All committee members are required to attend any training sessions that they think will be useful for their role.


You can book a place from Monday 27th January – spaces are limited due to capacity, so you should sign up as soon as possible after this date.

Please make sure you arrive promptly for your session and are able to attend the whole session. Please note each session will last the full 1hr or 90mins as advertised.

This is the last chance you can attend a training sessions for the 2019/20 academic year. Please note that there have been 3,000 spaces available for Society/Committee training since April 2019.
## BOOKABLE TRAINING SESSIONS

### YOUR SOCIETY/COMMITTEE ELECTION & HANDOVER

<table>
<thead>
<tr>
<th>SESSION</th>
<th>WHEN?</th>
<th>WHERE?</th>
<th>SUITABLE FOR...</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Run an Effective Society/Committee Election and Handover</td>
<td>10th Feb (Mon) 10am-11am OR 10th Feb (Mon) 12pm-1pm OR 18th Feb (Tues) 11am-12pm OR 18th Feb (Tues) 2pm-3pm OR 24th Feb (Mon) 11am-12pm OR 24th Feb (Mon) 12pm-1pm OR 25th Feb (Tues) 1.30pm-2.30pm OR 25th Feb (Tues) 3pm-4pm</td>
<td>All sessions in Gallery Room 2, SU</td>
<td>All Committee Roles</td>
<td>Learn how to hold a fair and accessible society election during your AGM (Annual General Meeting). Explore the most effective ways to hand over to the new committee.</td>
</tr>
</tbody>
</table>

### COMMITTEE POSITION TRAINING

<table>
<thead>
<tr>
<th>SESSION</th>
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<th>SUITABLE FOR...</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Societies: getting started</td>
<td>16th Mar (Mon) 11.30am-12.30pm</td>
<td>All sessions in Gallery Room 2, SU</td>
<td>All Committee Members from Societies approved since February 2020</td>
<td>It can be difficult getting started as a New Society, this session will give you the support you need to get started and an idea of how Students’ Union Societies work and become successful.</td>
</tr>
</tbody>
</table>

### LEADERSHIP, SKILLS AND EMPLOYABILITY

<table>
<thead>
<tr>
<th>SESSION</th>
<th>WHEN?</th>
<th>WHERE?</th>
<th>SUITABLE FOR...</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing Your Employability</td>
<td>17th Feb (Mon) 1pm-2pm</td>
<td>Gallery Room 3, SU</td>
<td>All Committee Roles</td>
<td>As a Committee Member you have so many chances to develop your employability skills and add to the experiences on your CV. Come along to this session to discuss how to identify the skills you have developed throughout your time as a Committee Member.</td>
</tr>
<tr>
<td>Making the Most of Your Committee Experience</td>
<td>24th Feb (Mon) 12pm-1pm</td>
<td>Gallery Room 3, SU</td>
<td>All Committee Roles</td>
<td>As a Committee Member you have so many chances to develop your employability skills and add to the experiences on your CV. This session will focus on helping you learn how to sell these skills effectively and identify ways in which you can structure applications and interview answers to best reflect your experience. This session will also include a section to help plan for further development of these skills.</td>
</tr>
<tr>
<td>Discover What Role You Play in a Team</td>
<td>3rd Mar (Tues) 11.30am-1pm</td>
<td>Gallery Room 2</td>
<td>All Committee Roles</td>
<td>Employers often ask you what role you play in a team. Using the Belbin Team Roles questionnaire, find out what role you typically play and how best to understand the behaviour of others.</td>
</tr>
<tr>
<td>Problem-solving drop-in sessions</td>
<td>10th Feb (Mon) 3pm - 4pm OR 18th Feb (Tues) 12pm - 1pm OR 26th Feb (Wed) 1pm - 2pm OR 5th March (Thurs) 12pm - 1pm</td>
<td>Activities and Sports Zone Area</td>
<td>All Committee Roles</td>
<td>Tim (your Society Coordinator) will be based in the Zone Area at these times. No need to book, just come along and discuss any issues or problems that you might have with your society/committee. (Please note: these drop-in meetings are not HEAR-able)</td>
</tr>
</tbody>
</table>

**HEAR.**

Undergraduate students: Attending a committee training session is a required task if you would like your 2019/20 committee role to be recorded in your Higher Education Achievement Report (HEAR). These February/March sessions are your last chance to attend training.

You:
- Can attend any session
- Need to attend one session per committee (so two committees = two sessions)
- Need to arrive on time and stay until the end of the session
- Need to sign in to the session

The training session will count towards HEAR verification for the society/committee which you select on your sign-up form.

Questions about the HEAR? Please email hear@shef.ac.uk.

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**Why Do We Run Society/Committee Training?**

Training is a great opportunity to:
- Pick up tools, tips and information that will help/support you in your role
- Share ideas and experiences with fellow committee members
- Ask questions about being on a committee
- Find out about the Students’ Union services available to you

**We have £40,000 to give to societies each year!**
You can apply for this at https://su.sheffield.ac.uk/groups/societies-committee

**Want free Pop Tarts tickets or Coffee Revs vouchers?**
We run a society of the week initiative, where every Monday we give our society of the week 10 free Pop Tarts tickets (or 15 free vouchers for Coffee Revolution). Let us know at societiescommittee@sheffield.ac.uk with your nomination!

**We can make changes happen in the Union!**
We work closely with the Activities Officer and help your voices get heard about what matters. Please let us know if there’s something you feel needs changing for your society to run effectively! societiescommittee@sheffield.ac.uk

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Our next forums will be **Wednesday 19th February 12pm-3.30pm** (30 mins per society category), Studio, SU Building.

We will be discussing the Activities Awards – including the nominations process – and Committee AGMs and hand-overs.

This year’s **Activities Awards** takes place on Saturday 16th May in the Octagon Centre.

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**Need Society Help?**
- Help and support for your society in manageable and downloadable guides - visit the Society Support Hub: www.sheffielddsu.com/societysupport
- Visit the Activities & Sports Zone Desk (open weekdays 10am-5.30pm during term-time) or email us: activities@sheffield.ac.uk