

BEYOND LEARNING EVENT: PATHWAY 1, TUTOR-LED

Want to share your knowledge for the benefit of the community?
Here are the steps.

STEP 1
EXPLORE



Contact your local Learning Exchange Rep, to talk about what you can offer. Also talk to you own networks to see who would come along if you ran a session.

STEP 2
ORGANISE



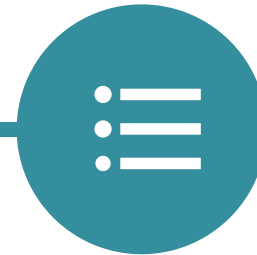
Agree a time and venue. Your Learning Exchange Rep can help with this. Complete a course information sheet and send to your local rep.

STEP 3
SHOUT OUT



Your local rep will put online and organise ticketing, and put the word out. But be sure to share with your own networks too.

STEP 4
PREPARE



If you've never taught before, we have resources which can help with this. Be sure to complete an expenses form too so you're reimbursed for your time and costs.

STEP 5
SHARE!



Deliver your session. Ask your learners to complete an evaluation at the end.



BEYOND LEARNING EVENT: PATHWAY 2, COMMUNITY-LED

If you're a community organiser/Learning Exchange rep, here are the steps to organising learning events.

STEP 1 EXPLORE



Find out what people in your local community might like to learn, and/or check out our list of volunteer tutors to see what's on offer.

STEP 2 ORGANISE



Get in touch with the tutor to explore possibilities. Agree a time and venue, and ask them to complete a course information sheet.

STEP 3 SHOUT OUT



Log into the Beyond Learning website and create the event. Share on Facebook pages and in other spaces, such as local community boards and newsletters.

STEP 4 PARTICIPATION



Encourage people to come along. Attend too if you can. Collate evaluation forms & ensure tutor is reimbursed for costs.

