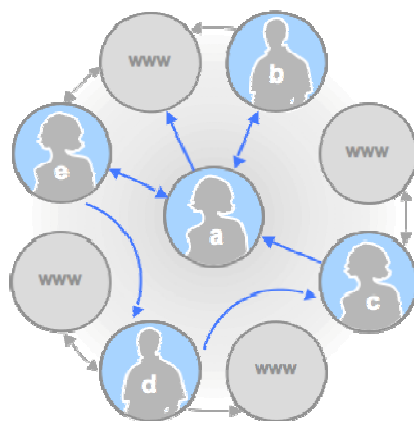


User Guide for Transition Learning Connections- The Pilot

www.schoolofeverything.com/hello/transition

May 2009- April 2010



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Purpose of this Document

This document provides an introduction to Transition Learning Connections and will help you understand how the project works in partnership with School of Everything. It also gives instructions which are specific to users of Transition Learning Connections on how to use the site. Detailed instructions on how to use School of Everything more generally are given in their help pages <http://schoolofeverything.com/help>.

introduction to transition learning connections

how will it work?

- teachers and learners sign up and create profiles on the School of Everything site
- teachers add details of what they are offering
- these can then be found by learners
- people get in touch with each other directly to discuss and arrange training
- the site is free to use
- all payments for services are done directly between teachers and learners, or can be done through the School of Everything Marketplace on their website

what is it?

- a website to connect
 - people looking for transition-related training
 - with people offering transition-related training

why create it?

- there are many people in the transition network who would benefit from training
- and many who can offer such training
- but but there is no way yet to help them get in touch with each other

where will it be?

pilot in partnership with the School of Everything
www.schoolofeverything.com/hello/transition

who will use it?

- people involved in transition groups in the transition network
- people offering transition-related training

when will it happen?

- initial pilot will go live May 2009 and run for 1 year, to be reviewed after 6 months
- this will focus only on training related to 'people, organisations and processes' in transition
- it is planned to be extended to additional aspects of transition-related training once the pilot is completed, May 2010

II. Understanding Transition Learning Connections

Transition Learning Connections How it Works



Transition
Training & Consulting

Transition Network Conference, May 2009

II. Understanding Transition Learning Connections- Subjects List

The School of Everything site allows people to define their own subjects of what they offer and are looking for. Because we all may use different words to define the same things, we have created this list of suggested subjects for this pilot. If we all use these subjects, it will make it easier for us to connect with each other. Of course there will be subjects not included here so you are free to create your own. For guidance on how to use the subject list please see Section III.4 on page 7.

Category	Subject type the relevant subjects into your profile	Examples and you can add your own in each subject...
Personal Skills	Personal sustainability	Avoiding burn-out
		Personal resilience
	Inner transition	Psychology of change
		The work that reconnects
		Spiritual transition
	Outreach	Engaging communities
		Market research
		Building communities
	Personal- other	... add your own...
	Group Skills	Healthy groups
Facilitation		Effective meetings
		Consensus decision-making
		Creative use of conflict
Communication		Interpersonal skills
		Mind mapping
		Six thinking hats
Project management		Visioning
		Scenario planning
		Strategic planning
Project management		Project management
Groups- other		... add your own...
Organisational Skills	Legal structures	Writing constitutions
		Setting up organisations
	Organisation models	Viable systems model
		Deep democracy
		Management structures
	Empowering people	Managing volunteers
		Leadership development
		Working with power
	Money	Fundraising
		Managing money
	Publicity	Branding & image management
		Working with the media
	Measurement	Evaluation of our project
		Measuring carbon savings
		Assessing our impact
Organisations- other	... add your own...	

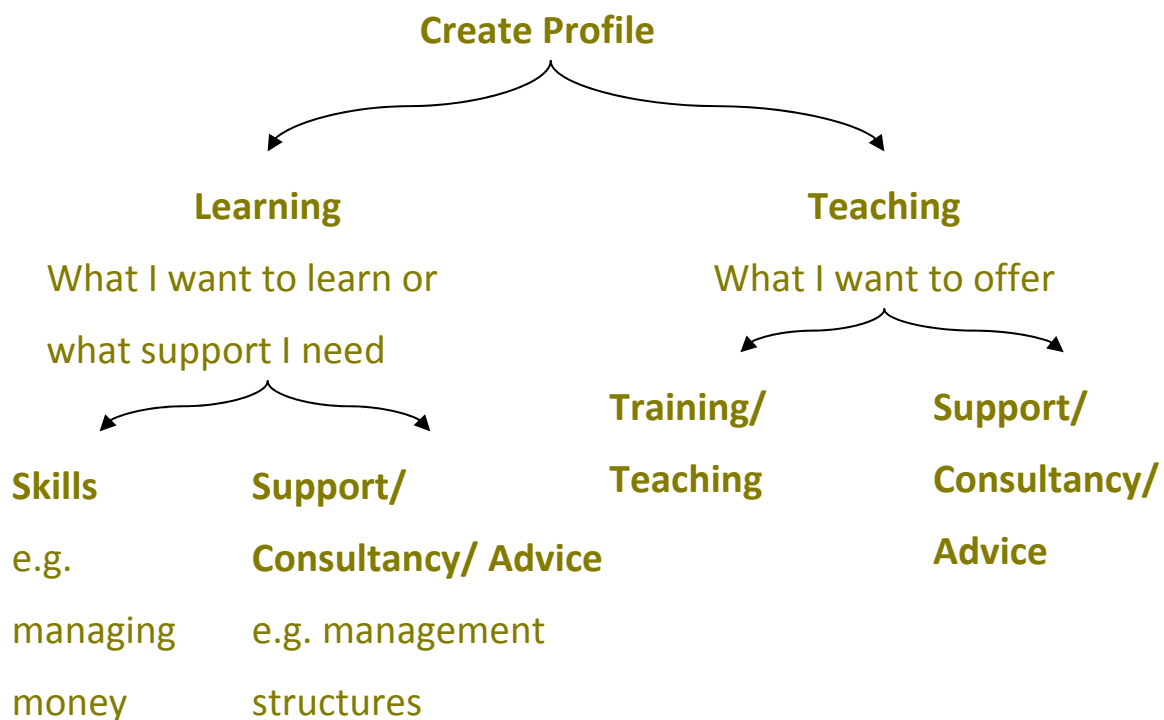
II. Understanding Transition Learning Connections- continued

Defining Terms: Teaching & Learning

Transition Learning Connections (TLC) is a partnership arrangement between Transition Training and the School of Everything. School of Everything hosts the site as a much larger global project to connect people who want to learn anything and everything with people who want to teach anything. So we are piloting this arrangement to see if it can meet the needs of TLC to connect people who want to learn transition-related skills and get support with those who offer training and support in them.

So everything on the site is about teaching and learning. Therefore, the site is structured around teachers and learners. When you register you will create a single profile (like a Facebook profile but focussed on teaching and learning) in which you can specify both the things you want to learn and things you want to teach. You may only want to learn or teach, but there is the option for you to do both in a single profile.

Here's how it works:



Transition Learning Connections is a network within School of Everything

TLC is a network within the global School of Everything project. This means that when you do a search from the TLC home page (<http://schoolofeverything.com/hello/transition>) you will only find people who are registered as TLC members as results in that search. If you search from any other places on the School of Everything site, then your results will include everyone in the School of Everything.

What can I get or offer?

There are many forms of support that can be offered through TLC and it is not all about teaching or training. You may need some specific support with fundraising but not want to completely learn how to fundraise. These other kinds of support will be offered, but the way the site is structured means that even if you only want to offer support, you will still have to register that as a form of teaching.



III. How to use it

1. Decide what support you want to learn or offer & write it down

We recommend that before you visit the site, you think about what you want to learn, what support you need and/or what you want to offer and write it down. Then visit the site to see how it can fit with what you need. Otherwise you may well visit the site with vague notions of what you are after and then get swayed by what is on offer, rather than going for what you really need in the first place.

2. Visit www.schoolofeverything.com/hello/transition

This is the Transition Learning Connections homepage. It's important that you visit this page rather than go to the general School of Everything homepage. When you sign up by pressing the button on this page, you will be registered as a member of the Transition Learning Connections Network within the global School of Everything site. This is important because then:

- you will be part of a network where your profile appears in searches made from this page as a member of TLC
- searches you make from this page will only bring up registered members of TLC
- (if you do register on or do searches from the general School of Everything site, you will be part of the whole site, and not come up or find people from specifically within the TLC network).

We recommend you add this page to your favourites/bookmarks so you can easily return to it.

3. Sign up & create your basic profile

Creating Your Learning Profile

In addition to your teaching profile you also have a learning profile. You can edit it to add a photo and information about yourself as a learner, and select the subjects you want to learn by typing them into the 'I want to learn' box. You can also add things to this list from around the site using the 'I want to learn this' buttons. We recommend you use the subjects in the Subjects list to say what you want to learn to help the site maTLCh you with teachers who teach the same things. It's not compulsory to have a learning profile, but it's good to show people more about who you are and what you're into when you're not teaching. And besides, everyone has something to learn...

Creating Your Teaching Profile

- You are asked: **What's Your Thing?** and asked to identify your **Main Subject** and **Title**. Your answer to this will come up under your name as your main title when people see you or search for you. For example, *Nick Osborne, Facilitation Trainer*. You can write whatever you like in here, but we recommend that you use one of the subjects in the Subjects List if it fits for you, so that when people search they can easily recognise your offerings.
- You are asked **More About You**. It's strongly recommended to add a photo to make it more personal and there is free text to write about yourself. School of Everything recommends keeping this short, personal and punchy- not reams of text...
- You can also give links to your own websites if you want to.

4. Add further information about yourself

You can then go on and add information about public classes/workshops/courses you offer, any private lessons, your experience, educational history, frequently asked questions and subjects I teach. For examples of what this looks like, check out some of the profiles on the TLC homepage or <http://schoolofeverything.com/teacher/jillmckay> for one that is well completed.

The most important part of this section is **Subjects I teach**. What you add here is how people will find you by searching and will link you to people learning the same thing. The site allows people to define their own subjects of what they offer and are looking for. Because we all use different words to define the same things, we have created the list of suggested subjects for this pilot. If we all use these subjects, it will make it easier for us to connect with each other. Of course there will be subjects not included here so you are free to create your own. So here's how it works:

- Have a look in the Subject List on page 3 and look in **Subjects** column
- Add the subjects that apply to you to the **Subjects I teach**
- ALSO add anything specific that you offer in Subjects I teach as separate subjects- you can add as many as you like
- For example, if you offer training in Mind Mapping, you would add **Communication** as a Subject I teach, and also **Mind Mapping**. That way, if someone wanted to learn mind mapping but put **Mind Maps** in their search and didn't find anyone, they could put **Communication** in their search and they would have more chance of finding you.

If you offer a course or support in an area which does not come under one of the subjects in the list, then add any one of: Personal- other, Groups- other, or Organisations- other as a **Subject I teach**.

Then add the specific thing that you teach. This way, people who are searching for something that does not fall under any of the subjects listed, can for example, search for **Personal- other** and then you will be found.

Using the Scrapbook

Every member of School of Everything has a 'scrapbook' where you can record notes, links, videos and other things that help you learn about a particular subject.

If you're a learner, you can use it to keep track of your progress in your subjects, and remember all the things that help you learn like useful websites or how-to videos.

If you're a teacher, you can share useful resources and advice that you think will help people learn your subjects, in order to help other people and promote your services.

5. Searching & Connecting with each other

Searching

Once you have completed your teaching or learning profile, you can sit back and relax, hope the oil doesn't all get burnt up too quickly, and wait and see if anyone contacts you to ask for or offer support.

Or you can be more active and search for people who want what you have to offer or learn. You can search in the following ways:

- The site will automatically match up learners and teachers who have put the same words in subjects they want to learn/teach. Once you have entered the Subjects I teach/want to learn, your Subject entry automatically shows how many other people who are teaching/learning the same subjects and you can click on that to see a list of them
- Click the **Near You** link which you can see from your profile page. This shows all the people who are teaching or learning in your area. A list of them comes up, also with a map showing how many people are where
- Enter the name of your town or county to show who is teaching or learning there
- Enter someone's name to find them
- Search for specific subjects/courses/support. When you are searching, you are advised to search using the subjects given in the Subject list if you can't find the specific thing you are looking for.

Connecting learners & teachers

There is a safe, private messaging system that allows teachers and learners to contact each other while protecting personal information from online spammers.

6. Do the job

The purpose of TLC is to connect people, so once connected, the work of TLC is almost over. People then communicate directly with each other to find out more information and decide how to proceed and then get on with it. Everything that happens between people after getting connected is outside of the realm of TLC and is your own responsibility.

You can sort out any payments or other kinds of exchange directly between yourselves, or use the School of Everything Marketplace. The Marketplace is a safe and secure tool that helps organise education in a way that suits you. It's where you manage payments you receive for your services and any payments you make through School of Everything.

School of Everything charge teachers 5% commission on payments received through the Marketplace. There are no fees for students.

7. After delivery is complete, do online evaluation

As part of this pilot we would like to experiment with public online evaluation about the quality of training and support being given; a bit like Amazon customer feedback. This can be done using your Scrapbook and there are five steps:

1. First of all is the challenge of getting people to do online evaluation. For this we suggest using the incentive of offering to email them any materials you have used after the course, once they have left online feedback. This also helps to save paper in giving loads of non-essential handouts. If the course materials are too large to email, you can always use a free file transfer service such as www.sendthisfile.com . You can upload the resources to this site and then email people a link to a page that they can download the files from. Failing that, you can always send them a disc with the resources.

2. The scrapbook is made up of **Notes**, which are a bit like blog entries. We suggest you create a separate note for each course you deliver with the following text:

Giving public feedback is an important way to tell others how good (or otherwise) this course/support was and to help them choose the best course for them. So after you have done this course, please copy and paste these 7 questions in your comment below and mark your answers with a (*) .
Many Thanks!

1. Please rate the course overall

---()Excellent ---()Good ---()Satisfactory ---()Poor ---()Very poor

2. To what extent did the course meet its objectives & your expectations?

---()Completely---()Mostly---()Satisfactory---()Not well---()Very poor

3. How relevant was the content of the course to transition?

---()All ---()Most ---()Some ---()A little ---()Very little

4. Logistics – pre course info, booking process, finding your way..

---()Excellent ---()Good ---()Satisfactory ---()Poor ---()Very poor

5. Additional comments. Please make any additional comments on the style, arrangements, materials provided and anything else!

6. What were the most useful things you learnt from the course?

7. Please rate the Trainer/Teacher overall

---()Excellent ---()Good ---()Satisfactory ---()Poor ---()Very poor

As people arrive at the page to give feedback, each person will add another comment to that scrapbook entry. Anyone else can see all the comments made by other people.

3. You email each person who has done the course the link to your scrapbook note, ask them to answer the above questions on that note to give feedback.

4. You will be able to see who has left feedback and then email them the incentive if you used one.

5. Bask in the warm glow of appreciation of the people you have helped on their transition journey. Or use constructive suggestions to make your offering even more effective.

IV. How was it for you? Evaluating the Pilot

Evaluation information from users of TLC is vitally important to assess how well or not it works and what needs changing. A method of collecting this information is currently being developed and will be available soon.

V. Frequently Asked Questions

Is TLC open only to people involved in Transition?

No. We cannot control who registers on the TLC home page, so in theory it could be open to anyone. But people can only join the TLC network from the TLC home page, so it's only the people who know the address of that page who can join. We will be targeting our publicity about TLC to people we know are involved in Transition, so initially it will just be them who use it. As it gets more used and the word spreads, there may be others who join it. There are of course many people who are not involved in transition who have useful skills, training and support to offer people who are involved and it will be up to the learners to decide who to choose.

How do I know if the teacher is any good?

We don't vet the people who sign up to teach with us, but we do encourage people to say lots about their experience and qualifications, so you can make an informed decision. We just want to provide you with as much information as possible to help you choose a teacher who can meet your needs. Use the same discretion as you would when answering an ad in a newspaper or a shop window.

School of Everything are currently testing a new 'Recommend This Teacher' function, so waTLCh this space. They want to keep the feedback about teachers positive though: education is very subjective and one student's meat is another's poison.

Online evaluation described on page 9 provides opportunities for helping people form views about the quality of what is being offered. Teachers' profiles also may have links to their own websites which may also help.

What do I do if I am not happy with the training/support/services that I receive?

That is between the teachers and learners to sort out. There is not currently the facility to provide a service to resolve such disputes. As the project develops, there may be some kind of forum or collaboration between teachers to provide such a service as a form of mutual peer support. Until that happens, one option is to make use of the people offering conflict resolution services on the site.

School of Everything are also testing a function to report people who are lying or being abusive though, so for more information on how we deal with disputes, check out our community guidelines.

What is School of Everything?

School of Everything is a social learning network that connects people who teach with people who want to learn. It's this website, plus the people behind it.

The site works by putting people in touch who are interested in similar topics and live near each other, and helping you organise your own education. Think of a subject you want to learn or teach, create a profile, search for other people and message them. Then meet up, teach and learn.

It's that simple. No curriculums, no exams, no long course fees - just people teaching and learning what they want, when they want, however they want.

Can I/do I have to charge for my services?

Only if you want to. We want to help professional teachers get new business and teach more of what they enjoy. But if you want to swap your skills or help people for free, that's fine too. Just select the appropriate choices in the "What are you looking for?" field to tell people what you expect back for what you're offering. If you do choose to charge, the amount and terms and conditions are completely up to you to specify in your profile, and learners can contact you directly to discuss this with you.

How do people contact me?

School of Everything provides a free private messaging system that allows registered users to contact one another. When you receive a message through School of Everything, it is kept in your inbox until you next log in. Normally the system will send an automatic email to the email address you entered when you registered, informing you that someone has sent you a message (although you can turn this off on your account settings page). All you have to do is click on the link in that email to be taken straight to the message.

I run an organisation that provides training & support services - can I advertise with TLC?

Some people have created teaching profiles for their organisations, and we're not against that in principle. But it's really important that everyone on the site is individually accountable for the services they provide, and when we get into reputation and recommendation systems individuals will have all the advantages.

In time School of Everything will be building groups and networks functionality to help organisations advertise their services. For more information on these, e-mail dougald@schoolofeverything.com.

VI. Further Information

For more help on using School of Everything site, please visit their very friendly and comprehensive help pages at <http://schoolofeverything.com/help>. We are sorry but we are not able to directly answer general questions about how to use the School of Everything site.

If you require further information **specifically about Transition Learning Connections** and how it works, please email transitionconnections@googlemail.com.

This project has been developed by Nick Osborne and led by Sophy Banks of Transition Training. Enormous heartfelt thanks go to Gary Alexander and Ed Mitchell for their brilliant and constructive input and support. And to School of Everything, for setting up what we hope is a very compatible platform for creating wonderful Transition Learning Connections! Special thanks to, Dougald Hine- Partnerships Manager, for being so cooperative and such a pleasure to work with.