# SSLC Chair/Sec Training

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| Timing | Task | Objective | Task Notes |
| 5 mins | Before an SSLC | To understand the role of a SSLC Chair/Secretary around the organisation of SSLC Meetings | Discuss as a whole group what SSLC Chairs/Secretaries should do before an SSLC Meeting.  Present what their roles are.  Discuss the importance of collaboration with Academic Convenors |
| 5 mins | What Makes a Good Chair | To challenge views on what a good SSLC Chair looks like | Divide into groups of 3-4 and ask “What Makes a Good Chair?”  Feedback to whole group  Discuss what the presentation says a good chair is.  Ask the whole group if they find something surprising. |
| 5 mins | During an SSLC | To understand the role of a SSLC Chair/Secretary around the delivery of SSLC Meetings | Present the role of an SSLC Chair/Secretary in an SSLC Meeting  Hand out the template documents and describe the importance of Action Lists and Minutes. |
| 5 mins | After an SSLC | To understand the role of a SSLC Chair/Secretary around following up after SSLC Meetings | Discuss as a whole group what SSLC Chairs/Secretaries should do after an SSLC Meeting.  Present what their roles are.  Remember to present the new SSLC Minute system. |
| 5 mins | Outside an SSLC | To show the opportunities for SSLC Chairs/Secretaries can get involved with Warwick & HE issues | Present the ways that SSLC Chairs/Secretaries can get involved with University & HE Areas.  Discuss the importance of celebrating Rep Wins and the new project |
| 5 mins | Support & Resources |  | Present the resources available to SSLC Chairs/Secretaries |

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Sub Heading

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