

# Easy Read Training

The aims and objectives of the Easy Read training course are:

- To give you the skills and knowledge to produce basic Easy Read documents
- To develop your confidence in producing accessible documents.

Easy Read Training is delivered online through five 90-minute modules. The modules are communicative and interactive with lots of exercises for you to engage with and learn from. You will be expected to collaborate with others and contribute to groups. The practical exercises build up from simple everyday examples to complex, abstract concepts. You are introduced to the skills to format and create an Easy Read version of a document. You have an opportunity to receive feedback and create your own checking processes. This ensures that every participant has an opportunity to personally develop your own practical skills and confidence to apply Easy Read knowledge to your work.

Disability Equality Scotland is one of the leading Disabled People's Organisations in Scotland. It offers a balanced perspective of a successful Easy Read conversion service and a network of access panels across the country.

## Who is this course for?

This is not a course for Easy Read users. This course is suitable for organisations and individuals:

- who would like to make their communication more inclusive and accessible,
- who are involved in producing information,
- who design and create any kind of document and,
- who work in public or in-house communications.

## How much does the course cost?

Online training costs £125 per person per 7.5 hour course.

## When is the course?

The course will be delivered online. Available open courses:

 <p>June 2022</p> <p>Tues 7th &amp; Thurs 9th 9am to 1pm</p>	 <p>June 2022</p> <p>Tues 21st &amp; Thurs 23rd 1pm to 5pm</p>	 <p>Weekly</p> <p>5 x Monday 10.30am - 12pm 13th June, 20th June, 27th June, 4th July, 11th July</p>	 <p>July 2022</p> <p>Tues 5th &amp; Thurs 7th 1pm to 5pm</p>	 <p>July 2022</p> <p>Tues 19th &amp; Thurs 21st 9am to 1pm</p>
 <p>Aug 2022</p> <p>Tues 2nd &amp; Thurs 4th 9am to 1pm</p>	 <p>Aug 2022</p> <p>Tues 16th &amp; Thurs 18th 1pm to 5pm</p>	 <p>Weekly</p> <p>5 x Monday 10.30am - 12pm 15th Aug, 22nd Aug, 5th Sept, 12th Sept, 19th Sept</p>	 <p>Sept 2022</p> <p>Tues 6th &amp; Thurs 8th 9am to 1pm</p>	 <p>Sept 2022</p> <p>Tues 20th &amp; Thurs 22nd 1pm to 5pm</p>

Disability Equality Scotland reserves the right to postpone a course that does not have full capacity of participants.

There may be some flexibility on timings and delivery methods for the online course if all participants are from the same organisation. Please contact our Easy Read Trainer to discuss options.

## What does the course cover?

The course is designed to allow you the opportunity to challenge existing knowledge, to explore practical examples, to experience converting complex document content and to reflect upon and evaluate the process. Modules consist of:

- What accessible information is and why we need it
- How to write easy-to-understand sentences
- How to use and source pictures for Easy Read documents
- How to create Easy Read from blank page to published document
- How to edit documents and develop your own document checking processes.

## Want to find out more?

To book a place on a course or chat about options for your organisation, email our Easy Read Trainer [lucy@disabilityequality.scot](mailto:lucy@disabilityequality.scot) or call us on 0141 370 0968.

## What are people saying about our courses?

In October, we conducted a shorter pilot session of the course. We used the feedback from this session to inform and improve the design of the open course.

After our first course in March:

- 100% of the participants said their Easy Read knowledge had increased
- 100% of participants felt their Easy Read skills had developed.
- 100% of participants would recommend this training to a friend or colleague
- Almost all of participants were more confident creating Easy Read
- Participants gave the session an average rating of more than 4.5 stars!

Thank you for a great course. Cant believe it was your first time running it - it was brilliant!

It's been a fantastic training, very informative and incredibly engaging.

This was not training where you sit back passively but where you learn through trying things out and getting things wrong

It's hard to make Zoom sessions engaging and that was one of the strengths"

The interactive element of the sessions was just great. The material was great too.

"All the exercises were really fun and cleverly thought out"

Completely exceeded my expectations, and the quality of trainings most organisations do"

I thought the activities were good fun and quite challenging, so I really did feel I was learning