

Guidance for completing the 'Add Trainer Details' form.

The subtitles below refer to the areas on the 'Add Trainer Details' form in the 'Training' area of the INVOLVE website.

Public Name

The name you or your organisation wishes to be publicly known by.

Contact Details

These are compulsory fields, but you can choose whether these will be made public or whether they should be for INVOLVE's records only.

Tip: The more contact details you give, the easier it is for people to get in touch with you, and the more likely they will.

Geographical Area

This is the geographical area in England that you work in or would be prepared to work in. Click in the boxes relevant to you. If you tick 'All England' then the other boxes for regions will automatically show ticks.

Add more specific information to the free text box.

Tip: Include the names of specific towns, counties or areas you prefer to work in when you write in the free text box. When somebody does a free text search using a specific geographical location your details will then come to their attention if they match.

Tip: If you also cover Scotland or Wales or are based there, use the free text field to say so. (INVOLVE are funded to cover England only)

Health/social field(s) covered by training

Tick the field's you work in.

Tip: If you provide training that might be a useful component for public involvement in research, but is not designed specifically for it, i.e. effective meetings, group dynamics, assertiveness skills, tick the 'general' box.

In the free text box type in any special areas of research in which you train, i.e. mental health, children and families, diabetes etc..

Tip: Think about what words somebody using a free text search would use to find your special area of training, and include these in the text.

Skills Areas

Select the box that applies to the skills you train in. Using the asterisks in the drop down menu, indicate relatively how often you train in that skill, selecting one asterisk for low and three for high. For example:

- *** 'most often' (you can select up to five skills in total)
- ** 'often' (you can select up to five skills in total)
- * 'less often' (there is no limit on the number of skills you select)

The reason for these different ratings is to help people using the database to select a shortlist of trainers or training that may suit them more easily. It is especially helpful where trainers have given long lists of skills areas they train in.

Tip: Select only skills you are confident and competent about training in. There is nothing more frustrating for both trainer and trainees to discover that training objectives have not been achieved.

Tip: Use the free text box 'Other related skills and further information' to explain more about the skills you train in.

Level of Training

This is a free text box in which to indicate what level you are able to train to. For example, do you train towards a recognised qualification, or is your training aimed to be informal and enabling? It is important to be clear about this from the outset.

Tip: Remember that people using the free text search facility on the database will be using certain keywords, so use appropriate terminology when writing anything in this box.

Style of Training

What training style do you use to enable participants to learn? Is it workshop style, lecture, mentoring, distance learning, interactive/experiential, or academic?

Tip: It is important to be very clear about how you actually deliver learning, as this will be a key area people will look at. People have different learning styles and will want to know what you do.

Tip: See appendix 3 in the INVOLVE publication 'Report of the Training for Public Involvement in Research Seminar, 22nd April 2004, 89 Albert Embankment, London.'¹ It is downloadable from the website.

¹ Steel R. (2004) 'Report of the Training for Public Involvement in Research Seminar, 22nd April 2004, 89 Albert Embankment, London.' INVOLVE.

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Approach to training

This is an opportunity to say something about your training ethos. What are your training values, ethics, philosophy and 'mission'?

Open to whom?

Tick the box or boxes relevant to the backgrounds of people you aim to train.

Tip: Use the free text box to clarify who your training is aimed at.

How offered?

Use this area to say whether you are:

- Offering regular training, or a training course, open to individuals who might want to join as participants. (N.B. You might want to consider giving notice of training events on the Website training notice board.)
- Offering a training service to people who might want to commission you to provide training on a contract.

Tip: Use the free text box to clarify anything not addressed by the tick boxes.

Charging Policy

This free text box gives you the opportunity to indicate what and how you charge for training.

Tip: This is not a compulsory field, but it is in your interests to provide information if you want to be contacted by people seeking training. The more specific you are, the more helpful it will be to people using the database.

Personal/Organisation profile

Use the free text box to say what your experience and track record in training is.

Tip: Be absolutely honest about your experience, and present your self positively.

Examples

Give up to 3 examples of recent training work undertaken with dates.

Tip: Only one example is compulsory, but it is in your interests to add other examples if you have them.

Tip: If you are contacted with a view to providing training, expect people to take up references.

Additional Information

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Use the free text box to add any further information not requested elsewhere on the form.

Any additional links

Use the field to add any other Web or email links

Password

If you are giving your details for the first time you will need to invent a password you will remember. You will need to use this password next time you want to log in and change your details.

'View Draft' button

This enables you to view the draft details of the information you have supplied as it will appear publicly, but with the details you have opted to make confidential in red. From here you can go back and edit again, share what you have written with a colleague before publishing, or submit your details for publication on the database.

Contact us if you have any queries or problems: Email: admin@invo.org.uk Telephone 023 80 651 088.

