

Report title: Train the Trainers Review	Author: Chief Executive.
Date: September Board 2013	Status: For agreement
Report description: Recommendations from a review of the Train the Trainers	



Recommendations for future

The full report and discussion can be found [here](#)

Overall I believe that we are on the right track and it is my opinion that the project should continue with the following recommendations. The training has been of a high quality and the benefits are beginning to be felt. As a charity we need to find more opportunities to use our trainers and keep them engaged. These recommendations take on board community comments.

1. That the WMUK community is approached to find more opportunities to use our trainers.
2. That the fourth Train the Trainers is held in the Autumn outside London. Possibly in Wales to link in with the Living Paths Project or failing that in Scotland or an area where we currently need trainees.
3. That £20,000 is put into the budget for 2014-15 to facilitate two more sessions.
4. That as part of the 2014-15 programme we consider the possibility of including some refresher support for previous participants.
5. That a tender for a further two years is opened in February 2014.
6. That the accreditation system can function without the agreement of all lead trainers. Any two should hold the authority to approve Midas's recommendations.
7. That the Virtual Learning Environment is extended to include the best material from our wider community with work undertaken to increase its accessibility.
8. That the recommendations of the May 2013 Education Committee are considered particularly with a view to establishing reliable measurements of the course and its impact.
9. That one volunteer or failing that a member of staff is designated *Train the Trainers liaison* with the task of keeping in touch with the trainers, with quarterly email news and making sure they are given the opportunity to use their skills.
10. That a map on office wiki is established showing the approximate area where the trainers are willing to run sessions.
11. That simple profiles of the trainers are listed for people to see emphasising their skills, areas that are willing to travel to and any other factors they feel are relevant e.g. an interest in history.
12. That a chart of sessions delivered is created and maintained on office.
13. That emphasis is given to measuring satisfaction from those receiving training from our trainers.
14. That regular monitoring of delivery is made by lead trainers or others to ensure standards are maintained.
15. The retention of editors will be vital to the success of our whole programme and we need to pay special attention to supporting new editors through follow-up contact and support.
16. The comprehensive review be shared with Education Committee and staff for lessons learned.
17. That, following a volunteer suggestion, we create short profiles of our trainers for people to see that will emphasise the quality of the programme.
18. That we consider holding courses on weekdays.