

Hosting a Course – a Guide for Hosts

Your role as a Host

-  Create a friendly, welcoming space
 -  Guide people through the course material
 -  Encourage discussion and sharing
 -  Help people feel comfortable and involved
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Follow the material

-  Use the course material as provided
 -  Do not add, remove or change content
 -  For health courses (Sleep and Healthy Eating), follow scripts closely
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How to run a session

-  Start with a warm welcome
 -  Keep the session clear and focused
 -  Encourage people to share (but never force)
 -  Listen carefully and respectfully
 -  Keep to time
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Keep it simple

-  Use clear, everyday language
 -  Repeat key ideas
 -  Stick to what is in the course material
 -  It's ok not to have all the answers (for health courses, only answer from the course material)
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Important boundaries

-  Do not give personal advice (especially health advice)
 -  Stay within the course material
 -  Suggest professional help where needed
 -  Respect all views and experiences
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Create a positive space

-  Be kind and respectful
 -  Keep things confidential where appropriate
 -  Encourage, don't judge
 -  Help people support each other
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At the end of the course

-  Invite people to reflect on what they've learned
 -  Encourage them to use the ideas
 -  Mention they could host a course themselves
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A simple message to share

"If you've found this helpful, you might like to share it with others. Many of our Hosts started just like this."

Final thought

You don't need to be an expert. You just need to care, follow the material and help people feel welcome

Further guidance is available in the *How to Host* handbook within the Resources section of our website, accessible to all approved Delivery Centres. Home-based Hosts may apply to become a Home Delivery Centre (see the *Start a Delivery Centre* page of our website). Hosts using a community venue (other than their home) should contact the relevant Delivery Centre for access to Resources.