

Building up a profile of SITS training activities across the UK (for the SITS Trainers Network)

- The session presented the work to date of the SITS Trainers Network (*co-chaired by Richard Clark [UOL] and John Davis [Univ. Wolverhampton]*).
- Current and future training trends were outlined along with outcomes from the May 2013 SITS Trainers Network event at the University of Wolverhampton.
- Some of the research undertaken by RC/JD with regards to building up a profile of SITS training activities by Institutions across the UK was presented. This piece of continuing work will be explored further by RC/JD with a view to publishing the results to all members of the STN in the future.

At the end of the presentation (and during the remainder of the conference), discussions with trainers at the conference produced the following outcomes:

- Open a dialogue with Tribal to ascertain if a web-site or web-page could be setup to enable the STN to host materials to share with member Institutions along with a folder/page for SITS Trainers Network minutes.
 - Could offer categorised topics.
 - Act as an area to share re-purposed notes, minutes, presentations etc.
- It was re-iterated that online facilities such as a Wordpress Blog would be useful for the STN (as discussed during the May 2013 meeting). RC/JD to follow up with Daniel Farrell, University of St. Andrews.
 - A Wordpress Blog could be piloted as an initial 'site' for STN members to use which would help indicate requirements for a web-site at a later date (i.e. whilst discussions via Tribal are in progress).
- Falmouth University are offering 'training sound bites' (around 15 minutes) to give staff a taster as a method to encourage further sign-up to full sessions.
- Emma Goodman (Falmouth University) recommended a webinar from a recent JISC meeting (bit.ly/DLstaffdev).
- Niamh Hopkins (Trinity College Dublin) suggested that STN create a training template that could be used by other Institutions as a manual template & quick guide template along with 'how to manage training' for new Tribal clients.
- RC and JD noted that the profile map from the survey of STN Institutions will change going forwards and the goal is to enable Institutions to modify the profile themselves (as an up-to-date roadmap of SITS training activities).
 - The roadmap can then be used by members of STN to contact other trainers who are already offering training in a particular component (i.e. to discuss components, scope training requirements, share any training materials etc).
- Create a profile of SITS Trainers (with Tribal) to include on MySITS which would present a brief overview of the trainers, training activities at their Institution and perhaps a photo (optional) to assist with networking.

SITS Trainers Network (STN)

- Working with Tribal to improve training:
 - If 'out of the box' components were being offered to new (or existing) clients, it would be helpful if Tribal could provide a user oriented basic/framework training manual which a client could initially start using or develop further.
 - This approach would also help Tribal in advising clients of the elements of a component with which to begin training users.
 - Common areas for SITS could be initially explored by both Tribal and the STN community of trainers (i.e. keyboard usage, wildcards, basic tools etc).
 - The output of this initiative would be the production of a training template for each component/product which could be offered to new and existing clients.
 - STN community would be offering to assist Tribal in the development of these ideas.
 - Taimoor Shaukat & Stuart Pearce (Tribal Consultants) kindly participated in discussions with members of the STN with regards to identifying how both Tribal and STN could potentially work together to improve training documentation and SITS-based help text. It was suggested that STN create an example of a basic framework manual (to be re-used by the community of trainers and Tribal clients) and to open up a further dialogue via Tribal to investigate this approach.
 - It was noted that Tribal have an in-house trainer with which STN could liaise.
 - Emma Goodman (Falmouth University) has put RC/JD in touch with Kelly Bowles (Tribal).
 - Going forwards, STN members will meet during a workshop to create an 'Introduction to SITS Client Server' as a basic framework manual to discuss further with Tribal (Date TBA).
- STN to suggest that training topics (or the work of the STN) be included on RUG agendas.
- STN to plan a further meeting as a 1 day event at a member Institution:
 - 1 Presentation
 - Group workshop to produce a plan/outline/worked-example for a basic framework manual (to be re-used by the community of trainers and Tribal clients).
 - Topic: Introduction to SITS:Vision Client Server
 - Facilitated Discussions/breakouts.
- STN to *potentially* plan for a 2-day SITS Trainers Network Conference at a member Institution (if feasible)
 - Conference would include presentations, breakout sessions, workshops etc.
 - RC/JD to scope interest amongst STN members/Institutions.
- Current members of the STN agreed that the STN should now be formalised (RC/JD to propose a formal structure at the next meeting).
- Production of STN logo and a newsletter.