

Guide to Running a Course

DATES

Once you have decided to run a course, we would ask you provide us with approximate dates for your event; we will then source an Education for Health Trainer who will lead your day/s.

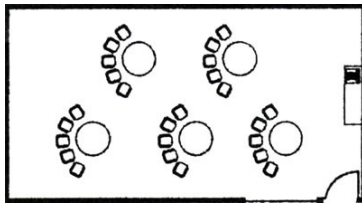
ADMINISTRATION

After the date and Trainer have been agreed, we will send you a Third Party Agreement. You will need to read carefully before signing and returning to Education for Health no later than the date stipulated in the Agreement. On receipt of the signed Agreement, we will progress with your booking.

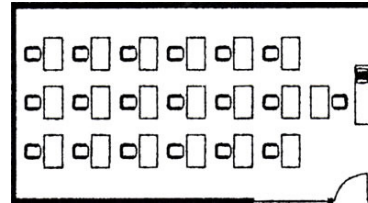
VENUE

It will be necessary for you to book and pay for the venue, including refreshments/lunch for the students and trainer or notify them if there is no lunch provided. Seating to be provided for a maximum 25 students, plus a trainer, table and chair. To always be set up as cabaret style seating (see example) with exception of exam days which should be set up as classroom style seating.

Cabaret Style Seating



Classroom Style Seating



Practical Assessments

The following courses will require an extra room for the practical Assessments (breakout room for the Examiner and 1 – 2 students):

- Spirometry diploma and degree modules
- Cardio Respiratory – Assessment and Diagnosis degree module
- COPD degree module

EQUIPMENT

- Laptop with speakers and sound card PLEASE INFORM US IF YOUR LAPTOP IS ENCRYPTED
- Data Projector
- Flip Chart and Pens

Hardware

- External SVGA port and required connectors to connect LCD Projector.
- USB Port that permits access to USB Flash Drive which holds learning materials (CD Rom is provided for encrypted laptops)

Software

- MS PowerPoint 2002 (or greater) or MS PowerPoint Viewer

For further information please contact:

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