

# SW Museum Skills

## Bite Size Menu



Key Theme: Collections	Key Theme: Volunteering	Key Theme: Audiences & Digital	Key Theme: Accreditation/Governance
<p><b>B1: Emergency Planning</b> – What is an Emergency Plan and why do we need one? This session will look at the uses of an EP, sources of practical help and how to get started.</p>	<p><b>B14: Is your museum ready for volunteers?</b> This session will introduce the importance of good planning and consistent volunteer management.</p>	<p><b>B19: Social media</b> - A fun introduction to social media, looking at some examples of best practice and exploring the benefits of various social media platforms. We will look at engaging users through social media, explore how to use some of the main platforms effectively, and also think about how social media can help our organisations achieve their objectives.</p>	<p><b>B25: Introduction to Charitable Incorporated Organisations (CIO)</b> - This session will cover the different types of governance, incorporation vs un-incorporation, CIO models and managing the transfer to CIO.</p>
<p><b>B2: Emergency Plan training for your museums workforce</b> - This session will help you plan simple ways to test your Emergency Plan with your workforce to ensure they are confident in carrying it out and you are meeting the relevant Accreditation requirement.</p>	<p><b>B15: More volunteers? To do what?</b> This session will challenge you to be specific about what volunteers you need and why, as well as how to recruit them.</p>		<p><b>B26: Brief Introduction to Charitable Incorporated Organisations (CIO)</b> - This session will cover your reasons for incorporation, models, and transfer from un-incorporation to managing the process.</p>
<p><b>B3: Housekeeping in the museum</b> - This session will show you the methods and materials to keep your museum clean and safe without damaging your objects.</p>	<p><b>B16: Welcoming a wider range of people to volunteer</b> – Depending on the experience of museums in the group. This session will support you on how to attract one different type of volunteer that you are not currently reaching.</p>	<p><b>B20: Copyright</b> - An opportunity to learn about the basics of copyright and why it is important for museums. We will look at what copyright is, and which works are protected by copyright. There will also be an interactive ‘myth busting’ session, and signposting towards useful resources and community groups.</p>	<p><b>B27: Succession planning: Setting up a Nominations Committee</b> - This session will cover the importance of succession planning, how to set up a nominations committee and its terms of reference.</p>
<p><b>B4: Museum Pests</b> - This session will teach you how to spot the most common pests and how to deal with them in simple and practical ways.</p>			<p><b>B28: New Trustee induction</b> - This session will cover the importance of trustee induction and what an induction pack should contain.</p>

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<p><b>B5: Cleaning objects on open display</b> - This session will cover the do's and don'ts of cleaning objects on open display. What materials are safe? How often should objects be cleaned?</p>	<p><b>B17: Customer care</b> - how does your museum welcome visitors? This session will cover a range of ways in which stewards can support your museum's visitors.</p>	<p><b>B21: Website design</b> - We will look at the benefits of having your own site as well as exploring some of the potential alternatives. There will be a chance to learn from each other, think about user centred design, and look at examples from the sector.</p>	<p><b>B29: The Forward Plan</b> - This session will cover the role and importance of a Forward Plan, what should be in it, how to draw one up and use it effectively.</p>
<p><b>B6: Handling museum objects safely</b> - This session will cover how to handle and move a range of museum objects safely</p>	<p><b>B18: Volunteering: is it going well and how will you know?</b> Collecting appropriate information and feedback about your volunteering opportunities, activities and projects is vital to help you to plan for the future, support a case for funding and understand how important your museum is to your volunteers. Basic principles of evaluation and the value of it will be discussed followed by time spent practically designing ways to capture feedback.</p>	<p><b>B22: Digitisation</b> - We will look at the why, what and how of digitisation, and start to think about the needs and wants of different user groups. There will also be the chance to work collaboratively and share best practice amongst each other.</p>	<p><b>B30: Drawing up a Code of conduct for the Board</b> - This session explores why you should have a Code of Conduct for the Board, what it might cover and how to draw one up.</p>
<p><b>B7: Hazards in the museum collection</b> - Discover which hazards you need to be aware of and why, and how to manage their risk in this session.</p>		<p><b>B23: Who are your audiences and how to get to know them better</b> - Do you know who your visitors are? Do you know who they could be? This session will explore a range of easy to use resources and tools that are available to help you improve your understanding of your visitors, where they come from and how they interact with you.</p>	<p><b>B31: The Learning Board</b> - The session discusses why it is important to continually improve together as a board, carrying out an annual review of the Board and drawing up a Governance Action Plan.</p>
<p><b>B8: Condition checking your collection</b> - An introduction to condition checking and how to use it in your museum</p>			<p><b>B32: What makes a good board good?</b> - This interactive session will get attendees to reflect on what makes a good board and how your own board can improve.</p>

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<p><b>B9: Packing and storing objects</b> - This session will cover how to safely pack and store a range of museum objects</p>		<p><b>B24: Audience Segmentation</b> - A light introduction to how your museum can use audience segmentation to help you plan your exhibitions, events and marketing to tailor your offer to your target audiences.</p>	<p><b>B33: Environmental Policy Statements</b> - This session covers what is an Environmental Policy Statement (EPS), how to draw one up and how to work to it.</p>
<p><b>B10: What makes a good display case?</b> This session will cover how to choose a display case, looking at both the materials and construction methods</p>			<p><b>B34: Access audits</b> - This session looks at the legal context, requirements for Accreditation, how to do an audit and making an action plan.</p>
<p><b>B11: Refitting an old display case</b> - This session will cover some cost-effective ways to improve old display cases.</p>			<p><b>B35: Interpretation principles and best practice for consideration when putting together an exhibition</b> - This session covers interpretation principles, interpretation tools, resources, text and design, to audiences.</p>
<p><b>B12: The museum environment</b> - Understanding your museum environment and why this is important will be covered in this bite size session.</p>			
<p><b>B13: Monitoring the museum environment</b> - Simple ways to monitor your environment and interpret the results.</p>			