



Hosting a Transition Training

This document sets out how to go about hosting a Transition Training, specifically Transition LAUNCH and Transition THRIVE, which is intended for those who have set up a Transition Initiative and want support in taking the next steps.

1 Introduction

Transition Training currently offers various trainings including:

- Transition LAUNCH- a 2-day course in how to set up and successfully run a Transition Town
- Transition THRIVE- a 2 day course in how take existing Transition Initiatives to the next level
- Transition TALK (formally *Transition Talk Training*) - a 1-day workshop to gain the confidence, skill, and knowledge to give a good public talk on your transition project
- EFFECTIVE GROUPS- a 2 day training that covers key skills in creating effective collaboration.
- RESILIENT FOOD SYSTEMS- a 2 day training is for any food producer, farmer, grower (urban or rural), or food processor (large or small) wanting to move to low carbon, resilient systems.
- Inner Transition Training

Our courses LAUNCH and THRIVE have been delivered over a hundred times in many countries all around the world. Transition Network organises regular trainings in Totnes, London and occasionally other venues. We would like trainings to happen in as many places as possible, both in the UK and internationally. We now have a pool of highly qualified and approved trainers with a spread around the country, and abroad, who deliver these training.

We are developing additional trainings and workshops. There is a training taking shape based on building local social enterprise linked to our REconomy Project, as well as a 1-day course designed to get individuals involved and ignite their desire to change the world.



Look in the Transition Newsletter for more information, or check our website <http://transitionnetwork.org/training> .

2 What we provide

- The Transition Trainers. We have a community of trainers who will facilitate the training which takes place over two (very full) days for Transition LAUNCH and Transition THRIVE and one day for Transition TALK.
- We will bring all teaching and training material, some of which we will need you to photocopy.
- Publicity over the network for the event.

2.1 What we need from you

A space to do the training that would be suitable for 16-24 people (approx 5 x 6 metres minimum). The space that reflects the values of the training is best, so a centre that is committed to sustainable practices - composts food waste, serves organic food, etc **is best but not essential**.

- As we project slides we need to have either a projector powerful enough to be used in sunlight or the ability to shade the area where slides are projected. If there is a plain white wall to project onto that's usually fine, but if not a screen is needed.
- Basic training materials: flip charts, white board, flip chart pens, digital projector, 4- plug electrical lead (and extension if needed to reach the power socket), photocopying facilities, and or printer, and a set of computer speakers.
- A kitchen space suitable for making cups of tea and coffee, and if possible lunch to share and wash up.
- The refreshments, such as a selection of teas and coffee, and snacks.
- Accommodation for the trainers; 1-3 nights depending on distance to travel, if required.
- The ability to arrange, publicise, and organise the training, collecting all fees due, and or fundraise for it as you see fit. We need a named liaison person who we can communicate with before during and after the training as necessary. This person can, and ideally should be participating on the course.
- Email and telephone list of all participants and those expressing interest to be supplied to us.
- To book and liaise with the needs of the participants prior to attending. As this training is usually non residential, we supply participants with maps of how to get to the venue and travel information (nearest train station etc) and a list of local B&Bs or if there are people in the locale who are willing to put participants up that is a bonus!



- We will send you sample joining instructions and spread sheets for keeping track of bookings.

3 Financial Model

3.1 Costs for Transition LAUNCH and Transition THRIVE

Our training fee, which is for two trainers for two days, is currently £1,100, or £280 per trainer per day, plus their travel and accommodation expenses.

The Transition Network needs a proportion of the course fees to cover our admin and development work as follows:

£10 per participant for the Transition LAUNCH and Transition THRIVE course (but doesn't ask for anything for Transition TALK). We are happy to reduce this pro rata for bursary places.

We suggest you charge:

- **£100 - £120** per participant who is self funded
- **£150** per participant who are paid for by an NGO
- **£200** per participant who is paid for by a council or business

The Network will then ask for a total of £30 per participant who are paid for by a NGO and £50 per participant paid for by a business or council. We suggest this as a way to make more money for your Transition Initiative (or pay for bursaries) and to help us fund the work of Transition Network.

3.2 Costs for Transition TALK AND THE ART OF WELLBEING

The training fee for two trainers for one day is £560, plus travel expenses, or £280 per trainer per day if one trainer is doing the event. If accommodation is needed this will also need to be provided or paid for. We don't ask for any fee to be paid to the Transition Network for Transition TALK as this is an essential outreach function, however there is a £5 admin fee per participant for The Art of Wellbeing workshop.

We suggest a cost of **£40-60** for these 1 day trainings, depending how many participants you are expecting.

This covers the trainers' fees, travel and accommodation expenses for the trainers, venue hire, coffee tea and incidental expenses, plus the administration fee per

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person which goes to the Network, this should give you a break even point at about 16 participants. It is up to you how you arrange this however. We want organisers to be able to cover their costs (including your time!) and make some extra that can go toward their transition project.

3.3 Charging for the Courses and Taking Bookings

We always ask people for a deposit of at least £40 to ensure their place, and *don't consider a booking confirmed until we receive this*, and we recommend you do the same. We have had places wasted because people booked and didn't turn up while others were turned down because the course was full. This will also help you to know that the course is financially viable. We are charging the minimum we can do this work for. We do not have funding for delivery and have to make it pay for itself.

We also require you to offer low cost or no cost places to those who cannot afford it and so we make it accessible to all. This *might be* 2-4 half price or no-cost places, or something equivalent. Many organisers have obtained funding for their training so many participants didn't pay anything, or paid a minimal fee for the training. Please see the appendices for how some other initiatives funded their course.

How to Handle Bursary Places

For locally organised trainings we suggest you offer no more than 3 to begin with. If there are more requests then put them on a waiting list (in the order they are made) until you reach a break even point with your bookings. When you know that your course is financially viable i.e. you can cover your expenses, you can offer the people on your waiting list the remaining bursaried places on a first-come first-served basis. If they are paying a reduced amount do ask for a 50% deposit to confirm their place.

3.4 Sample budget for a 2-day training:

Item	Cost
Training fees for two trainers for two days	£1,100
Trainers' travel costs (varies)	£200



Trainers' accommodation (varies - zero if hosted or staying at home)	£120
Venue hire (varies)	£200
Refreshments est.	£30
Photocopying, materials est.	£15
Total expenses	£1,645
Income: £100 per place with 3 half price bursaries	
18 full cost places	1800
3 bursaries	150
Total income	1950
Balance	£305
Fee to Network for 19.5 places (or more if places are booked through organisations)	£195
Profit to local project	£110

The local proportion increases if you can find low cost venue, free accommodation, and have local trainers (we are doing our best to ensure we have trainers in most parts of the country to minimise travel costs and CO2 emissions).

4 Planning a Course

4.1 Setting the Course Date, Venue and Trainers

If you would like to host a course contact the Transition Network office by emailing the address above. The training coordinator will discuss possible dates that fit in with the overall schedule, and confirm the date fully when trainers have been booked. Trainers and the contact person will be put in touch with each other by email.



By this point you should have a confirmed venue for the course and a known contact person. Let the training coordinator have this information to ensure the course is added to the Transition Network website. The information we need for the web site is:

- Contact email and name of that person
- Location (just town and country)
- Date

A list of all enquiries is kept, and will be forwarded to you if they are in your area & might want to attend. All further enquiries will be forwarded directly to your local organizer. The final list of participants should be emailed to the office (training@transitionnetwork.org), and a copy made available to the trainers on the first morning of the training. Any remaining payments should be collected on the morning of the first day of the course.

We recommend you choose dates for your training well in advance - at least 3 months - to allow time for you to advertise in your region and through your networks and for people to book. The deadline to confirm if a training will go ahead is two weeks before it is due to run. This ensures that if the course has not got the participants it needs to at least break even it can be postponed or cancelled. It is important that people are made aware of this when paying their deposit. Just to let you know the vast majority of courses fill easily and it is unusual to have to cancel a training.

Our cancellation policy is that the course is finally confirmed two weeks before the start date (or earlier if you have enough bookings with deposits to at least break even), and we recommend that you find a venue that can accept this. See below for more details.

4.2 Publicity and Filling the Course

If you are organising the course it is usually the case that you have people locally who want to attend. We encourage you to put the information out well in advance to Transition contacts, other community and environmental or faith groups, and any other networks you can connect to.

Some people come through the Network web site, both nationally and internationally. Most courses have run without a large marketing effort, but you will need to put the word round! Please see our recent Transition Training trifold which you can download and print. Many have also downloaded the course description from the website and made their own flyer using local logos etc.

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4.3 Checking the Course will Run - Cancellations policy

It is important that you let participants know that the course will be confirmed on the Monday two weeks before the start date and that if they book travel before then they do so at their own financial risk. If you don't make this clear and the course is cancelled they may feel you should cover any costs they have incurred.

Two weeks before the course is due to run the organiser should contact the training coordinator to confirm how bookings are doing. If the course is scheduled for a weekend this should happen on the previous Thursday or Friday.

Our equation for deciding whether one of our courses is viable is that we have at least 75% confirmed bookings of the minimum viable number, and at least 25% further unconfirmed bookings or enquiries.

So if the minimum break even number is 16 fully paid places we would go ahead with 12 deposits paid (for full prices places, or 13 if two are half price bursaries) and a further 4 places booked and awaiting deposits. We have (unfortunately) learned from experience that no matter how keen and interested a prospective participant is, a booking is not confirmed until a deposit has been paid. We cannot emphasise this enough!

This is how we manage the risk of not getting further bookings to make the course viable. If you are personally going to have to cover the cost of cancelling or making a loss you may want to have all 16 (or however many to breakeven) places with deposits paid (there is still a risk that some people won't turn up and pay the full amount, but this is rare). Transition Network does not have a fund to subsidise courses that don't cover their costs - we will do all we can to help the course to fill and run. If bookings are slow please get in touch with us at an early stage as there may be help we can offer.

If there are enough bookings to confirm the course two weeks before running it is at this stage we confirm to the trainers who then book travel - since this is often by train or bus this allows cheaper advance fares, but creates a financial commitment that the organiser is liable for if the course does not run.

5 After the course has run

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After the course has run you will need to send the list of participants and contact details to the office training@transitionnetwork.org and then you will be issued with an invoice for the appropriate admin fee per participant. Any monies remaining are for use by your selves in your local transition initiative.

Please note, it is the host's responsibility as organiser of the training to pay the trainers.

5.1 Contacts

Please send administrative queries to our training coordinator, Naresh Giangrande, at the Transition Network office using this e mail training@transitionnetwork.org .