



Specialists in plain English
and easy read information

What will you learn on the training?

The training will give you an excellent insight into the easy read production process, and the essential techniques involved.

You will learn how to produce easy read information to good practice standards, tailored to the needs of the audience.

The training can be adapted to your specific requirements but general topics include:

- ✓ An overview of what a learning disability is and the difficulties people can face around communication and complex information
- ✓ What easy read information is, including a review of examples
- ✓ Identifying your audience and their needs
- ✓ Identifying the best format for your information
- ✓ Identifying key points and information to include
- ✓ Using easier words and explaining complex ideas
- ✓ Other features that make information easy read such as short sentences and clear layout and design
- ✓ Use of images and their importance
- ✓ Action points and next steps
- ✓ Any other topics you specifically want to cover

Surgery session

At the end of the training participants will have the chance to put their learning into practice using their own materials. People can work individually on this, but it is often better for people to work in small groups to facilitate discussion and exchange of ideas. The trainer will be on hand to answer any questions.

Half day or full day?

Making it Clear offers half day and full day training.

Both cover broadly the same topics, but the full day training goes into more depth with more practical exercises and chances for discussion.

Half day training is recommended for:

- ✓ Smaller groups
- ✓ Organisations wanting to get a good head start and introduction to easy read
- ✓ Those on a more limited budget

Full day training is recommended for:

- ✓ Larger groups
- ✓ Organisations that want to produce easy read in-house and therefore want a more in-depth understanding

Added extras

Included in the cost of the training is a review by the trainer of one easy read document in total that has been produced by participants as a result of the training.

People First self-advocacy group

Making it Clear works with a local People First self-advocacy group of people with a learning disability.

The People First group provides a consultancy service and can check any easy read documents you produce, for a separate charge.

Dates and times

Making it Clear offers you flexibility and cost savings by travelling to you to carry out the training. We would be happy to arrange a mutually convenient date, time and location for the training.