

Onboarding Notes for New Delivery Centres

These Onboarding Notes cover:

-  What PLC is
-  Our aim: simple skills, shared locally
-  Your role as a Delivery Centre

How the PLC works

-  PLC provides Delivery Centres with course content and guidance
-  You organise & host courses locally and  use the PLC approach & brand
-  You run things your way (within simple guidelines, below)

What you agree to do

-  Use course content as provided (no edits)  Keep courses free to attend  Deliver in person (where possible)
-  Be responsible for delivery & safety (eg of the course venue)  Follow the PLC approach
-  Cover any costs of local course delivery (eg venue hire, printing or refreshments)

Hosting a course

-  Arrange a suitable venue  Choose and support Hosts
-  Organise sessions  Communicate with attendees
-  Create a welcoming, positive space  Keep to time & course structure
-  Follow the course content closely  Listen to, & involve, attendees

For more guidance see the [Guide for Hosts](#) and the 'How to Host' handbook in the Resources section of our website

Practical tips for success

-  Keep group sizes manageable  Make people feel comfortable
-  Use simple language  Repeat key ideas
-  Encourage, don't seek 'perfection'

Important boundaries

-  Don't edit course content. Don't give personal advice (especially for health topics)
-  Stay within course content provided  Refer people to professionals (as needed)

Growing your impact

-  Promote the message: *"local people helping local people"*
-  Encourage others to Host or start a Delivery Centre
-  Share how easy it is to get started

What you will receive

-  Ready-to-use course content  Simple guides & checklists
-  Scripts (for health courses) & suggested presentation notes
-  Promotion guidance
-  Access to the Resources section of our website