

Start of Training

Easy Read



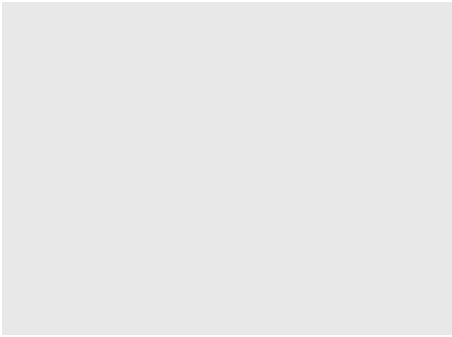
Easy Read

Acknowledgement of Country



We say an **Acknowledgement of Country** at the start of training.

Acknowledgement means to say that you know something is true.



Country is a word for the place that is your home.

Aboriginal people are closely linked to their Country.



An Acknowledgement of Country shows respect for Aboriginal people.

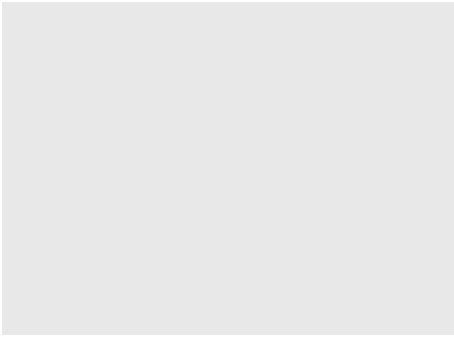


You do not need to be Aboriginal to say an Acknowledgement of Country.

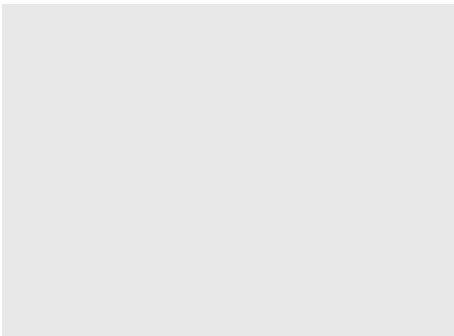
Why we say it



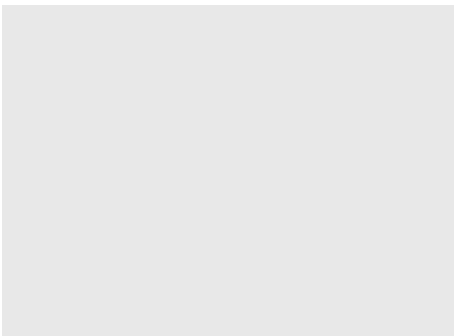
Aboriginal people were here in Australia first.



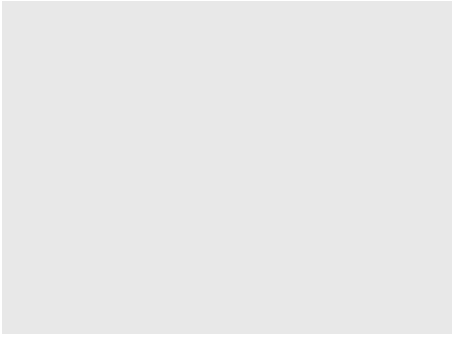
People came from overseas.



They said Australia was theirs.



They did not respect the Aboriginal people who had been here for thousands of years.



They did not treat Aboriginal people fairly.



They changed the Aboriginal names of many places.

Those names were forgotten for a long time.



To name the Aboriginal place shows respect for people who were here first.

Who we are



People who give training **introduce** themselves at the beginning.

Introduce means to talk about yourself.



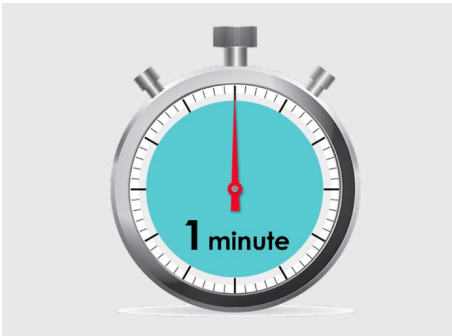
You always start with saying your name.



You can tell people about your work.



You can tell them why you co-facilitate training.



Keep it short.

1 Minute is enough.

Practice task



Write out how you would like to introduce yourself and practice saying it with your co-facilitator.

Housekeeping



Housekeeping is stuff done at the start of training.

It tells people things they need to know about the training.



Housekeeping says where the bathrooms are.



Housekeeping tells people about safety

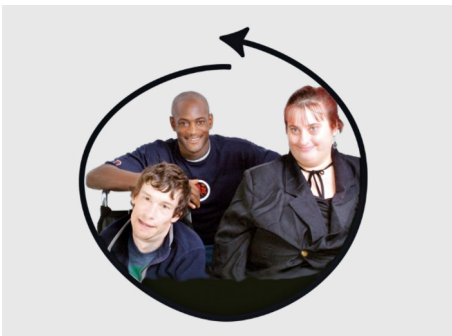
Like where the doors are.

And what to do if there is an emergency.



Housekeeping tells people rules for the training.

It tells them what you want them to do.

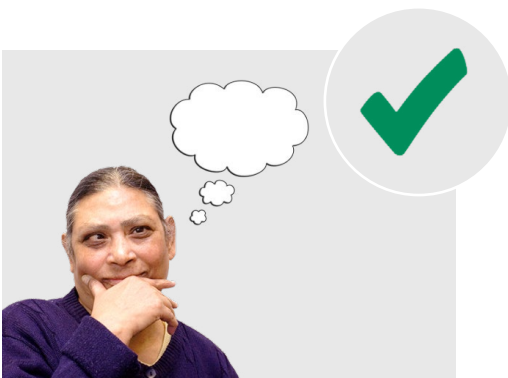


We can ask people to think about how they speak.

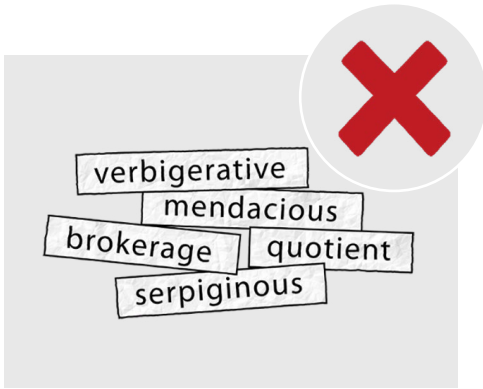
So that everyone can understand.



You can ask them to speak slowly.

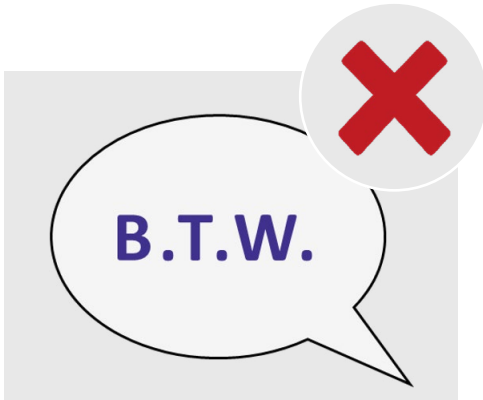


And give people time to think.



You can ask people not to use **jargon**.

Jargon means words about a topic that many people do not know.



You can ask people not to use **acronyms**.

An **acronym** is a word made of the first letter of other words.

For example

B.T.W. means By The Way.



We will ask people to use easy words when you are doing the training.

Practice task

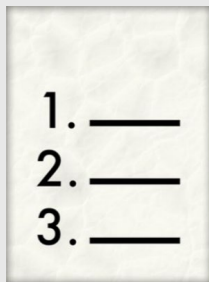


Read through the housekeeping slide with your co-facilitator.

Change the words to suit you.

Practice presenting the housekeeping slide with your co-facilitator.

Why we write an outline



An outline is a plan for the training.



It helps us remember what we will talk about.



It helps the topics stay on track.



An outline helps us stay on time.



And reminds us about our goals.



We tell people about the outline at the start of the training.



Then they know what will happen too.