

Encouraging Attendance at Member Training

Organising and presenting a Member training event is time consuming and to promote good attendance at any such training the following should assist:-

1. Give Members at least a month advance notice of any training event.
2. Avoid clashing with other Member meetings by checking proposed dates with Committee Services staff.
3. Offer the training at alternative dates and times.
4. When giving advance notice to Members explain why they should attend.
5. Keep the length of a training session as short as you can.
6. Consider offering the training immediately before a committee meeting.
7. Consider whether the training can be provided remotely using modern technology.
8. To hold evening training sessions even where fewer than six Members wish to attend.