

**BRIEF FOR TRAINERS WITH REGARD TO ICOS SKILLNET
TRAINING DAYS REQUIREMENTS:**

1. Please use ICOS Skillnet **PowerPoint Slides** (examples herewith) and add your own logo onto the logo panel.
2. The first slide for all programmes must be the introductory slide which covers health & safety, security, classroom agreements, breaks and an introduction to the trainer.
3. The second slide must outline that the programme itself is funded through ICOS Skillnet
4. Give **ICOS Skillnet Handout** to trainees at the beginning of the course.
5. Please do a brief introduction explaining that the training course is part-funded by ICOS Skillnet and co-operative member companies.
6. Ask trainees to complete all the forms in full.
7. One of the forms is the **Sign-In –Sheet** which is to be completed on arrival – where co-op name is asked for, it is the co-op name not the branch that is required e.g. Dairygold Co-op not Raheen Branch.
8. **Trainee Profile Sheets** to be completed before the course commences – please check these as they are being returned to you and give back to the trainees if they have not completed any sections – if they do not want to give their age that is acceptable.
9. It is necessary to have a signature on the Sign-In-Sheet and Trainee Profile Sheet as this shows proof to our funding providers that the trainees attended the course.
10. Framework or qualifications – explain to attendees
11. You will also be supplied with a sign for the door – example herewith.
12. Final form to be completed is the **Evaluation Form** – please ensure that you have all of them before the trainees leave for the day.
13. **Resources Check List** – for your own use to remind you to bring necessary items on the day and to check the venue. We only require the venue information sheet to be returned to us if there is a problem with the venue.
14. **Trainer Report** to be filled in on each day of training so if the training is a 4–day course this form needs to be filled in 4 times. This form has to be returned with other documentation to ICOS Skillnet.
15. Please also supply the notes on your presentation either on hard or soft copy after the training for our files.

NB: All paperwork must be returned to ICOS Skillnet completed in full before payment will be made against invoices for the courses completed.