

Guidance for Trainers

MODULE 2: APPOINTMENT PROCEDURES

ESSENTIAL READING:

- Constitution of Boards and Rules of Procedure, DES, 2011
- Rules for National Schools currently applicable
- Handouts – they are slightly different to the actual PowerPoint
- Circulars referred to in session All are available from www.education.ie

PREPARATION:

- Check whether the Patron/Patron Body has particular messages that should be stressed in relation to specific issues e.g. enrolment, ethos (characteristic spirit) etc.
- Have contact details for the local Diocesan Education Secretariats/Education Offices to pass on to participants should they need further clarification on certain issues
- Go through Power Point and time yourself with the script. Where you see “**Trainer’s note**” such background information is for the trainer only or to use in cases where a query arises
- Check with your Patron body in relation to copying the register, handouts, worksheets, evaluations etc.
- Print off, sign and submit the Indemnity Form re use of own vehicle to patron body.
- You will need to insert the name of the Centre/venue and the date of training session on evaluations **before copying**... Check who will collate evaluations and to whom will you send them at the end of the session(s)
- Set out a timetable for yourself – sample in booklet. Decide whether there is a break or whether the tea/coffee will be served at the start
- It is hoped that full boards will attend this session. 7 boards should be invited and even if 50% turn up you have a workable group of 28 approximately. Can you get the list of participants, their schools and their role on the BoM in advance of the session?
- Ideally, you will have access to a laptop and a data projector. Can you try out the technology in advance? Make sure and test CD as well. *(If you encounter a problem with the technology in a particular venue you can always talk through the handouts with the participants as a fall back position)*
- It would be wise in this context that a complete set of slides for the presenter is printed off (as distinct from those being distributed as handouts) should you need a fall back set of slides
- If possible check room layout – tables, chairs, screen, sockets etc. If you will be working in an unfamiliar venue check that all is in order well in advance – white wall/screen to project PowerPoint presentation, extension lead available etc. ...
- Go to venue well ahead of starting time to set up, make sure technology works etc.
- If you have any queries relating to the content whether during preparation or arising from any of the sessions, contact your Patron body.

SESSION:

- Think about ways of maximising time for this session: 2½ - 3 hours excluding coffee is necessary. It may be a good idea to run some sessions over more than one evening as this allows more time for interaction, dealing with group work as well as Questions & Answers.
- Distribute handouts which include PowerPoint slides, List of Acronyms etc.
- At the end of the session make sure you have registers signed and evaluations collected. These will be required for accountability purposes.
- Note the actual number of participants (male and female) as not all those present may either register or return evaluations. Put the total number of those in attendance at the top of the register.