INTRODUCTION

This feedback is from the survey completed by society committee members at the end of their one hour Society Training Sessions with the Student Opportunities Coordinator.

There were 27 responses to the survey for training sessions delivered from October to December 2020.

A total of 21 Societies and 47 students completed their training sessions during this period. These were mostly delivered as individual sessions for each society, with some delivered as joint sessions.

The Microsoft Forms survey was shared with students at the end of their training sessions.

The survey was made up of a mixture of written, multiple choice and ranking questions.

UWS Students' Union: Society Training Session Feedback

Thank you for attending your Society Training Session

Please complete this quick form to let us know what you thought about your training

- This helps us identify anything you are still unsure about and would like more help with
- You can also use this to ask any questions you still have about running your society
- This also helps us understand how we can adapt and improve the support we provide

Jamie
Student Opportunities Coordinator

Overview of sessions

The feedback for the Society Training Sessions was overwhelmingly positive, with 93% of responses gave their session the highest rating of "very good".

When asked if there was anything they were still unsure of, or if they had any suggestions for improving the training, most answers gave either positive feedback or said there was nothing missing from the training. Comments included: "After the training I'm feeling confident about setting up and running the society" and "Session was very informative, and the process was easy to understand". One of the main reasons for offering sessions for each individual society, instead of larger group sessions, is the opportunity this provides to tailor the session to the specific needs of that society. Comments such as "I thought there was a good mix of information and time given for questions to be asked" suggest this has been an effective approach.

Freshers' events

The survey also provided the opportunity for society committees to give feedback on the online Freshers' events organised by the Students' Union. 100% of students who attended to promote their society said they were either "effective" or "very effective". There were two students who made the decision to set up societies after attending these events.
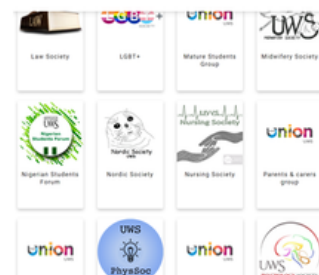
Introduction

- How are we?
- What's in your training session?
  - Memberships & Website
  - Communication and Promotion
  - Finances and Fundraising
  - Societies Council
  - Events and Activities
    - All online at the moment
- Annual Plan

Your membership and using the website

- Sign ups
- Fees
- Updating your page and managing your membership list
- Society email address

Communication and promotion

- Societies Facebook page
- Sharing your pages with the Union and Student Opportunities Coordinator
- Promoting your events through our website and social media
- Flyers and posters
- Getting university staff involved

Your finances and fundraising

- How your society budget works
- Depositing money and taking it out
- Funding for societies
  - We will match fundraising activities up to £200 per activity
  - Additional funding can be applied for
  - Funding will go to most pro-active societies
- What fundraising can you do?
- Sponsorship

Areas for improvement

Ongoing adaptations to training sessions

Every section of the training received positive feedback, with almost all students "confident" or "very confident" in each aspect of running their society. As feedback was received after every session, this enabled the session plan to be adapted and improved on an ongoing basis. Adaptations included making sure society web pages and email accounts were set up before the session to allow students to access and practice using them.

Improve IT and links with university staff

A common theme identified for improvement was the use of IT such as the website, email accounts and online events. These are all areas where the Students' Union has been making gradual improvements over the last 12 months but this is still in progress. Adapting to delivering all society activities online has also been an ongoing process. Negative feedback on the training sessions was possibly a result of some IT still not functioning as well as it could, rather than the training session itself. There were comments requesting more clarity on academic staff involvement, which is another area where the Students' Union is working to improve. Increased communication and partnership working with academic staff will improve the support provided to academic societies.

Ensure ongoing support for societies

Some comments on how training can be improved ("There isn't anything major. Most of the things are going to be solved by having hands on time with the system", "Nothing as of now") suggest that although students felt well prepared after their training, they may need additional support once they started planning and delivering their activities. The initial plan for the year had been to provide additional training sessions on specific subjects throughout the year. However, when this was discussed at the November Societies Council meeting, there was unanimous agreement that committee members did not want to have additional training if it had to be delivered online. Students were worried about the amount of time they were already having to spend online.

ACTIONS TO BE TAKEN BASED ON FINDINGS

- Continuation of feedback survey after each training session and ongoing adaptation of session plan

- Continuation of improvements to functionality of Students' Union website and society email accounts

- A Societies Handbook will be created and shared with all committee members to provide them with the necessary information they need to run their society

- Development of Students' Union led online events to support the delivery of online activities for societies

- Develop and improve partnerships with academic staff to increase and improve the support available to academic societies
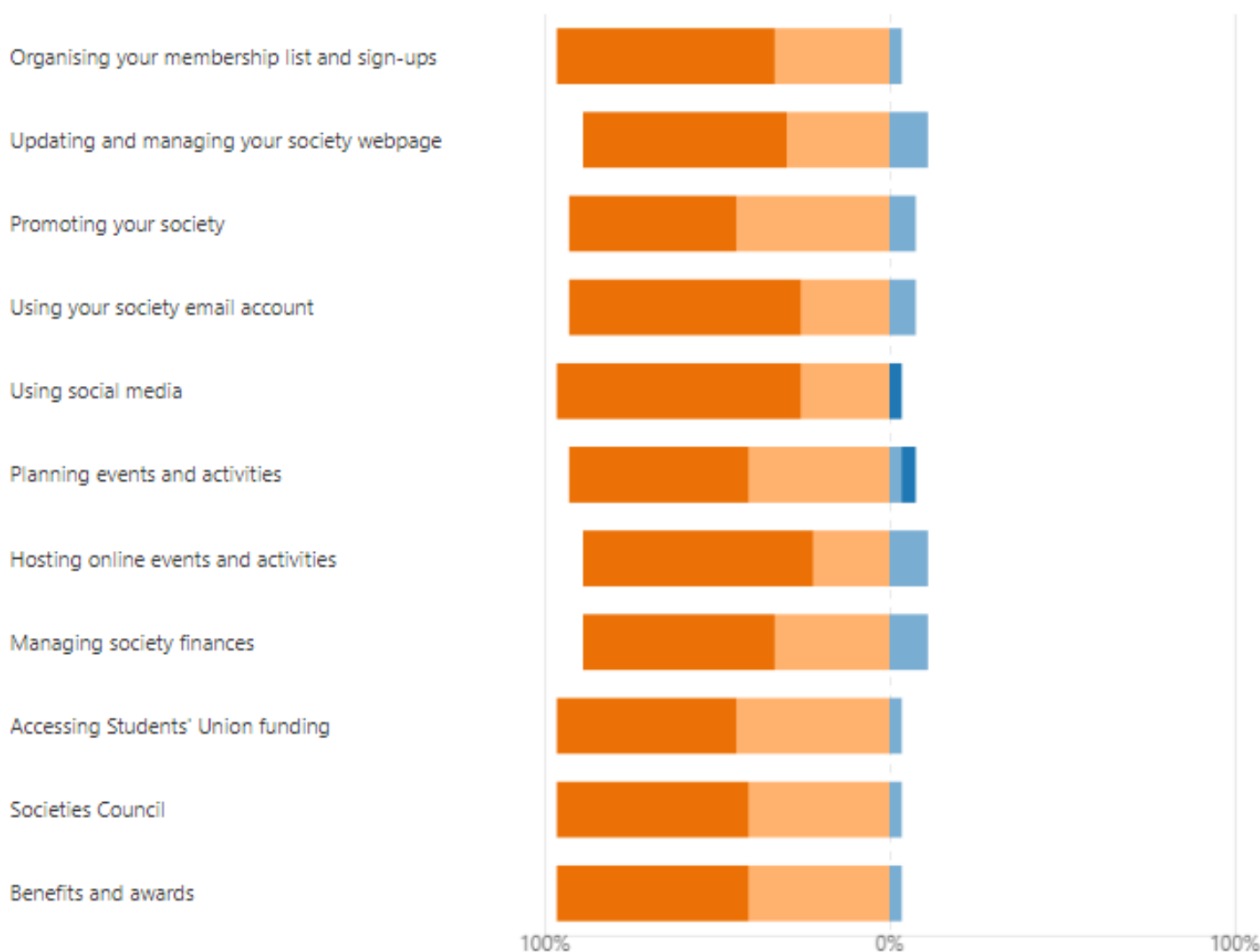
Q1 – Your society name

Q2 - How would you rate your society training session?

● very good	25	
● good	0	
● needs some improvement	2	
● needs significant improvement	0	

Q3 - After completing your training, how confident are you with the following aspects of running your society?

■ I'm very confident   ■ I'm confident   ■ I'm still not sure   ■ I've no idea

Organising your membership list and sign-ups

Updating and managing your society webpage

Promoting your society

Using your society email account

Using social media

Planning events and activities

Hosting online events and activities

Managing society finances

Accessing Students' Union funding

Societies Council

Benefits and awards

100%   0%   100%

Q4 - Please tell us about anything you're still unsure of or would like more information on

Nothing/Session was good
- "After the training I'm feeling confident about setting up and running the society"
- "Session was very informative, and the process was easy to understand"
- "Nothing at the moment"

Using IT
- "Need some practice with the society email but the training is fine"
- "How to make some links on the Society page visible to members only"
- "Hosting online events"

Promoting the society and support from academic staff
- "I'm still unsure of how to fully promote the society in order to attract as many people as possible"
- "contacting other students (staff input via course)"

Q5 - Please tell us how you think this training could be improved or if there's anything else that should be included

Nothing/Session was good
- "I thought there was a good mix of information and time given for questions to be asked"
- "I enjoyed the training. Jamie explained things thoroughly and was very kind"
- "I enjoyed that it was online and simple to understand the content"
- "Everything was great"

More detail on organising online meetings
- "Maybe some techniques for how to effectively organise meetings online or such especially for societies that aren't as used to it"

More information
- "probably like more information"

Q6 - Would you be interested in attending additional training activities where you can meet and work alongside other societies?

🔵 Yes		26
🟠 No		1

Q7 - Did you attend any of our online Freshers' Society Events?

🔵 Yes		11
🟠 No		16

Q8 - Why did you attend this event?

🔵 To promote my existing society		7
🟠 To find out how to get involve...		4

Q9 - How effective was this event for promoting your society and gaining new members?

...no answered "To promote my existing society" in Q8)

🔵 very effective	1
🟠 effective	6
🟢 had limited impact	0
🔴 not worthwhile	0

Q10 - Did you decide to set up your society after attending this event?
(For those who answered "To find out how to get involved in societies" in Q8)

🔵 Yes	2
🟠 No	2

Societies Council

- The Societies Council is the opportunity for you to have your say on how the Students' Union supports your societies
- Your opinions are essential for shaping how we work to support each other and enable societies to continue to grow and develop. It also brings different societies together to share ideas and work together
- Every society should be represented by at least one member at each council. All student society members are welcome and encouraged to attend
- Each year the Societies Council will elect a Societies Committee. The role of the Societies Committee is to:
  - Ensure the Students' Union acts on ideas and issues raised at Council meetings
  - Help plan and coordinate society events
  - Approve any necessary society affiliation and funding decisions

Your Society's Action Plan for 2020/21

- Why have an Action Plan?
- Do you need to elect a committee?
- Finalising this year's plan

Events and Activities

- All society activities must be held online (until further notice)
- Booking Forms on website
  - Zoom account for online events
  - Risk Assessment Form
- Examples so far:
  - Online quiz
  - Games nights
  - Photography meetings
  - Peer support through social media
  - Societies Council will be used to share ideas and find what works best
  - Student Volunteering Team will also help

What will the purpose and aims of your society be?

- What are students on your course finding difficult this year?
- What help do they need to address these issues?
- What could you, as a group, do to help students overcome these issues?
- As an individual, what role could you play within this group to help achieve this?