

STEP 6. RECRUIT FACULTY AND COORDINATE WITH THEM TO ENSURE A SUCCESSFUL TRAINING COURSE

One of the most important aspects of training is recruiting, communicating with, and preparing materials for the course faculty. Having presenters who are knowledgeable, skilled, and well prepared contributes immeasurably to the value that the participants will derive from the course. It is important that each member of the faculty has an overview of the entire course so as to avoid any repetition of information during the training. It is the course planner's responsibility to provide faculty with course objectives and an agenda and to review their submitted materials to avoid repetition or omissions.

Communication is a key to successful and productive relationships with faculty members. By keeping in touch with faculty throughout the planning of a course, you can ensure that your expectations and deadlines are met.

PRE-COURSE TASKS

ACTIVITY 6-A

Identify individuals who have the expertise, experience, and presentation skills to make them good faculty members for particular topics to be covered in the training. Sources where faculty might be found include:

- Your agency's or organization's staff
- Other health organizations in your region
- Nearby colleges, universities, or medical schools
- State and federal agencies

ACTIVITY 6-B

Contact potential faculty members by phone to explain the training program and invite them to be part of the faculty.

ACTIVITY 6-C

Send each faculty member a confirmation packet consisting of:

- A confirmation letter (or a letter and information sheet) that:
 - Thanks the person for agreeing to participate
 - Specifies the topic, date, time, and location of his or her presentation
 - Provides the deadlines for submitting syllabus materials and handouts for production
 - Indicates the amount of any honorarium and lists types of expenses that will be reimbursed
 - Describes how travel arrangements, if any, will be handled

Associated Tool #18 Faculty Confirmation Letter

(Source: Francis J. Curry National TB Center, San Francisco)

- An audiovisual fax-back form asking for information on:
 - Slides, overhead projections, or other materials that will need to be produced
 - Equipment that will be needed for the presentation

Indicate deadlines for returning both the form and delivering materials to be used for the course such as slides or overheads. Allow adequate time (at least one month before the course date) to handle production tasks and arrange for the necessary equipment. (See Step 12: Audiovisual).

Associated Tool #19 Faculty Audiovisual Fax-Back Form

(Source: Francis J. Curry National TB Center, San Francisco)

- A draft agenda and draft objectives for the course
- Instructions for preparing and submitting syllabus materials or templates that faculty can use to create their own materials

Associated Tool #24 PowerPoint Slide Template

(Source: Francis J. Curry National TB Center, San Francisco)

- An information sheet describing allowable travel expenses and your policies and procedures regarding reimbursement along with a fax-back form asking for an estimate of travel costs

Associated Tool #26 Travel Arrangement and Reimbursement

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #27 Travel Cost Estimate Fax-Back Form

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 6-D

As the audiovisual forms and syllabus materials arrive, provide them to the staff member who is in charge of those steps. Follow-up with any faculty member whose form or materials are not received by the deadline.

Associated Tool #20 Faculty Materials Reminder

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 6-E

Make any necessary travel arrangements, coordinating with the faculty member involved. Follow up if the fax-back form with the travel cost estimate is not received by the deadline.

ACTIVITY 6-F

One week prior to the course, mail or fax a final letter to confirm the topic, date, time, and location of the presentation; give directions to the training

site; and provide any last-minute changes or instructions. Attach a copy of the final course agenda and objectives, a summary profile of the expected participants (for smaller courses) and any other information that would be helpful to the faculty (including the final course materials, if possible).

Associated Tool #21 Faculty Final Confirmation Letter

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #25 Summary Profile of Course Participants

(Source: Francis J. Curry National TB Center, San Francisco)

DAY-OF-EVENT TASKS

ACTIVITY 6-G

Assign a staff member to assist faculty as needed during the training (this may include: distributing handouts, making photocopies, coordinating arrangements for departure travel, and setting-up and running A-V equipment [for on-site courses]). (See Step 14: Staff Coverage)

POST-COURSE TASKS

ACTIVITY 6-H

Send each faculty member a thank-you letter that is individualized to reflect participants' comments regarding his or her presentation. Include a copy of the faculty member's section of the evaluation summary report. (See Step 15: Evaluation, Activities 15-F and 15-G)

Associated Tool #54 Faculty Thank-You Letter

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 6-I

Follow-up with faculty members to be sure their requests for expense

reimbursement are handled correctly and promptly, with necessary receipts attached.

ACTIVITY 6-J

Process and mail payments of faculty honoraria and expense reimbursements in a timely manner. If you are able, enclose the check with the thank you letter.