

Class Rep Training: Social Reps



October 7, 2015

What we'll cover this evening..

- ✓ The role of Social Reps
- ✓ Thinking about the types of events we can run
- ✓ Best ways to approach staff
- ✓ Event ideas





WHAT'S THE BEST SOCIAL EVENT IN ST ANDREWS YOU'VE EXPERIENCED?



THE ROLE OF SOCIAL REPS

Event objectives



Idea
sharing



Cross-school



Feedback
collection




Student-staff
relations



Knowledge
building



JH – SH- PG



As a group, talk about the types of events that you could run for your School?

Inspiration

- Staff talks
- Film screenings
- Honours Pre-Advising Wine & Cheese
- Student-Staff Lunches
- Support Groups
- Dissertation Hand-In Party
- Pub Quiz
- And many more...

Education Discretionary Fund

- £4,000 for School Presidents and Class Reps
- Apply through your School President
- Joint funding with School and/or Society



Event Considerations

Audience

Inclusivity

Catering

Venue

Speakers

Invitations

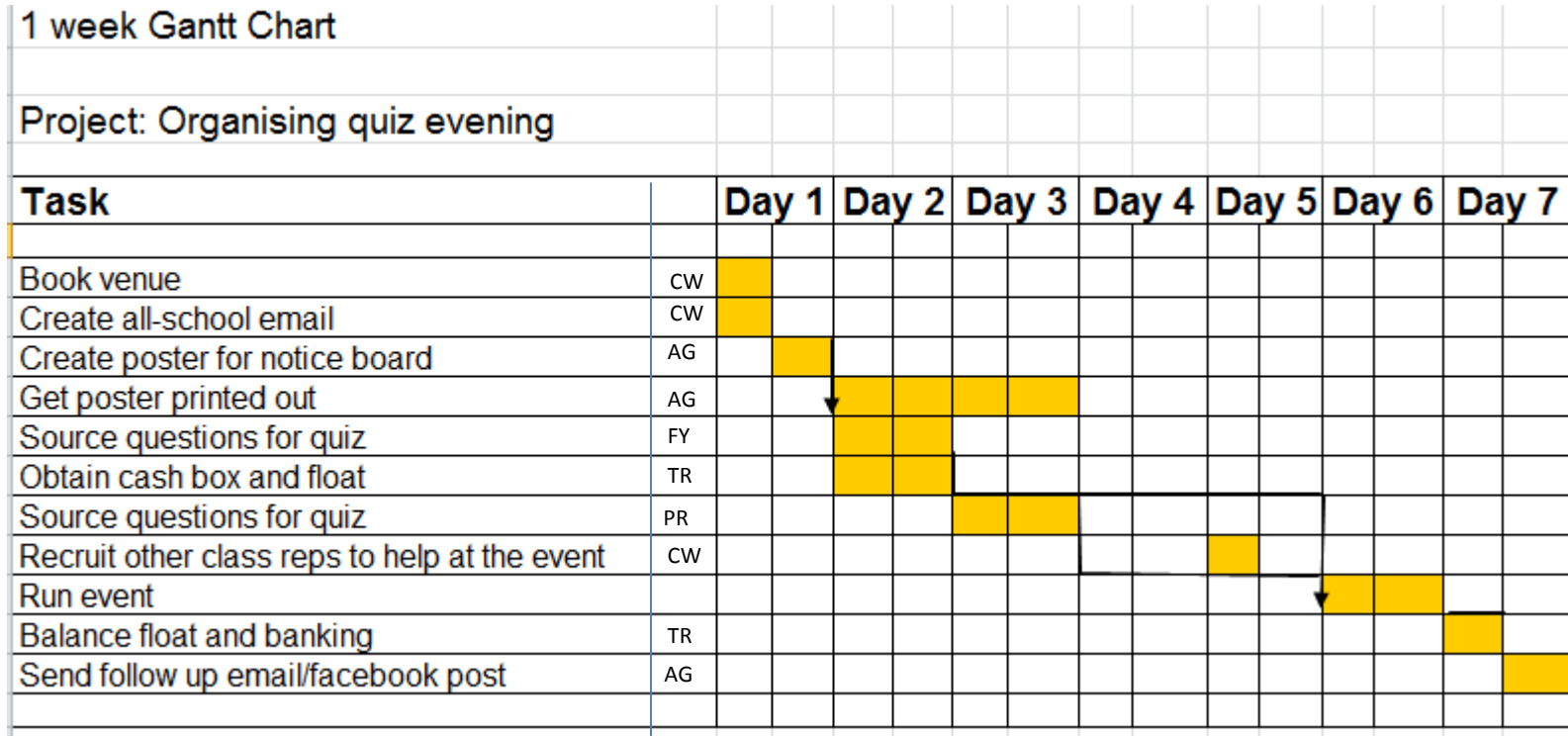
Costs

Timing

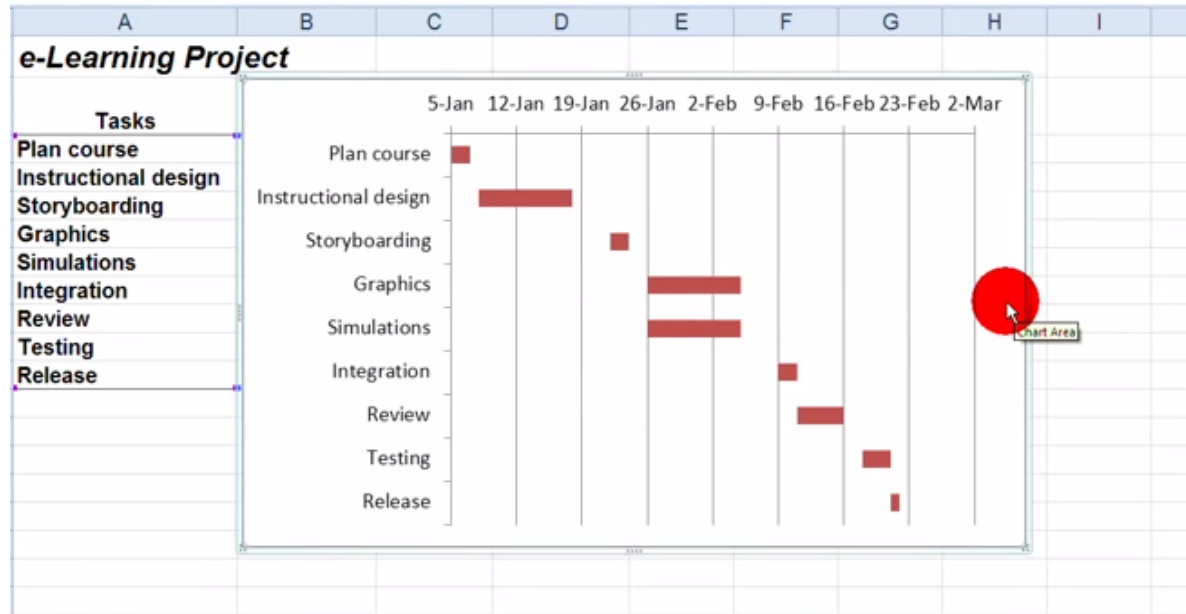
Post-event admin

Inter/Intra School

Event planning: Gantt Chart



Gantt charts on excel



<http://www.youtube.com/watch?v=sA67g6zaKOE&feature=youtu.be>

5 tips for approaching staff

- Have clear objectives in mind.
- *What is the event going to achieve?*
- *Why will your School be better because of it?*



5 tips for approaching staff

- Recognise that they're busy
- *Set their time expectations*
- *Why them and not someone else?*



5 tips for approaching staff

- Have a thought-through plan
- *Set their time expectations*
- *Why them and not someone else?*



5 tips for approaching staff

- Spread the load
- *Can new members of staff contribute?*
- *Who may appreciate the invitation*



5 tips for approaching staff

- Acknowledge their contribution (in writing)
- *What was their impact on the event?*
- *What efforts had they gone to?*

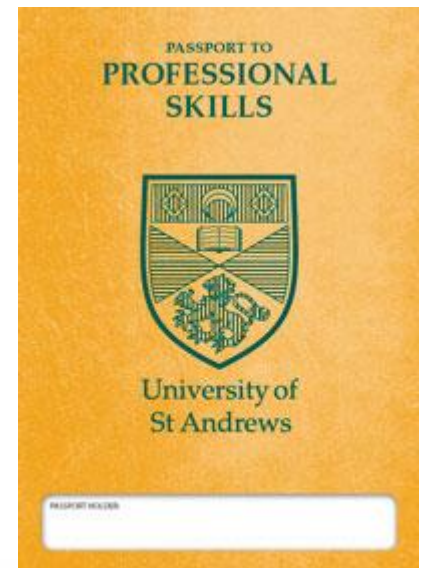
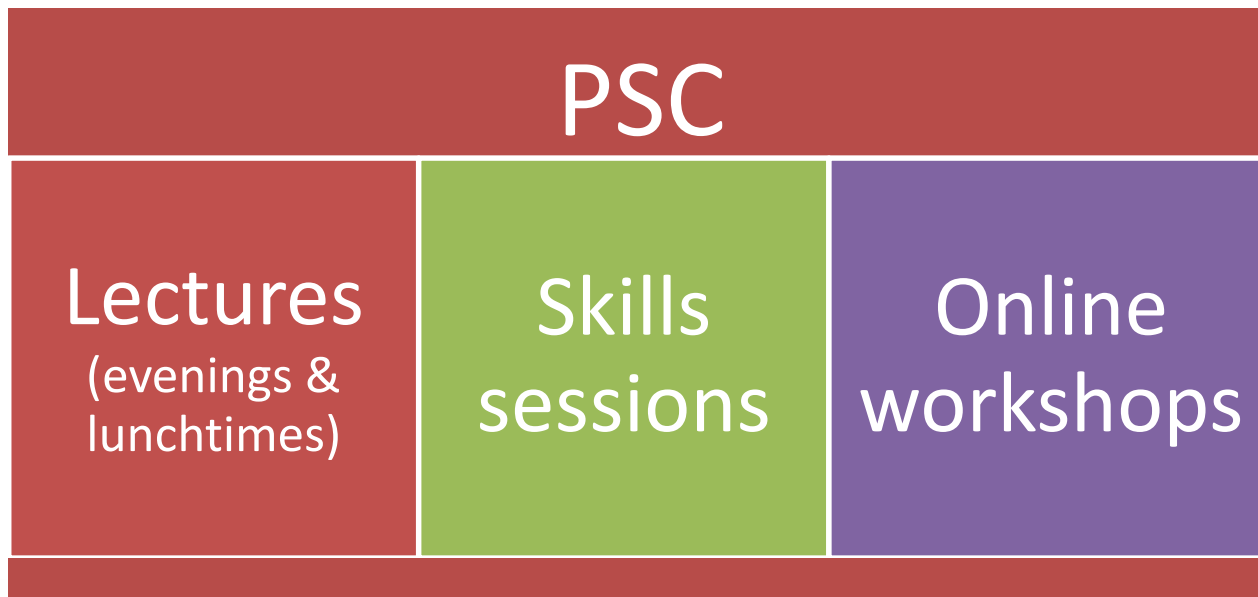


Event ideas

- In pairs, think of three ideas for events
- Scope out a simple Gantt chart for one



Leadership; managing a team,, speaking to a large audience, planning; building resilience, meetings and minutes, understanding thinking styles, project management how to engage others, assertiveness, presentation skills, positive personal impact; what employers want, valuing diversity, time management, interpersonal communication, followership; learning styles and train the trainer, writing for the web, effective posters, managing change, effective time management; negotiation skills, organisations and strategy, communication; professional conduct, influencing others, assess your English; confidence, motivation and mindset, being enterprising....



Proctor's Award



- Launched last year for School Presidents and Class Reps and will be mentioned on your transcript
- “To recognise amazing commitment by students in enhancing learning and teaching in the University”
- 2014-15 Winner: Martin Eide