



SUAS VOLUNTEER PROGRAMME
SAMPLE TRAINING WEEKEND TIMETABLE

Friday					
Time	Session	Session Purpose	Equipment	Groupings & location	Who - Lead Name First.
6.30	Tea, coffee, Soup & Sandwiches			AX1	
7.00	Opening Session	To help teams to catch up with one another.	Laptop, LCD projector.	AX1 Seated in their teams, chairs in circles	Programme Team
7.30	Review Session	Volunteer teams review how their preparations have been going To share updates from the Partners in India and Kenya	Laptop and LCD projector. Flipchart and A4 paper Pens and markers	AX1 Seated in their teams, chairs in circles Suzanne Flood - Partners Laura Bennison– VP team	Programme Team
8.15	Guest Speaker Frank Flood – Irish Aid	To give the volunteers an introduction to Irish Aid, its function & focus, & its relationship with Suas	Laptop and LCD projector.	AX1 Tables arranged around the room. Participants seated in mixed groups.	Development Coordinators to Introduce
9.00pm	Close of Formal Session – recap on weekend overall objectives				Suzanne.



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Saturday					
Time	Session	Session Purpose	Equipment	Groupings & location	Who (owner in italics)
9.00	Welcome & introduction to the day. Intro to Prayas Jahangirpuri: Delhi Partner	To position the day. Past Volunteer Will present on their experience with the Partners (photos, videos etc)		AX1	<i>VP team</i>
9.15	Teaching Practice Session	To introduce the Volunteers to teaching practice. First part will be proding an Introduction to teaching practice, lesson planning Second part will be teams planning what they need to do	LCD Projector. Two Rooms – 4 teams in AX1 2 team in AX2.	They will work in team groupings. Past volunteers will work with each group – Sadhbh to go between groups	<i>Suzanne</i> Sadhbh Coyle & Past Volunteers
11.00	Coffee with past volunteers	To provide knowledge of the placements from past volunteers	4 teams will have read through the 07 group reports and all teams will have read 08 needs analysis prior to the weekend		<i>VP team</i> Past volunteers
11.45	Introduction To Language Skills Input 15mins Role Plays 45mins	To introduce basic language skills. To motivate the participants to learn more before they go to work in another country	Flip charts and pens in two rooms.	AX1 AX2 Break into groups Bengali - Kolkata Hindi – Delhi Swahili – Kenya	<i>VP team</i> Abhishek – Bengali Guest – Swahili teacher
12.45	Lunch				
1.45 – 2.15	Fundraising Session	To give an introduction to fundraising – “How to” Project Management	LCD Projector	Input from Fundraising Manager & then teams break into groups (college teams,	<i>Suas Fundraising Manager</i>



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		Goals and Ideas Previous examples Our support – what we can do to help...		volunteer living in the same area)	
2.15	Team Session	<ol style="list-style-type: none"> 1. <i>Team Vision and Purpose.</i> 2. <i>To agree ways of working together</i> 	LCD Projector. Someone to demonstrate how to work on Values.	ALL AX1 Breakout: Class B, C, D Arts building	<i>VP team</i> Plus all facilitators working with their Teams.
3.45	Coffee			AX2	
4.15	Health Safety and Security	Teams to work through some scenarios. To discuss and plan for what they might do in situations such as: <ul style="list-style-type: none"> - emergencies - Bad behaviour of a Team Member - Conflict 	LCD Projector Case Study Scenarios prepared and distributed to each Team. HSS Handbook	AX1 Laura to introduce Suas HSS manual & explain process Breakout: Class B, C, D Arts building	<i>VP team</i> All facilitators observing their Teams.
5.45	Closing Session	Re-cap on the Themes of the day. Outline plans for the next day emphasising Time.	LCD Projector	AX1 Teams at their Tables	<i>Suzanne</i>
6.00	Dinner			North Campus Restaurant	
7:30	Panel Discussion Bryan & Sadhbh (Suas Partner Support team) Ansuman (Sanuj Sangha Rural Development, Director) Abhishek (Project Manager, Sabuj Sangha)	Topic – Development Challenges Facing India and Kenya Current Approaches to Development Open Discussion and Debate	Table/Chairs & Microphone Q&A from volunteers	AX1	
9:30	Close of day				



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Sunday					
Time	Session	Session Purpose	Equipment	Groupings and Location	Who – Lead name first.
9.20	Welcome & introduction to the day. Intro to Vikramshila	To position the day. Past Volunteer will present on their experience with the Partners (photos, videos etc)		AX1 Sitting in their teams	<i>Suzanne</i> <i>Sadhbh</i>
9.30	Development is...	Interactive session where teams and volunteers voice their views on Development...	LCD 8 statements on Development – volunteers to prioritise in order of importance	AX1	<i>Suzanne</i>
10.00	Introduction to Global Perspectives Activities during preparation phase and overseas	To introduce the theme of global perspectives at a programme level – GPW/ NGO afternoon visits/ learning before you go To introduce the theme of global education – history of education in India	Feedback Questionnaire	AX1 Intro	<i>Suzanne</i> <i>Stephen & Andrea</i>
10.30	Break			AX2	
10.45	Guest Speaker Michael King – Trinity College Department of Integration Studies Background to Development Economics	To provide an introduction to Development Economics	LCD projector	AX1	Laura
11.45	Intercultural Exercise	To create an experience of what it is like to enter a different culture. To help the Participants to learn about their	Match sticks Flip charts and Pens. Facilitator	AX1	Programme Team



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		assumptions that may get in the way of developing good relationships.	Notes Stop Watches x 2		
1.15	Lunch				
2.15	Practicalities Session To cover administration updates, medical, fund raising, visas, flights and other essentials.	Update and Support with preparations	LCD Projector	AX1	VP team
3.00	Planning Session in Teams Coffee Available in AX2	To provide an opportunity for teams to create plans for what they need to do before the next weekend.	LCD Projector and screen	AX1 Some teams can work outside or in AX2 if they wish	VP team Past volunteers sitting with the teams for advice
3.45	Closing Session		LCD Projector and Screen	AX1	VP team
4.00	Clean up Session		Everything	All	ALL