

# Ilkley & District u3a Short Courses - Guide for Leaders

## Welcome

Thank you for considering running a Short Course. This guide will help you to get your Short Course up and running and will direct you to the resources and people that can assist you. Short Courses differ from Groups in that they are time-limited (often 6-10 sessions) and tend to be focussed on a very specific subject (e.g. The Works of William Morris, Pottery for Beginners).

## Getting started

Before starting a Short Course, it is worth gauging the level of interest amongst the membership. This is usually achieved by putting out a short course description in the fortnightly Newsflash and asking members to express an interest. There is a pro forma that you will be sent for capturing the relevant information for the Newsflash article. Please contact Lee Wellbrook at [shortcourses@ilkleyu3a.org](mailto:shortcourses@ilkleyu3a.org) for a copy of the pro forma.

## Venues

As part of your planning for the Short Course, you will need to consider the type of venue for your course (will you need a space for presentation; will you need a projector and screen etc.). There is a list of regularly used venues, with useful information about booking venues and the facilities they have on the website at <https://ilkleyu3a.org/Venues-information>.

You can also contact Lee Wellbrook at [shortcourses@ilkleyu3a.org](mailto:shortcourses@ilkleyu3a.org) if you have any requirements or questions that are not covered on the website.

## Budgeting

Some venues such as those in a member's home or in a pub will not incur costs but it is reasonable to expect members to contribute to costs of refreshments or buy a drink at the bar.

Please refer to the "Financial questions" section of the Venues Information page (see link above) for an outline of how to handle any costs or fees associated with your Short Course.

Any costs incurred by running the course should be covered by contributions from those attending so it is suggested taking the total costs, dividing by the number expecting to attend and adding 10% to 15% as contingency. Also consider the maximum number. Our booking system allows us to run a waiting list. So a place is offered to the first on the waiting list if someone drops out.

## Getting bookings via the website.

Once you have confirmed that there is sufficient interest in the course, it will be added to the Study Days and Short Courses section of the website by the website team (<https://ilkleyu3a.org/Study-Days>), and members will be able to register for the course.

There needs to be sufficient time between the opening of bookings and the first session to allow members to plan and for the course to be promoted in News Flash. It is suggested this period should be at least six weeks.

As members sign up for the course, they will receive an email and this is copied to the course organiser so you can know how many are expected. This email will need to be drafted to include not only the dates, times and venue of the course but any additional information such as equipment to bring, arrangements for refreshments and, of course payment of the course fees. We are keen to adopt the following:-

1. Please try to collect all attendance fees for all sessions in advance.
2. We have a specific Short Courses bank account for handling the attendance fees and members can make payment directly into this bank account if they wish. Therefore, payments for your course can either:
  - a. Be made to the Short Course leader in cash or by cheque made payable to Ilkley & District u3a Short Courses. Once all the payments have been made, the money can then be passed on to Lee Wellbrook for banking
  - b. Paid by the members directly in to the Short Courses bank account – A/c Name Ilkley & District U3A Short Courses; Sort Code 23-05-80; A/c No 51421779 – using the Short Course title as a reference. Once all payments have been made, please contact Lee Wellbrook so that the fees can then be transferred to the u3a main bank account for reconciliation.

### **Insurance and risk assessments**

Members of Ilkley & District u3a (and those attending a limited number of taster events prior to joining) are covered by a nationally agreed insurance policy. Further information plus details on risk assessments (if needed) can be found at <https://ilkleyu3a.org/Risk-Assessment-and-Insurance>.

### **Technology**

If you need to use any audio-visual equipment for running course, we have a stock of projectors, audio equipment and laptops available to book and use. These are all currently stored at the Clarke Foley Centre. Details on the equipment and how to book [select here](#)

### **Running the course**

Please consider the following when running your course:-

- Welcome and introduction for the attending members, and give out your contact details should anyone be unable to attend.
- Create a register of your expected attendees and make a note of attendance at each session.
- Ensure members know the structure of the course and are aware of what they can expect session by session.
- These are not just learning sessions but also an opportunity to socialise so build in time for chat and refreshments.
- If you are using slides, you may want to provide electronic copies of your presentation material to the attendees.
- If your course involves practical work, do the members need to bring any specific clothing or equipment?

- Take photos of the course sessions (with the members' permission) for the website team to use as publicity.
- Seek feedback on what has worked and where improvements can be made and feedback to the team.

We hope you find this document useful. If you have any suggestions or additions, please contact Lee Wellbrook at [shortcourses@ilkleyu3a.org](mailto:shortcourses@ilkleyu3a.org).