



Stronger Charities.
Stronger Communities.

PRINCIPLES AND PROCESS FOR SELECTING TRAINERS FOR THE WHEEL'S TRAINING CALENDAR

Purpose

To provide clear guidelines for selection and evaluation of trainers delivering workshops and webinars to ensure high-quality, consistent, impactful learning experiences for the community, voluntary, charity, and social enterprise sector.

Trainer Principles and Expectations- How We Can Work Together To Deliver Impactful Training

The Wheel aims to work with trainers who can provide high-quality, relevant and engaging learning experiences for the nonprofit sector. Trainers should demonstrate:

- **Quality and Consistency** – Training is well-prepared, reliable and brings real value to participants through defined learning objectives.
- **Subject Relevance** – Trainers have detailed knowledge of the topic they want to deliver.
- **Learner Focused** – Training is designed and delivered in ways that are accessible, inclusive and tailored to the Irish nonprofit and social enterprise context.
- **Training and Facilitation Skills** – Experience in adult learning, using interactive and participatory approaches and adapting to different audiences and learning needs.
- **Technical Competence** – Confidence in delivering both in-person and online sessions (e.g. Zoom, Teams), including use of digital engagement tools like polls and breakout rooms.
- **Professionalism and Accountability** – Alignment with The Wheel's [mission](#) and [values](#), openness to feedback and evaluation and commitment to respectful and engaging learning environments.

- **Governance Alignment** – Training should support sector standards and codes of good governance, including the Charities Governance Code, and be delivered by suitably skilled trainers.
- **Accessibility and Inclusion** – Use of plain English, accessible formats and inclusive practice, with sensitivity to diversity, equity and inclusion.

Proposals

If you would like to deliver training as part of our calendar, please submit a proposal via the [Training Proposal Form](#) detailing the following:

- Your experience in delivering structured training for adult learners.
- Your experience working with the nonprofit sector in Ireland.
- Evidence of past successful training (for example, testimonials or participant feedback).
- A short outline of the session you would like to deliver with defined learning objectives and evidence of your subject matter expertise.

If a trainer has already delivered a training with The Wheel, The Wheel may still request a proposal if it is a new subject matter for the trainer and/or if a significant amount of time has passed since the most recent training was delivered.

The Wheel’s Training Manager and team will review all proposals and may arrange a follow-up call with you to discuss them further. Proposals scoring above an average of 3.5 out of 5 will be considered for inclusion in the training programme. However, due to limited dates and the potential overlap of similar topics, not every trainer may be scheduled within a given calendar year. We will ensure that any feedback provided is shared transparently.

Subject Matter Expertise

Some areas of particular interest include priorities outlined below:

1. Digital Transformation	Training workers to support the use of digital technologies in organisations.
2. Enhancing leadership and management skills	To increase organisational impact and high-performance workplace practices, including strong governance, well-formed strategy, and agile and effective management and planning.

3. Green Transition	Training workers to support organisations' sustainable practices and goals.
4. Developing new business models	New approaches to earning-income and fundraising; and new models for working with statutory funding partners.
5. Achieving high-quality, innovative and responsive workplaces and services	Demonstrating impact and communicating it effectively.
6. Addressing current sector priorities	Such as re-engaging volunteers, retaining staff, collaborative working, measuring impact, new ways of working etc.

As well as other sector relevant topics, including but not exclusive to:

- 7. Governance**
- 8. Fundraising**
- 9. Strategy**
- 10. Boards and Governance**
- 11. Communication and Marketing**
- 12. HR and Employment Law**
- 13. Policy**
- 14. Data Protection**
- 15. Networks**
- 16. Social Enterprise**
- 17. Coaching and Mentoring**
- 18. Succession Planning**
- 19. Communication within teams**

These are some examples of subjects we have found useful to our audience; however, we are open to new ideas and proposals.

Exclusion Criteria

The Wheel will not engage trainers who:

- Deliver generic, non-specialised training without demonstrable sector relevance.
- Cannot provide evidence of prior professional training delivery to adult learners.

- Use training primarily as a sales or marketing tool. Reaching out to our members to pitch services without going through Wheel channels before or after the training is against GDPR and our organization guidelines.
- Cannot provide content description before training.
- Decline to use The Wheel branding during presentation delivery.

Evaluation and Quality Assurance Process

- Pre-engagement review: Review of proposal.
- Initial observation: Review during first delivery.
- Participant feedback: Collection and analysis of evaluation forms for each session. Feedback will be shared with trainer.
- Ongoing improvement: Based on feedback, possible conversation for areas of improvement.
- Collaboration: Ongoing open dialogue about The Wheel and trainer's working relationship and areas for improvement.

When working with The Wheel, we commit to:

- Provide clear guidance and support throughout the planning and delivery of training.
- Maintain open dialogue and be available to answer questions before, during and after training.
- Promote training to ensure good participation and reach for our members.
- Provide timely feedback on training delivery and materials.
- Ensure timely payment and fair recognition of the trainer's time and expertise.
- Support trainers in delivering a high-quality and impactful learning experience.
- Share your details as part of promoting the training.
- Provide branding and guidelines for creating slides

Shared Goal:

Together, we aim to strengthen learning, build capacity and provide meaningful, practical and engaging training for the nonprofit and social enterprise sector in Ireland.