

OVERVIEW: PLANNING STAGES FOR COURSE ORGANIZERS

DEPARTMENTAL DECISION

The host centre gives the course leader authority to arrange the TAASK course, the course venue is booked and budget approved by management.



RESERVE COURSE DATES

The course leader reserves the dates for the course at taask.info/booking. The dates can be held for 4 weeks.



PLAN FACULTY AND PARTICIPANTS

Each sim team includes 1-2 approved facilitators, at least one external faculty member should take part in the course.

Assembling the faculty is the responsibility of the course leader.

All course places must be pre-ordered in writing before TAASK Express courses can be confirmed. The host department may if it wishes make some of its pre-ordered course places availabe to external participants via taask.info. *

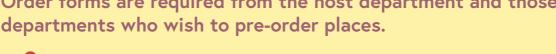
Usually ½-¾ of places are pre-ordered by the host, and ¼ by other departments.



SUBMIT ORDER FORMS TO TAASK SECRETARIAT

DEADLINE: 5 MONTHS BEFORE COURSE

PREFERABLY: by 1 September for spring courses; 1 March for autumn. Order forms are required from the host department and those





SECRETARIAT CONFIRMS COURSE AND ADVERTIZES ON TAASK.INFO A BaseCamp project is shared with the course leader, containing

a detailed to-do list.

All participants must register on the course portal to access the pre-test and be included in the course planning.



LICENSE AND COURSE FEES INVOICED **5 MONTHS BEFORE COURSE**

The following are sent by the TAASK secretariat:

> To external course participants: invoices for pre-ordered course

- places. > To the host department: invoice for TAASK licence fee minus the
- above course fees.



3 MONTHS BEFORE THE COURSE The TAASK Secretariat arranges a video meeting (30-60 minutes)

with the course leader and a member of the TAASK steering

committee. The 'to-dos' in the course's BaseCamp project are used to confirm that all necessary arrangements are in place, that course timetable is

correct and that the faculty have access to the course portal.



The TAASK Secretariat arranges a video meeting (30-60 minutes) with the course leader. The course participants are arranged into

groups and the course roster is finalized. The material on the course portal is checked.



planning process.

DAY BEFORE THE COURSE

The faculty meets as early as possible in the morning and then prepares for the course. Around 60 minutes are spent in a group meeting planning the course in detail, and around 90 minutes in a debriefing technique workshop.

*WHY SO COMPLICATED? The threat of having to cancel a course or turn participants away by having to downsize a course at short notice is both stressful and time-consuming for

course leaders. The above routine is intended to transfer what would have been last minute chasing of course participants to the early stages of the

MORE INFORMATION: WWW.TAASK.INFO/PLANNING