

Easy Read Training Day

- 0930** Introductions, overview and expectations
- 0945 -11.00** **Easy Read – presentation & round table discussion**
What is Easy Read & why do we need it?
Why does your organisation want to produce Easy Read?
- 11.00-11.15** **Comfort break**
- 11.15 -12.30** **Workshop 1**
The text – how to write clearly and break down jargon
The pictures – how to select appropriate images
Putting the two together - examples of good and bad practice
- 12.30-13.30** **Lunch**
- 13.30-14:30** **Workshop 2 – Document conversions**
Real life examples – using documents from Options for Life we will work together in groups to convert text and select images to produce easy read documents
- 14.30-15.00** **Feedback and discussion on the group work**
- 15.00-15.15** **Comfort break**
- 15.15-16.00** **Easy Read – the future**
Checking processes, quality assurance and evaluation
Learning outcomes and questions