# How to support your staff to deliver training

1. **Value the activity and set expectations:** make it clear to staff that delivering training and networking, including beyond the institution’s borders, are expected and recognised parts of their job (for example, as comparable with a conference presentation), through job descriptions, input from directors and line managers, appraisals and performance development reviews, promotion criteria and examples cited in career development guidance; referencing where relevant the 10 day commitment in the Researcher Career Development Concordat. The support being developed [in another part of the Open Research Programme](https://www.ukrn.org/or4/) for reforming how staff are recognised and rewarded will provide further guidance on this.
2. **Provide time:** delivering training takes time, to design the course for a particular audience, have that reviewed, draft communications for it, deliver the course, run evaluation, etc. The trainers need to have time in their schedule for this, rather than it being simply added to the workload.
3. **Provide practical support:** this can include administrative, technical, logistical, evaluation and communications support, including venues for in-person training, small budgets for catering, etc. The Open Research Programme training group will provide some materials and procedures to support and develop the trainers.
4. **Provide an audience:** the training is “train-the-trainer”, and so trainers will expect to go on to deliver training afterwards; your internal communications will be key for this, and regional groupings such as N8 and GW4 could provide a mechanism to identify people to attend within regions.