**Course Rep Training Co-ordinators’ Network meeting**

**Wednesday 17 February 2016**

**sparqs, Papermill Wynd, Edinburgh**

**ACTION PLANNING TEMPLATE**

Use these prompts to identify actions in developing or reviewing your IAT scheme.

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| **Key stage** | **Your thoughts** | **Colleagues to involve or factors to consider** | **Timescales** |
| How do you define the role? What beyond CRT might they do? |  |  |  |
| How many sessions (and thus trainers) do you need (and can afford!)? |  |  |  |
| What systems for payroll etc do you need to create or use? |  |  |  |
| Besides the national training, what do you need to provide locally? |  |  |  |
| Do you have a process for booking sessions and allocating trainers? |  |  |  |
| How do you continually evaluate your training (and trainers)? |  |  |  |
| How do you learn from your trainers? |  |  |  |
| How can you involve trainers in developing your materials? |  |  |  |