

**Expression of interest in providing training as part of an LI CPD Day**

**Your details**

Name	
Email address	
Daytime telephone number	
Mobile	
We will be running another event in Cardiff in June. Would you be interested in acting as trainer there too?	<b>Y/N</b>

Please give an outline of the training session or sessions you would be willing to offer **using the *Training Session Details template overleaf***. You are welcome to submit more than one training session proposal if you wish (please duplicate as needed).

Are there other topics or themes in which you might be willing to offer training as part of future events?

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Is there a colleague or contact you wish to recommend as a trainer for particular topics for future CPD days?

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Please return to Alex Byrne at the LI [alexb@landscapeinstitute.org](mailto:alexb@landscapeinstitute.org)  
by 9 December 2011

## Details of your training session

*Please complete one form for each training session you wish to offer*

<b>Title of your training session</b> The title of your session should be catchy, but accurate and succinct.
<b>Seminar leader</b> Please give the name, company and position of the person who will be delivering the training
<b>Description</b> Describe the scope and content of your session e.g. "the session will provide guidance on.....", "explain that ....", "raise / extend awareness of...", "help attendees understand...", "enable delegates make informed choices about..." Please limit your description to 150 words
<b>Session objectives</b> What will attendees be able to do as a result of attending your session e.g. "at the end of the session delegates will understand ....", "be able to apply ....", "have up to date knowledge of..." Please limit your description to 150 words
<b>About the seminar leader</b> Use this section to briefly describe your background of you or your company. You may for example wish to briefly indicate your credentials in relation to the training you will be delivering in this session. Please limit your description to 150 words
<b>Audio visual equipment required for your session and any other special arrangements</b> Please give details of any equipment you will need for your session
<b>Further reading</b> Please give details of books, publications, websites you recommend delegates should refer to on this topic. This list will be given to delegates on the day.

## **Notes on completing your expression of interest in offering CPD training**

Thank you for your interest in offering training as part of the LI's next CPD day. We have already held one event like this in October 2011 which was well received by members.

The following notes give more information about the CPD day, and how to complete your expression of interest form.

### **Remuneration**

A flat rate fee of £250 will be paid to those who act as trainers on the day.

For this fee, you will be asked to develop and deliver a training session of 50-60 minutes duration (including time for questions). Depending on the programme, you may be asked to deliver your session in a maximum of two timetabled slots during the day, and/or to host a drop in surgery on your topic. We expect sessions to be attended by up to 40 delegates.

Lunch will be provided and you are welcome to attend other training sessions during the day free of charge, subject to timetable and availability. (We will contact you before the event to ask you which of the other seminars you would like to go to.)

The flat rate fee is inclusive of any travel or other expenses you incur i.e. no additional payment is available. Payments will be made on delivery of training, on receipt by the LI of an invoice from you.

### **The content of your training session**

The intention is that the emphasis of the CPD day will very much be on the practical – delivering knowledge, skills and updates that practitioners can take away with them and apply in their work. The types of training session you might want to offer include

- Updates on legislation, standards, guidelines
- An introduction to, or exploration of, a new idea, approach, technique or issue
- Tips on how to do something
- Case Studies exploring in detail how a technique was used in practice

You may decide that you wish to focus on a topic or theme very specific to landscape architecture; alternatively, you may wish to provide a session which looks at a more general issue, theme or skill area – for example setting up in practice, managing a team, leadership, financial or marketing skills and so on. Whatever the subject matter, the aim of your session should be to help learners to do their job better in some way.

While there is no prescription on what your training must cover, your session is expected to refer to statutory requirements and best practice standards wherever relevant e.g.

- codes of practice, regulations and standards
- Health and safety / CDM
- Sustainability issues
- Accessibility issues
- Long term maintenance and life cycle costs of any products

You must have permission to use any images you include in your materials and give full credit to those responsible for projects or innovations you use to illustrate your topic.

### **Completing your expression of interest in taking part**

A completed example of the 'Training Session Details' part of the form, in which you are asked to describe the training you are able to offer, is given in Fig 1.at the end of these notes.

In completing your form, please think in particular about

- The general scope of what you will be offering and session aims. What topics will you be covering and how will you be dealing with them?
- What delegates can expect to gain from attending your session. What specifically can they expect to learn? Will they understand something new, develop new insights or experience a new way of thinking? Will they be up to date on a particular topic or issue? Will they have mastered (or had an introduction to) a new tool or technique?

The title of your session should be catchy, but accurate and succinct.

Please note that the information you provide will form the basis of the information which will be made available to delegates at the time of booking. However you will be given the opportunity to update and amend details of your session before the event programme is published.

### **Handouts**

The LI will arrange copying of delegate handouts to a maximum of 20 black and white A4 sheets per person, provided that materials are supplied by providers no later than one week before the event. If you choose to produce your own handouts no further payment is available to fund this.

### **Deadline for expressions of interest in offering training**

The deadline for expressions of interest is Friday 9<sup>th</sup> December.

### **What happens next?**

We will contact you by mid January to confirm whether we would like to invite you to take part in the next event.

Our aim will be to provide a balanced and varied programme for the day and this may mean that we are not able to use all expressions of interest for the inaugural CPD event. If we are unable to invite you to take part in the next session, we will keep your details on file for use in our planning of future CPD days.

**Fig 1. Example of a completed training template**

**Title**

The art of mentoring

**Seminar leader**

Mrs A.Trainer, Head of Practice, AT Professional Development LTD

**Description**

Many will be familiar with the formal role of Mentor through the Pathway to Chartership. However, mentoring can be just as important in a range of contexts – for new members of staff, work experience students, and fellow practitioners. It can be a rewarding experience for the mentor and the candidate. This seminar looks at a number of techniques and gives ideas and tips on how to make the most of mentoring in your practice.

**Session objectives**

At the end of this session you will

- Understand the importance of effective mentoring
- Understand the ways mentoring can be applied in the workplace
- Understand the some basic mentoring techniques
- Feel confident about using

**About the session leader**

Andrea Trainer is Head of Practice at AT Professional Development Ltd, a company specialising in training and HR for the environment and construction industry. The company's mission is to help companies and individual professionals achieve their full potential. Andrea has 20 years experience in delivering training, with a particular interest in the development needs of landscape architects.

**Further Reading**

- Coaching and Mentoring for Dummies by Marty Brounstein
- The Art of Mentoring: Lead, Follow and Get Out of the Way by Shirley Peddy
- CIPD Coaching and Mentoring Factsheet (<http://www.cipd.co.uk/hr-resources/factsheets/coaching-mentoring.aspx>)