

The University of the Third Age Riverland Incorporated is a completely autonomous body, based on an international education movement formed in France in the 1970's. It is a volunteer, not-for-profit, self-help organisation.

## Guidelines for Facilitators (Group Leaders/Tutors)

The committee is very appreciative of the time and effort facilitators or group leaders devote to U3A Riverland and thanks them for volunteering. If we can be of any assistance to you, please don't hesitate to notify us either through the Course Co-ordinator or Secretary.

Adult education usually invites more student participation than traditional classroom teaching. U3A takes this to another level, positively encouraging members of the group to share their life experiences and to participate in the "teaching".

### Here are a few hints to help you:

#### At the first session with a new group there are a number of "housekeeping" duties to perform:

- Point out any fire exits, fire assembly points, toilets, nearest first aid box, phone for emergency use etc. Always think safety first and do a check of the venue each time you use it. Arrange with the facility to remove any issues that may pose a safety problem.
- Ask members to wear their membership tags to each class. It encourages social interaction and is a real bonus for those of us with bad memories!
- Complete an attendance record for each of the sessions

#### Introduce yourself:

- Explain your knowledge of the subject: professional or passionate amateur, or perhaps someone without specific knowledge of the subject but who has volunteered to steer the group through the learning process
- Give a brief explanation of U3A for the benefit of any new members (similar to the first paragraph on this page)
- Give the group a phone number and/or email address to submit apologies if they are unable to attend a session. We encourage apologies in advance as this may affect what you choose to teach or, in extreme cases, whether the class is held at all.

#### A good way to start a new group is with an ice-breaker:

(These are *optional* but provide a way of introducing everyone and forming them into a co-operative group)

- The easiest and quickest method is to ask each person to give their name and say something about themselves
- If you have more time you might and want to begin team building, consider asking them to pair up, tell each other about themselves and then each person introduces their partner.

#### Tell the group what you hope to cover in the course:

- Explain what you hope to cover that session
- Repeat the main points you have covered, as a reminder, at the end of the session

#### We want to encourage a friendly, social environment:

- If possible arrange tea & coffee making facilities for each group
- Incorporate a tea break into the programme at a time to suit you, but most groups stop for a cuppa and chat halfway through the class
- Perhaps ask for volunteers to set up and pack away the tea/coffee etc.

**Be aware that for some members this may be their first learning experience for many years:** You may need to

- Build self-confidence.
- Be quick to praise
- Make first steps small and easily achieved
- Spend more time with those who need it rather than the “noisy wheels”

**Various community groups allow us to use their premises, sometimes for a small charge:**

- Ask members to be considerate of our sometimes-delicate host/guest relationship
- Understand that sometimes room availability changes at the last minute
- Respect host property and do not use without approval
- Leave rooms as they are found
- Remember to turn off air conditioners, fans, lights, urns etc before leaving

**We aim to have most groups financially self-supporting:**

- There may be a small fee to cover venue hire
- Group members can be asked to contribute to the cost of photocopying notes etc

**Taking photographs for publicity purposes:**

- As a facilitator or group leader you may wish to take photographs of your participants which could be published on our U3A Riverland website, in the newsletter or in other print media
- It is essential that verbal permission be obtained from each of the participants before taking a photograph
- Suggest people refrain from being included if they do not wish their photo to be used in such a way
- If you have a photo that is suitable submit it to the Publicity/Marketing officer

## **Administration**

Some general administration to be undertaken includes:

- Taking enrolments and keep waiting lists. Once enrolments are complete, we can confirm if your participants are financial members if you provide us with the list of names prior to the activity commencing.
- Please complete the attendance record for insurance purposes and return the course coordinator after each term. If you are unable to scan or email the completed document, a return addressed stamped envelope can be provided on request.
- A person who is not a member of U3A Riverland may be permitted one activity to see if it interests them. After that they must become a member and enter their member number on the Attendance Record. Please direct them to our website for membership applications and renewals, or have them call our mobile at the end of these guidelines.
- If you become indisposed or are having a holiday during term, it is recommended you inform your participants or find someone in your class to facilitate it in your absence and manage the attendance records

## **Venues**

As of June, 2017, the Berri RSL Clubrooms have become the headquarters for U3A Riverland. Two large rooms are available for our activities. There may be rare occasions where the clubrooms might be required by the RSL members, and this will need to be negotiated with U3A Riverland beforehand.

Any venue for an activity should be free to participants and U3A Riverland. Such venues are all Riverland Libraries, as well as the Chaffey Community Centre Renmark, and now, the Berri RSL Clubrooms at 1 Wilson Street Berri. If it is not possible to reserve a free venue and a fee is incurred, that fee should be sought from members, and should be advertised beforehand via the term schedule.

***U3A Riverland current membership is essential to participate in activities***

Further information at: [www.u3ariverland.org](http://www.u3ariverland.org) Email: [u3acoursesriverland@gmail.com](mailto:u3acoursesriverland@gmail.com)

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