

OVERVIEW: PLANNING STAGES FOR COURSE ORGANIZERS

1 DEPARTMENTAL DECISION
The host centre gives the course leader authority to arrange the TAASK course, the course venue is booked and budget approved by management.



2 RESERVE COURSE DATES
The course leader reserves the dates for the course at taask.info/booking. The dates can be held for 4 weeks.



3 PLAN FACULTY AND PARTICIPANTS
Assembling the faculty is the responsibility of the course leader. Each sim team includes 1-2 approved facilitators, at least one external faculty member should take part in the course.

All course places must be pre-ordered in writing before TAASK Express courses can be confirmed. The host department may if it wishes make some of its pre-ordered course places available to external participants via taask.info. *

Usually $\frac{1}{2}$ - $\frac{3}{4}$ of places are pre-ordered by the host, and $\frac{1}{4}$ by other departments.



4 SUBMIT ORDER FORMS TO TAASK SECRETARIAT
DEADLINE: 5 MONTHS BEFORE COURSE
PREFERABLY: by 1 September for spring courses; 1 March for autumn.
Order forms are required from the host department and those departments who wish to pre-order places.



5 SECRETARIAT CONFIRMS COURSE AND ADVERTIZES ON TAASK.INFO
A BaseCamp project is shared with the course leader, containing a detailed to-do list.

All participants must register on the course portal to access the pre-test and be included in the course planning.



6 LICENSE AND COURSE FEES INVOICED
5 MONTHS BEFORE COURSE
The following are sent by the TAASK secretariat:
> To external course participants: invoices for pre-ordered course places.
> To the host department: invoice for TAASK licence fee minus the above course fees.



7 3 MONTH PLANNING MEETING
3 MONTHS BEFORE THE COURSE
The TAASK Secretariat arranges a video meeting (30-60 minutes) with the course leader and a member of the TAASK steering committee.

The 'to-dos' in the course's BaseCamp project are used to confirm that all necessary arrangements are in place, that course timetable is correct and that the faculty have access to the course portal.



8 1 WEEK PLANNING MEETING
1 WEEK BEFORE THE COURSE
The TAASK Secretariat arranges a video meeting (30-60 minutes) with the course leader. The course participants are arranged into groups and the course roster is finalized. The material on the course portal is checked.



9 COURSE PREPARATION DAY
DAY BEFORE THE COURSE
The faculty meets as early as possible in the morning and then prepares for the course. Around 60 minutes are spent in a group meeting planning the course in detail, and around 90 minutes in a debriefing technique workshop.

*WHY SO COMPLICATED?

The threat of having to cancel a course or turn participants away by having to downsize a course at short notice is both stressful and time-consuming for course leaders. The above routine is intended to transfer what would have been last minute chasing of course participants to the early stages of the planning process.