Summary and action points for individuals

## Facilitation Skills Training

Who for: as above

<i>Description</i>	<i>Outcomes</i>
This course will help all those who need to facilitate meetings and events – either with outside organisations such as clubs, volunteers, or partner organisations – or within their own organisation at events ranging from team meetings to annual conferences. Participants will learn the difference between facilitation, chairing, organising and training. There are also items such as when to use (and not use) post it notes and other tools, how to make an intervention, and how to ensure that everyone can contribute without making them feel uncomfortable.	By the end of this course you will be able to: <ul style="list-style-type: none"> <li>• Understand facilitation and working in uncertainty</li> <li>• Use the Essential facilitation tools</li> <li>• Become familiar with the meeting iceberg</li> <li>• Understand the importance of using the right format for each event</li> <li>• Understand how different people and preferences will affect your meeting or event</li> <li>• Practice other formats and techniques</li> <li>• Be confident to use some of the techniques in practical application</li> </ul>

## Effective Presentations / to groups or in small meetings

Who for: range of sports development professionals

<i>Objective</i>	<i>Course detail</i>
Introductions	Course objectives and expectations Mini-Practical: presenting a pre-prepared item
Identifying characteristics of good presenters	Identification of the “ideal” scenario – where do participants want to be / mentors and role models
Steps to the ideal	Structure of good presentations / understanding the need to prepare the whole session not just the presentation. Preparation of the “before, during and after”
Different formats for presentations / speaking to agenda items	Evaluating characteristics of different formats – choosing appropriately for the content, audience and purpose of the item
Use and misuse of PowerPoint	PowerPoint tips and techniques, what to do, what to avoid.
Tips and techniques	Tips and techniques to deal with nerves / pointers on how to engage an audience and structure a presentation for maximum effect / dealing with questions and making appropriate interventions
Practical	More presentations / Role play – application and practice. Feedback.

## Effective Project Management

Who for: team and project leaders across sports development

<i>Description</i>	<i>Outcomes</i>
The content of this course focuses not only on the theory of project management (effective planning, setting objectives, clarifying roles and responsibilities etc) but also, and more importantly, on the good and poor examples of project management in a range of sports organisations at national, regional, county and local level. We examine what makes a good project, how and why communication can break down, and the when to use and (when not to use) tools such as PRINCE II, Microsoft project and others.	By the end of the course, participants will have: <ul style="list-style-type: none"> <li>• A plan for their next project</li> <li>• Effective tools to monitor progress</li> <li>• An understanding of the critical factors in place for a successful project</li> <li>• Learnt from examples from within the group and elsewhere</li> </ul>

## Working with FE and support to FESCOs

Who for: NGB, CSP and SSP staff, clubs, coaches and volunteers

Description	Outcomes
<p>Further Education – long the “forgotten sector” in sports development – has finally been recognised in the form of national funding for FE Sports Coordinators (FESCOs) and the inclusion of FE in a range of local planning networks. However, many partners are unsure of the best methods of working with FE. The culture, tradition, ways of working and particular systems within the sector are very different from schools and it is necessary to approach any new partnership with FE with a degree of awareness and understanding. This course will assist PDMs in particular, but also CSP staff and others, understand the sector and how to best work with FE Colleges, as well as look at some of the best practice from around the country and how to make best use of the new FESCO posts. For FESCOs, a further course or an adaptation of this one is available – helping them understand the sporting networks and where to start in the job.</p>	<p>By the end of this course you will be able to:</p> <ul style="list-style-type: none"> <li>• understand the differences between FE and schools</li> <li>• understand the wide range and types of FE College and how that makes a difference to the FESCO role</li> <li>• identify the type of partnership you require from your local FE college</li> <li>• clarify roles of FE and other partners in delivery of the 5 hour offer and 3 hour offer for 16-19 year olds</li> <li>• make the best use of the time available to the FESCO</li> <li>• learn from good practice around the country</li> </ul>

## Creating a Winning Team in Sport

**Who for:** Team leaders in the industry including project managers, local authority sports development team leaders, Partnership Development Managers, FESCos / NGB officers, those people organising a Community Sports Network, or SDOs/others responsible for facilitating external organisations

Half day or full day

<i>Outline of course</i>	<i>Course Outcomes</i>
<p>This course will help you to:</p> <ul style="list-style-type: none"> <li>• understand how different people can work well together and what makes a balanced team</li> <li>• run effective meetings and communicate well</li> <li>• understand how outside factors can affect how you relate to others.</li> <li>• develop a personal action plan to address the important relationship issues in your working environment.</li> </ul> <p>The course is linked to the <b>National Occupational Standards, Level 3</b> Unit 'Develop productive working relationships with colleagues'.</p>	<p>By the end of the course you will have:</p> <ul style="list-style-type: none"> <li>• identified why good working relationships are important</li> <li>• an understanding of how different issues hinder personal relationships</li> <li>• understood how personality types affect working relationships</li> <li>• identified the balance required for good team working</li> <li>• learnt tools for effective communication, including effective meetings, negotiation skills, giving and receiving feedback, and conflict resolution</li> <li>• an understanding of how the environment you work in can affect working relationships</li> <li>• explored how you can develop trust and agreement amongst your colleagues</li> <li>• developed a personal action plan for how you will change your working practices to improve relationships with colleagues.</li> </ul>

## Prospects4Sport Training Courses 2008-09

### Costs and further information

If you would like further details of any of these workshops and courses, please email [courses@prospects4sport.co.uk](mailto:courses@prospects4sport.co.uk) or telephone Clare Howard on 01332 415351 or 07775 665138

There are no set prices for workshops or courses, since all courses and workshops are amended and tailored to suit the particular needs of the client. This ensures that the content is relevant to the issues that are relevant to you at the time. However, guide prices are set out below:

Half day session: £450 - £600 excluding VAT and expenses for up to 14 participants

Full day session: £850 - £995 excluding VAT and expenses for up to 14 participants

These costs include preparation time which usually includes full discussions with you regarding the issues to be addressed, plus any necessary additional discussions or pre-session surveys with the delegates.

Public courses for individual attendance are also available; prices are approximately £120 per person (plus VAT) for a 1 day workshop.

### A selection of comments from previous courses...

"As course facilitator, Clare made the course interactive, engaging. The course was informative, useful and stimulating"

"I liked the content of the day and Clare was very knowledgeable and enthusiastic"

"Enthusiastic, very knowledgeable delivery. Felt like we were treated as intelligent professionals"

"Very informative and worthwhile"

"useful and thought provoking"

"a very positive training day"

"I liked the innovative approach to training"

"It was the best staff training attended for a while!"

"You did a great job keeping us focused...thank you for a really empowering day"