

## OVERVIEW: PLANNING STAGES FOR COURSE ORGANIZERS

**1 DEPARTMENTAL DECISION**  
The host centre or organization gives the course leader authority to arrange the TAASK course, the course venue is booked and budget approved by management.



**2 RESERVE COURSE DATES**  
**DEADLINE: 1 MARCH FOR AUTUMN COURSES, 1 SEPTEMBER FOR SPRING.**  
The course leader reserves the dates for the course at [taask.info/booking](http://taask.info/booking). A complete planning document must be submitted within 4 weeks.



**3 PLAN FACULTY AND HOW MANY COURSE PLACES TO ADVERTISE VIA TAASK.INFO**

Assembling the faculty is the responsibility of the course leader. Each sim team includes 1-2 approved facilitators, at least one external faculty member should take part in the course.

Course leaders advertise coming courses using the TAASK Faculty Planning tool at [taask.tv](http://taask.tv), which lets potential course faculty get in touch well ahead of the course dates. It is rare for faculty to definitely confirm their attendance until 4-5 months before the course.

Most courses offer enrollment for paying course participants via TAASK's website. Some of this income pays the TAASK licence fee. Departments are welcome to reserve places for themselves or give places to other departments who provide faculty members.



**4 SUBMIT COURSE PLANNING DOCUMENT**

**DEADLINE: 1 MARCH FOR AUTUMN COURSES, 1 SEPTEMBER FOR SPRING**

An approved planning document is required before the course may be advertised and participants enrolled.

Please see [www.taask.info/planningoverview](http://www.taask.info/planningoverview) for the planning document template.



**5 SECRETARIAT CONFIRMS COURSE AND ADVERTISES ON TAASK.INFO**

A BaseCamp project is shared with the course leader, containing a detailed to-do list.

All participants must register on the course portal to access the pre-test and be included in the course planning.



**6 LICENSE FEE IS INVOICED**

**3 MONTHS BEFORE COURSE**

An invoice for the TAASK licence fee is sent to the host department or organization. This is based on the number of places on the course. Check with [kansli@taask.nu](mailto:kansli@taask.nu) for the current amount.

Payment may be delayed until just after the course, when income from course places sold offsets most or all of the fee.



**7 3 MONTH PLANNING MEETING**

**3 MONTHS BEFORE THE COURSE**

The TAASK Secretariat arranges a video meeting (30-60 minutes) with the course leader and a member of the TAASK steering committee.

The 'to-dos' in the course's BaseCamp project are used to confirm that all necessary arrangements are in place, that course timetable is correct and that the faculty have access to the course portal.



**8 1 WEEK PLANNING MEETING**

**1 WEEK BEFORE THE COURSE**

The TAASK Secretariat arranges a video meeting (30-60 minutes) with the course leader. The course participants are arranged into groups and the course roster is finalized. The material on the course portal is checked.



**9 COURSE PREPARATION DAY**

**DAY BEFORE THE COURSE**

The faculty meets as early as possible in the morning and then prepares for the course. Around 60 minutes are spent in a group meeting planning the course in detail, and around 90 minutes in a debriefing technique workshop.

### \*WHY SO COMPLICATED?

TAASK Masterclass involves bringing together 25-30 busy people, often from many different cities and even countries. The above routine has been developed over more than 10 years with the intent to avoid last-minute failures of planning. The most common problems in course planning have been: the faculty not being confirmed in time; too few participants resulting in the course being cancelled at short notice; the venue not being aware of the course's requirements in terms of space or equipment.

**MORE INFORMATION: [WWW.TAASK.INFO/PLANNING](http://WWW.TAASK.INFO/PLANNING)**