



Guidelines for Hosting a Transition “LAUNCH” Training

This set of guidelines has been developed to help individuals and communities understand the responsibilities of hosting a Training for Transition.

Background:

The Training for Transition has emerged to meet the growing need from communities for training in the thinking and practical tools required by emergent Transition Initiatives. We are developing a wide range of training courses, materials and events to support and develop the work of Transition Initiatives in the US.

Transition Trainings began in the UK in 2007. These initial trainings offered some basic instruction in the Transition model and process. Since then, the training team has researched needs across the Global Network and in 2008 developed a wider program, involved more people in forming and delivering the training, and supported Transition Initiatives in setting up their own Transition Trainings.

Transition US offers the two-day Training for Transition (T4T) course, now known as LAUNCH, as developed by Sophy Banks and Naresh Giangrande of the UK Transition Network. This course provides instruction on how to set up a local Transition Initiative and empower your community to directly tackle the issues of Peak Oil and Climate Change by rebuilding community resilience and self-reliance.

The LAUNCH Trainers are committed to providing the course in an efficient, cost effective manner with a lowered carbon footprint, and an affordable tuition for participants.

Purpose:

This course is designed to give a detailed introduction to the most important skills necessary to successfully set up, develop, and run a Transition project in your locality. It is designed for people who are already in a group working to achieve this, or are thinking of creating such a group.

At the end of the course participants will:

- have a clear understanding of the context for transition towns, the current global situation and the transformational possibilities that arise from climate change and peak oil and gas
- know what the TT model is – Including an in depth look at the key 12 ingredients from inspiration, setting up the initiating group, all the way to having active and effective working groups
- have experienced a joint visioning process
- understand how to organize effective meetings such as public talks, open space days and small theme working groups
- understand the purpose and principles of an Energy Descent Plan
- have the outline of an effective and inspiring talk on Transition Towns



- have formed useful contacts with other Transition Initiatives and individuals interested in the Transition model
- have a plan of action for themselves and their locality

This training will follow the transition model in paying attention to both the outer work and the inner work necessary for a successful transition process. The course is participatory, action-learning-based and fun, with participants invited to share their own experience and learn from the many different transition projects represented in the group.

Course Design:

The LAUNCH training is designed around six distinctive principles of the Transition model, outlined in The Transition Handbook. These are:

1. **Visioning** – Creating a clear and enticing vision our desired outcome is the key principle of the Transition Process. The vision we have in our mind when we set out on this work will go a long way towards determining where we will end up.
2. **Inclusion** –The transition approach seeks to facilitate a degree of dialogue and inclusion that has rarely been achieved before, and has begun to develop some innovate ways of bringing this about. This is seen as one of the key principles because without inclusion we cannot succeed.
3. **Awareness Raising** – The end of the oil age is a confusing time and we are constantly being exposed to mixed messages which can leave one feeling perplexed. It is essential to start with the premise that the people we are trying reach don't know how to sort out the issues and then provide them with key arguments that allow them to formulate their own response.
4. **Resilience** – The need to rebuild resilience at the community level is alongside the need to move rapidly to a zero carbon society and is central to the Transition concept.
5. **Psychological insights** – It is essential to understand that the key barriers to engagement have to do with an individual's sense of powerlessness and isolation. The Transition process uses these insights firstly through the creation of a positive vision and secondly by creating safe spaces where people can talk, digest and feel how these issues affect them and thirdly by affirming the steps and actions that people have taken and by designing into the process as many opportunities to celebrate success as possible. This coming together is powerful. It enables people to fell part of a collective response and understand that they are part of something that is greater than themselves.
6. **Credible and Appropriate Solutions** – It is important that once folks understand the issues in Transition that they are allowed to explore solutions on a credible scale that encompass the community.



The Trainers:

LAUNCH Workshops are provided by professional trainers who:

1. Have successfully completed an officially recognized training course offered by Transition USA and conducted by Transition UK trainers.
2. Are actively involved in a local transition movement
3. Are committed to their own personal change and growth
4. Have demonstrated an ability deliver the course materials in an interactive manner

Hosting Guidelines

These guidelines are designed to assist you in your decision making and planning process. If you decide to host an event please note that all official LAUNCH courses are offered through Transition US. To host a training please contact: Carolyne Stayton at carolyne@transitionus.org

What We Provide

- Certified Transition Trainers: these individuals have years of experience in facilitation, natural resources, psychology and environmental advocacy.
- All teaching materials, some of which we will need you to photocopy.
- Publicity over the network for the event.
- Core samples of some publicity materials.
- Sample joining instructions and spreadsheets for keeping track of bookings.

What We Need From You

- A space to do the training that would be suitable for 22 people (approx. 16 ft. X 22 ft. minimum, with good airflow) or a larger space for a bigger group. Ideally what is best is if the space reflects the values of the training, i.e. a center that is committed to sustainable practices - composts food waste, serves organic food, etc., is best but not essential. As we project slides we need to have either a projector powerful enough to be used in sunlight or the ability to shade the area where slides are projected. If there is a plain white wall to project onto that's usually fine, but if not a screen is needed.
- Basic training materials: flip charts/white board, flip chart/white board pens, digital projector, 4 plug electrical lead, photocopying facilities, and or printer, and a set of computer speakers.



- A kitchen space suitable for making cups of tea and coffee, and if possible lunch to share and wash up.
- The refreshments, such as a selection of teas and coffee, and snacks.
- Accommodation for the trainers; 2-3 nights depending on distance to travel. Ideally, trainers can be put up in someone's home.
- The ability to arrange, publicize and organize the training.
- Collect all fees due, and or fundraise for it as you see fit.
- Liaison person with whom we can communicate with before during and after the training as necessary. This person can, and ideally should, be participating in the course.
- Email and telephone list of all participants and those expressing interest.
- Book and liaise with the needs of the participants prior to attending. As this training is usually non-residential, this includes supplying participants with maps of how to get to the venue and travel information (nearest bus routes, etc.) and a list of local motels & B&Bs. If people in the local area are willing to put participants up that is a bonus!

Costs for LAUNCH Training

Our training fee which is for two trainers for two days is based on a sliding scale depending on the number of participants, plus travel and accommodation expenses. For 20-22 participants, our fee is \$1632, or \$408 per trainer per day. For more than 22 participants, we work out an arrangement to share the net income of each additional student with the local organizer. This rapidly increases the pool of funds that the local organizer can use for reimbursement of their time, scholarships, or donations to local groups.

To support building the Training Network and the evolution and growth of Transition Trainings the local organizer collects an additional 10% from each full paying participant and sends that to Transition US at: PO Box 917, Sebastopol, CA 95473.

Charging for the Courses

We suggest tuition of between \$150-\$225 for the two day course. Given trainers fees, travel and accommodation expenses for the trainers, venue hire, coffee tea and incidental expenses, this should give you a breakeven point at around 16 – 20 participants. The actual budget is determined by you, however. We want organizers to be able to cover their costs (including your time!) and make some extra that can go toward their transition project. We also insist on the ability to offer low cost or no cost places to those who cannot afford it, and so make it accessible to all. The administration of such scholarships is up to you.

Some cities and towns have been able to fund their training sufficiently so that many participants didn't pay anything. As the Training-for-Transition course focuses on a very successful technique for rebuilding



local community, and restoring local resilience, community foundations and businesses are often interested in supporting it.

To encourage early registration, we advise a two-tiered structure of registration, with a cost increase occurring about 10-14 days before the start of the course. As an example, course tuition can be set at \$175 eight –twelve weeks before the course, and jump to \$200 two weeks before its start.

Publicity and Filling the Course

If you are organizing the course, it is usually the case that you have people locally who want to attend. However, many people come through the US (and UK) websites, both nationally and internationally. While we usually set a limit of 22 participants as an optimum number for a vibrant and interactive workshop, successful courses have been held with 60 or more participants.

Contact

For further information please go to our website: www.transitionus.org. To contact us about hosting a training contact: carolyne@transitionus.org.