

Running INSET for Staff on Well-Being

Tips for facilitators.

Make sure **everyone** has been invited

Well-Being is about the whole staff

Where

A space large enough to move about comfortably

Preferably not the staff room as this is where staff relax and have their own things

Time

Be very clear about start and finish time

Advertise them well in advance

Stick to them, particularly the finish time

Refreshments

If staff have been working prior to the event then a drink and something to eat is advisable. If it is an INSET session then consider tea at 3.30pm for a 4pm start

Equipment

Check that everything you need is working, has a spare bulb, extension cable or wifi availability if necessary.

Pens with ink, pencils sharp, collect together a 'goody' box of bits and pieces you might need.

Set chairs (large enough for adults) out, prior to people arriving, so that they are in either a circle or horse shoe. Remember for good communication people need to be able to see faces.

Make sure you can see a clock that is keeping good time.

Water should be available.

Running a session

Establishing the rules of the session is important. It doesn't have to be onerous just a gentle reminder about listening and respecting other people's views.

Using power point.

Beware. This can soon be overdone and often detracts from people being fully engaged. For well-being people should be actively involved, be able to voice opinions and take an interest in others.

Do not read a power point out to the audience. Just have bullet points that you expand upon when talking.

Prompt cards are useful especially if you are nervous but also so that you know exactly where you are up to and don't miss anything out. In an interactive session it is very easy when people are talking to forget where the session is up to.

If you split a large group up into smaller groups try to do it by using a game eg cards with a theme such as the following for groups of four

- | | | |
|--------------|------------|----------------|
| 1. breakfast | 1. salad | 1.roast dinner |
| 2. egg | 2. tomato | 2.meat |
| 3. bacon | 3 cucumber | 3 two veg |
| 4. sausage | 4.cress | 4. gravy |

Remember groups should not be over 6 in size. Try to keep to odd numbers...3 or 5 work well.

Finishing off

Always warn people when it gets within 15min of the finish.

Allow 5min. to do a round so that everyone gets a chance to say openly...one thing they are taking away from the session is.... When it gets back to you finish by thanking them for coming and taking part, and wish them a good journey home.

Make sure everything is cleared away before you leave so that tomorrow can start a fresh.

The most important thing is ... ENJOY IT !

Don't forget the Well-Being team can help you put something together so email for help on schoolstaffwellbeing@lancashire.gov.uk