

BICS Train Your Trainer Weekend

September 9th – 10th Venue: NUI Galway, Bailey Allen Hall, Aras na Mac Léinn

Friday 9th September

1pm – 2pm Registration and lunch

2.00pm – 2.30pm Introduction to the weekend and how to get your certificate

2.30pm – 3.15pm Societies and your institution: maximising your impact.

3.15pm – 4.15pm React Information Session (third level Alcohol initiative)

4.15pm – 4.30pm Tea break

4.30pm – 5.30pm How to conduct effective surveys

Facilitated by Professor Saoirse Nic Gabhainn

5.30pm – 6.30pm Chairing Skills

how to chair effective meetings and tips on keeping your team motivated

6.30pm – 7.30pm Secretary Skills: the power of the minute maker,

tips on how to arrange meetings and prepare agendas and minutes.

Participants in these two sessions will get the PowerPoint presentation and all handouts to use in their own society training. The sessions will be facilitated by Riona Hughes, BICS Chairperson and Secretary of the NUI Galway Societies Coordination group.

8.00pm Dinner

Saturday 10th

9.30am - 10am warmup/icebreakers

10am -11.30am

Concurrent Workshops

- Fundraising & Sponsorship

Facilitated by Jim Kelly

- Event Organisation

Facilitated by Mark Breen

Participants in these two sessions will get the PowerPoint presentation and all handouts to use in their own society training.

11.30am -11.45am tea break

11.45am - 1pm

increasing the participant's knowledge of the topic.

1pm -1.45pm lunch

1.45pm - 2.45pm

Presentation skills and group work on deepening understanding of your topic.

2.45pm - 4.15pm

Break into groups and work on the presentations.

4.15pm - 4.30pm

Tea break.

4.30pm - 6.00pm

first group presents to other group with experts feedback and supervision

6.00pm - 6.30pm Pizza

6.30pm - 8.00pm

second group presents to first group with experts feedback and supervision

8.30pm Dinner