



Workshop 2018

How to be a Happy & Successful Convenor

Tuesday, 27th November 2018 from 10.30am – 3.30pm

Benson Parish Hall, Benson. Oxon. OX10 6LZ

Coffee will be served from 10.00am

Happy, enthusiastic and well-informed Convenors are the lifeblood of the U3A Community

This workshop is a 'must' for all Group Co-ordinators and Group Leaders. Owing to limited space and because we want every U3A to have a chance to send representatives, two places per TVN U3A will be held open until **Friday, 31st August** after which applications will be taken on a first come, first served basis if space is still available.

Facilitators for the day are Mike Hender, Sarah Jones, Juliet Kitchiner and Peter Metcalf from Chiltern U3A.

Provisional Programme

10.00 Registration and coffee

10.30 Mike Hender and Sarah Jones will share some of the best practice they have observed while working with their U3A's 150 convenors and identify ideas and approaches that often lead to happy and successful groups. They will explore what makes a meeting successful and discuss how to get the best from the dynamics of the group. Followed by break-out sessions and feedback.

12.30 LUNCH

13.30 Based on *best practice workshops* and *surveys* that have been run with Chiltern Convenors, Mike will take attendees through some practical ideas on the preparation, delivery and follow up of a successful U3A meeting. Followed by break-out sessions and feedback.

15.00 Open 'surgery' on ideas and issues that have surfaced during the day.

The day is open to all members of U3As in the Thames Valley Network. There will be no charge for attending (as the workshop is fully funded by TVN) however bookings **MUST** be made in advance please. Tea and coffee will be served on arrival and lunch provided (with vegetarian options). Places will be confirmed on receipt of an application form. Please state clearly if lunch is not required for any reason or if you have special dietary requirements.

Application forms, to be completed by U3As, are attached. Forms for individuals will be on the TVN website if places remain after 31st August.: u3atvnetwork.org.uk

Please return completed forms to: **Email: Chairman@u3atvnetwork.org.uk** or post to:

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OX9 7DY

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Acknowledgement will be by email unless an s.a.e. is enclosed.