

**Guidelines on running Christian Education Courses and events in the Workplace**

1. Decide what course you want to run and have a clear vision as to why you want to run it. If you are formally recognised by your organisation as a staff support network, ensure the chosen course is in line with your aims.
2. Identify your target audience and know why you want to run the course in the workplace.
3. Pray, pray and pray again before, during and after the course – let God lead you and follow the promptings of the Holy Spirit.
4. Seek permission to run the course from whoever is necessary (your manager, HR, etc). Write a letter or e-mail to ensure that everything is official and recorded in writing.
5. Give clear explanations about the course so there is no ambiguity. For example: “The Alpha Course explores the fundamental points of Christianity, who Jesus is and why Christians worship Him along with God the Father and the Holy Spirit. It lasts 8 weeks and is intended to help all staff gain an understanding of the Christian faith in a relaxed and non-threatening environment”.
6. Point out the Code of Conduct to demonstrate to managers that you seriously intend to deliver the course to the highest possible standard. Then make absolutely sure you satisfy the requirements in the Code! (See “Code of Conduct for workplace events”).
7. Ask specifically for a room to meet in – do not simply assume that you can meet anywhere on the premises.
8. Ask for permission to advertise the course via e-mail, intranet site, posters, notice boards, pigeon-holes, etc.
9. Be pro-active; meet with any other staff network groups to tell them what you are doing.
10. If you encounter opposition and you are not sure how to handle the situation contact Transform Work UK to talk it through. React thoughtfully; in all instances seek to understand the source. Some people may think your course will be prejudicial against certain staff demographics such as homosexuals or women. Be ready to discuss these issues; address these assumptions by asking probing questions. You may find the problem resolves itself. If you are prepared to work within an agreed framework you can overcome the objections. (Make sure that you and your team have clear agreement yourselves about the answers to these concerns!).
11. Be responsible and demonstrate good practice. Put together a feedback form for delegates to fill in to report back on the delivery of the course and content.
12. Keep managers informed about how the course is going. This will establish good foundations if you wish to run another one.
13. If you do have difficulties, contact Transform Work UK; we have a confidential prayer team to cover you and the situation in prayer.
14. It is impossible to please everybody in the workplace as we all have different ideologies and perspectives. Therefore not everyone will agree with or be enthusiastic about your course, but do not let that discourage you.