Class Rep Training: Social Reps

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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





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

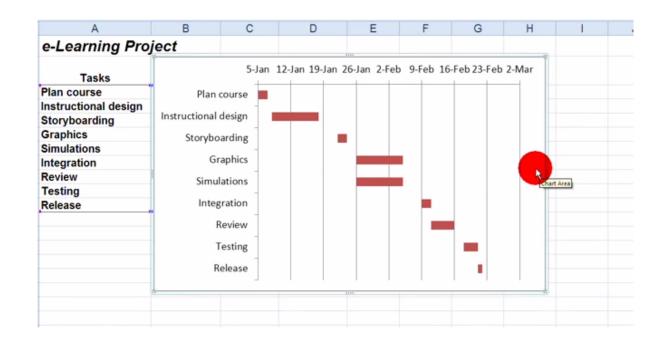


Event planning: Gantt Chart

Project: Organising quiz evening															
Task		Da	y 1	Da	y 2	Da	ıy 3	Da	y 4	Da	y 5	Da	ıy 6	Da	y 7
Book venue	CW														
Create all-school email	CW														
Create poster for notice board	AG														
Get poster printed out	AG		,	,											
Source questions for quiz	FY														
Obtain cash box and float	TR														
Source questions for quiz	PR														
Recruit other class reps to help at the event	CW														
Run event											,	,			
Balance float and banking	TR														
Send follow up email/facebook post	AG														



Gantt charts on excel



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



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





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





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





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





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





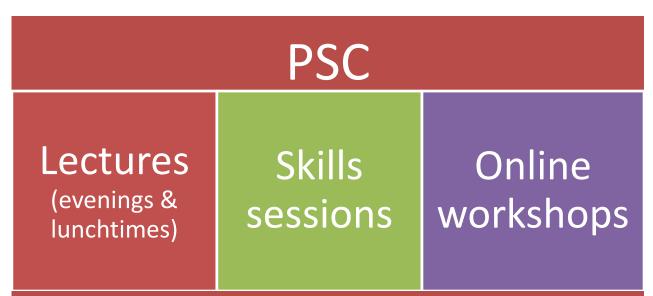
Event ideas

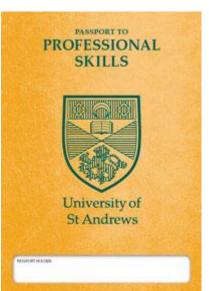
- In pairs, think of three ideas for events
- Scope out a simple Gantt chart for one





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

