

**Membership**

Membership is booming. We currently have 506 members (compared with 492 at this time last year), and as announced last month, we have reluctantly had to introduce a Waitlist. This Waitlist currently stands at 21, with Application Forms already sent to another 19 prospective members. Also, Seniors' Week is just around the corner, so again this year we expect to be extremely busy for the first half of the year. *What we are trying to do about it:*

*Group Courses* There are currently two Group Fundamentals courses in progress. The Monday course (12 students) led by John Greenlees completed PC Fun this week, and starts XP Fun under the leadership of Jim Nicholson when we return after Castle Hill Show. The Thursday course (13 students) led by Bill Butts has one more week of PC Fun, then moves on to XP Fun led by Terri Weston. We hope to start a third Group course at the end of March, possibly on Friday afternoons.

*Trainee Trainers* We have several "Trainee" Trainers helping in these Group courses, and hope that they will join one of the permanent Fundamentals Monday, Tuesday or Friday teams when the Group courses are completed. We would really like to build all the one-on-one teams up to 8 trainers per session so that we can make use of all the PCs in Room 2.

We are always keen to hear of new (or returning) Fundamentals trainers, so if you know of anyone who might be interested in training, even if only for six months or so, please pass their details on to Eleanor (9634 1498 or [leightel@aapt.net.au](mailto:leightel@aapt.net.au)) so that we can make contact with them.

*Two-on-One* Last year some trainers were happy to train two students at once during this very busy period. There is no pressure on any trainer to do this if they are not happy with the idea, but if you would like to accept this challenge, please let your Senior Trainer know.

*This Time Next Year* This is now the second year in a row when a very quiet period in October – December has been followed by an extremely hectic February – May. Obviously there is nothing we can do about the timing of Seniors' Week or Castle Hill Show, but we are looking at ways to encourage new members to join the club in the Autumn quarter of the year rather than waiting until the Summer quarter.

**Responsibilities of Fun Trainers**

We realize that our current training plan for new trainers is very informal and is little more than a DIY process of watching other trainers. We are thinking about a better system, but while we are busy with so many new members, this is not making much progress. Just to ensure that all trainee trainers find out exactly what is expected of them, a new Responsibilities of Fun Trainers document has been added to the Training Section of the Club website. Briefly, the responsibilities are:

Responsibilities of Fun Trainers

- Be familiar with the layout of the manual's contents.
- Know your subject and if you are unsure of anything, then ask the Senior Trainer.  
(It is very helpful if you work through all the exercises in your own time. This will ensure that you display confidence to your student during training.)
- Follow the manual closely and do not deviate into matters that are not covered in the manual.  
(If you deviate it makes it very hard for any other Trainer to pick up from where you left off. It will also cause confusion for the student.)
- Listen carefully to the student so that you can identify any areas where the student is not confident – remember this supposed to be fun!
- If you have a student that is struggling with the material, for any reason, then bring it to the attention of the Senior Trainer.
- If you find any area in the manual that seems to be unclear or incorrect, notify the Senior Trainer and/or Eleanor Ball.
- Pass on any suggestions from students to Senior Trainer and/or Eleanor Ball.
- Look for potential Trainers and pass names on to Senior Trainer and/or Eleanor Ball.
- Make sure you have your Fundamentals manual and pen.

- Be on time. If unable to attend, try and let the Senior Trainer know well before your assigned day.
- Check the student's sign-off card to establish where they are up to.
- Update the student's sign-off card before they leave:
  - Mark with a ✓ if present or an X if absent (the X can only be added the next time the student attends.)
  - Note sections completed.
  - Sign the card.

**Fundamentals Course Relief Trainers List**

As announced last month, we would really like to create a list of Trainers who would be prepared to come in for an extra session occasionally to cover holidays, sickness, etc. There are two scenarios:

- a. Roster Officer knows a week in advance that a trainer will be absent the following week
  - b. Senior Trainer knows at short notice that they have more students than trainers for a particular session
- In either case, if there were a Relief Trainers List, there is a very good chance that by making a couple of phone calls, a replacement trainer could be found to cover the gap. Being on the list would just mean that you might receive a phone call – you would still have the opportunity to say “No” if the extra session was not convenient for you on this particular occasion. As well as helping out on a session that would otherwise be under-staffed, it would also mean that someone would be available to cover your sessions when you were sick or on holiday. (This could be an opportunity for “resting” or “retired” trainers who do not want to commit to permanent sessions but do want to keep their skills up-to-date.)

Please give serious consideration to adding your name to the list in the corridor.

**List of Potential Fundamentals Trainers**

As mentioned above, we are always looking for new Fundamentals trainers. Many students, who appear capable of making good trainers while they are doing Fundamentals themselves, often wish to do some Optional courses before committing to Fundamentals training. This is completely understandable, and is to be encouraged, as any experience they gain in other courses is also of benefit when they themselves are teaching others. The problem for us is that once they move off the Fundamentals roster we tend to lose track of them. To try and solve this problem, we would like to maintain a list of Potential Fundamentals Trainers – people who you think might make good trainers when they are ready. If you know of anyone in this category, please pass the information on to Eleanor, so that we can contact them from time to time to see if they would be interested in progressing in this direction.

**Corel Photo-Paint 9**

Our Corel courses use Corel Photo-Paint 9, and our stock of Corel software that we were licenced to sell- to students doing the Corel courses has now all been used. The current version of Corel Photo-Paint is version 12, and costs in excess of \$600. We consider that this is too expensive for most of our members, and so the Corel Photo-Paint course will now be discontinued.

The Corel Draw course will continue for as long as there is demand from students who have already purchased the software, as will the refresher course for Photo-Paint 9, but as we have no more program disks there can be no more new students starting Corel courses. We plan to develop a replacement course using Adobe Photoshop Elements (currently retailing for about \$100).

**Status of New Courses under Development**

<b>Vinyl2CD</b>	Starts 21 March 2007	<b>Embellish</b>	Still unresolved software issues
<b>VoIP</b>	Starts 3 April 2007	<b>MailMerge</b>	Very soon
<b>Corel refresher course</b>	Probably starting 5 April 2007		

Bill Butts is currently taking a well earned “sabbatical” whilst he does some re-arrangements on the home front! Bill is still keeping up to date with what is happening at the Club and should be back in the not too distant future.

As you all know, there is no Monthly Meeting in March because of Castle Hill Show. The speaker at April's meeting on 11 April 2007 will be David R. Palmer, Head of Information Security Risk Management, Westpac Bank. The next Trainers' Meeting will follow this Monthly Meeting on 11 April 2007.

*Peter & Eleanor*