

Committee Handover and Training

Creating excellent committee handovers and training

Every year most student groups will have new committees leading their work. This proves to be a huge logistical challenge for many students' union in managing the handover from one committee to another, ensuring officers are adequately trained and maintaining consistently high standards in service delivery.

Introduction

The ever changing nature of the student movement is what many of us thrive on. However the constant change brings with it many challenges in managing the delivery of services each year.

Ensuring that student groups deliver high quality student opportunities often stems from how engaged they are, whether they've attended training and received a good handover from the previous committee.

This guide highlights some key examples of how students' union have tackled the process of committee handovers and training.

Key things for you to consider in developing your programme of activity include:

- **Timing** – do you deliver your training before the end of the summer term or at the start of the autumn term?
- **Content** – how much is mandatory to attend and how much could be optional
- **Delivery** – do you run everything on one day, string it out over a series of weeks or put it online
- **Reward** – how do you entice people to attend? Think about the motivations and

rewards rather than punishments for not attending

- **Audience** – is the training only available for the president, chair or project leader or a wider selection of committee members?

We hope that the inspiration sheets below give you some ideas about how you could develop your committee training and handover process.

If you have any questions about this guide or would like to suggest any amends please contact studentopportunities@nus.org.uk