THE WHEEL'S STANDARD TRAINING CALENDAR

Half-Day Training Session

The Wheel's Half-Day training sessions run from 9.30am-1pm and are paid for by attendees. The average attendance at these events is 30-40 people from the Community and Voluntary sector.

These sessions are held on Zoom Meeting and attendees have access to microphone and video. Breakout rooms are an option during these sessions. Chat may be enabled.

One-Hour Webinar

Our one-hour webinars are free to attend and are only available to members of The Wheel. Attendance averages around 80-100 attendees. These sessions are held on Zoom Webinar and attendees do not have access to microphone and video. Breakout rooms are not an option during these sessions. Polls, Chat and Q&A may be enabled.

Sharing Slides

The Wheel will share a PDF of the trainer's slides with all attendees (at a half-day training session) and all registrants (of one-hour webinars) after the event.

Recording

One-hour free to attend webinars are recorded and link to same will be shared with all registrants. This is managed by The Wheel, and recordings are saved as Unlisted on The Wheel's YouTube channel.

In Person vs Online

Events and training will either be in person or online. This decision is at the discretion of The Wheel. One-hour webinars will always be online.

Communications

The Wheel will register trainees for events and their data will be managed on The Wheel's CRM.

The Wheel's Training and Events Officer will communicate the event logistics with the registrants before the event and follow up with the resources afterwards.

A copy of the registration list, containing the registrants' names, job title and organisation will be provided to the trainer a week ahead of the event.

Tech Support

The Wheel will host all online events on their own Zoom account. Zoom details will be shared with the trainer a week ahead of the event. Trainers will have full access to screen share, breakout rooms etc. A member of The Wheel team will log on to the session to read a housekeeping script to attendees and will stay logged on to manage any technical issues that the attendees might experience.

Lead Times

All event details must be provided to The Wheel no less than 6 weeks ahead of the agreed date of the training. This allows the team enough time to promote the event to our database and ensure that the right people are in the room.

Fees

The Wheel's standard fee is:

- €500 for preparation and delivery of a half-day workshop,
- €150 for preparation and delivery of a one-hour webinar.