

## Organising Therapy Assistant Courses

Things to do to ensure the course runs successfully:

### Prior to the course

- Advert to be sent out.
- Map to venue and programme, indicating need for practical clothing and starting time of the course, to be sent to participants. Maximum of 16 participants.
- Photocopy sufficient handouts including evaluation form for all the participants [provided 1-month prior to the course]. Name badges / labels
- Accommodation for Tutor to be booked
- Organise 16 chairs for lecture and as close to 8 full / half plinths as possible and sufficient space for practical sessions
- Organise power-point facilities and flip chart [and pens]
- Organise refreshments for breaks

### During the course

- Ensure venue is open in advance of the participants arriving
- ? tea / coffee available
- Power-point, flip chart and chairs set up for the lecture [first session of the course]
- Name badge / label and handouts for each participant
- Provide house-keeping information to participants i.e. toilets, breaks, lunch facilities, fire procedure
- Ensure refreshments available for breaks
- Provide a summary of the patients' history and current goals
- Ensure patients attend the session on time and suitably dressed for assessment and treatment.
- Distribute course certificates

### After the course:

- invoices will be sent to you after the course
- ensure payment is fulfilled