**Training Session Proposal 2020**

If you’d like to run a training session for Capital Growth, whether you’ve run one before or not, we are looking for fresh ideas that would inspire and educate our network. We pay £40/hour plus a £30 admin/expenses fee to cover (printing handouts/feedback forms, refreshments etc) and our courses usually run for between 2 and 3 hours. E.g. for a 3 hour course the fee would be £150 (incl. of VAT).

We will try to match suitable proposals with our training Hubs and Partner gardens, either through our Capital Growth training programme where we delivered 39 courses in 2019, or through one of our many network and partner events, such as [Grow Well Feel Well](https://www.eventbrite.co.uk/e/grow-well-feel-well-health-wellbeing-and-growing-food-in-the-city-tickets-62304309868).

Please note – your course title, description and details will also be used to help promote bookings for the session. Please have a look and see what we have delivered for our [Capital Growth training sessions](https://www.eventbrite.co.uk/o/capital-growth-3336758948) in the past. Do remember to keep it as descriptive, interesting and aim to appeal to as broad a demographic as possible!

Capital Growth will support new trainers across the capital to run training courses at our Capital Growth Hub/Partner gardens. In 2020 we will have 6 training focuses, so please cater your training course to come under one of these following themes.

* ***Climate resilience***: Sustainability and growing for the future
* ***Grow for nature***: Improving biodiversity, habitat creation and growing organically
* ***Growing connections***: Growing for health, wellbeing and community
* ***Growing culture*:** Focus on London's food growing heritage
* ***Growing enterprise***: Focus on enterprising ideas and selling produce
* ***Get children growing***: Engage children and young people outdoors

**What is expected from a Capital Growth Trainer?**

* The trainer will be responsible for delivery of a minimum of 1 session, including practical activities, the preparation of materials or equipment on site and printing any supporting documentation including feedback forms.
* The trainer will be responsible for introducing Capital Growth (notes provided), unless a Capital Growth staff member or volunteer is present and agrees to take on this responsibility.
* The trainer must ensure feedback/monitoring is completed and delivered to Sustain (Capital Growth) within 2 weeks of the training. This is pre-requisite for payment.
* Any budget for extra material must be agreed in advance and before the session.
* If the trainer is external to the Hub/Partner, Capital Growth will put the trainer in contact with the Hub/Partner to discuss/agree any specific support needed with preparation and to confirm any tasks that might need support on the day.

**What will Capital Growth offer?**

* Pay a Capital Growth approved trainer. We pay £40/hour plus a £30 admin fee and our courses usually run for between 2 and 3 hours. For a 3 hour course a trainer would be eligible to invoice for a total of £150 plus any materials priced/agreed in advance. We are also open to suggestions for full day courses of up to 6 hours. e.g. for a 3 hour course the fee would be £150 (inclusive of VAT)
* Cover the costs of materials, but only where agreed in advance as this may affect how we price the course.
* Help with planning/reviewing training sessions
* Management of ticket sales and bookings (via [Eventbrite](https://www.eventbrite.co.uk/o/capital-growth-3336758948))

*Please send your completed proposal to* [*janelle@sustainweb.org*](mailto:janelle@sustainweb.org) *by Wednesday 8th January 2020 at 12pm.*

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| **Trainer Name:** |  |
| **Short Bio:** |  |
| **Email:** |  |

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| **Session Title:** | *(Example – Organic food growing for beginners )*  *Often the courses in most demand are those with a clear, concise title (see above) and the broadest appeal i.e. sharing skills that anyone can practise, whether they have a garden, allotment or not i.e. foraging, mushroom cultivation etc.* |
| **Location** *(TBC)***:** |  |
| **Date and time** (TBC)**:** |  |
| **Description** *(Concise, Clear and Catchy):*  *Example - “Learn the basics of saving your own seed from common vegetables, herbs and flowers. Saving seed is a great way to become more self-sufficient, to save money and to grow healthier, more vigorous crops which are adapted to your local environment. You will learn top tips for saving and storing your seeds correctly and have a go at some practical seed saving activities. Seeds from the London Freedom Seed Bank, grown and saved in London, will also be available for you to take home for free.”* | |

**Session Structure** *(Recommended 3 hours, with minimum 1 hour practical or breakout section)*

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| **Time** | **Topic** | **Activity** |
| *(Example: 10:30-10.45)* | *(Introductions)* | *(Everyone introduce themselves and overview of objectives for the session)* |
| *(Example: 10.45-11.00)* | *(Why save seeds?)* | *(Discussion: motivations for seed saving)* |
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