



RIX Wikis

A multimedia, person-centred tool for planning and self-advocacy

Training & Services



RIX Training and Services

RIX Research & Media offer a range of different training options, from face-to-face [workshops](#) to fully [online courses](#), as well as [specialist services](#) such as strategic support, consultancy and evaluation.

Workshops

RIX Research & Media offer the following specialist workshops. A workshop session runs for up to five hours and usually has a maximum of 20 participants (for larger numbers of participants additional costs will apply). We can deliver workshops locally at your setting or on site here at the University of East London in the Royal Docks.

Title	RIX Wiki Induction and Basic Training Session
Description	<p>This combination session includes a brief induction presentation along with some basic, hands-on practical Wiki building training not geared to a specific audience. The session covers:</p> <ul style="list-style-type: none"> • what are RIX Wikis and their potential benefits • what they can be used for/how they can be used • how to upload content and edit Wikis
Audience	Parents and Carers, Professionals, LA staff, Teachers

Title	RIX Wiki Induction Presentation
Description	<p>This inspirational session usually includes a presentation by either a parent or Wiki User. It is designed to introduce the idea of RIX Wikis to people for the first time and will give an overview of:</p> <ul style="list-style-type: none"> • what are RIX Wikis • what they can be used for/how they can be used • what are the potential benefits of RIX Wikis
Audience	Parents and Carers, Professionals, LA staff, Teachers

Title	RIX Wiki Parent Training Workshop
Description	<p>In this session our parent-trainers work with parents and families to plan their child's Wiki and provide hands-on, practical Wiki building training. The session aims to ensure parents know:</p> <ul style="list-style-type: none"> • what they plan to include in their child's Wiki • how to upload content to and edit a Wiki • how to share their child's Wiki with professionals and understand protocols around sharing
Audience	Parents and Carers

Title	RIX Wiki Professionals Training Workshop
Description	<p>This is a hands-on, practical Wiki building workshop that teaches professionals how to use the RIX Wiki platform. It can be tailored towards education, health or care professionals. The session aims to ensure participants gain an understanding of:</p> <ul style="list-style-type: none"> • how to create, edit and share a Wiki • ownership and safeguarding protocols • how to work with Wikis, individuals and parents and carers
Audience	Education, Health and Care Professionals, LA staff

Title	RIX Wikis for Personal Planning Workshop – Choose Your Focus
Description	<p>RIX Wikis are a powerful tool for all kinds of personal planning. We offer workshops that can show you how to use RIX Wikis effectively for:</p> <ul style="list-style-type: none"> • Education Health and Care Planning • Support Planning • Transition Planning • Health Action Planning • Health and Wellbeing Planning • Person Centred Planning • Work Preparation and eCVs • Other <p>Whichever focus you choose, all planning workshops follow the principles of person centred practice and will help participants to use Wikis, alongside a Multimedia Advocacy approach, to make genuinely person-centred plans that express the voice, needs and wishes of the individual.</p>
Audience	Education, Health and Care Professionals, LA staff

Title	RIX Wikis for Public Information/Local Offer Workshop
Description	<p>This session is designed to show service providers and local authority teams how to use Wikis to create accessible, easy-to-understand public information about their services. Participants learn how to:</p> <ul style="list-style-type: none"> • make information easier to understand using multimedia • plan Wiki content for effective information provision • work inclusively with a co-production approach • use Wikis to improve the Local Offer
Audience	LA Staff, Service Providers, Information and Communication Professionals

Title	RIX Wikis in the Curriculum
Description	<p>This session will give education professionals practical ideas for using Wikis in day-to-day lessons and show how they can embed Wiki practice within the curriculum of their setting. Participants will discover:</p> <ul style="list-style-type: none"> • how to use Wikis to empower and motivate learners • how to use Wikis to achieve more effective communication and engagement with parents • schemes of work for Wikis in the classroom
Audience	Teachers, Teaching Assistants, Education Professionals

Title	RIX Wiki Inclusive Training Workshop
Description	<p>This is a hands-on, practical Wiki building workshop designed to be attended both by people with learning disabilities and their parents, carers or supporters. Participants will learn:</p> <ul style="list-style-type: none"> • how to create, edit and share a Wiki • how to work together with multimedia in a person-centred way
Audience	People with a learning disability and their parents, carers or supporters

Title	RIX Wiki Portal Training – 2 Hour
Description	<p>This training session will teach Portal Administrators how to navigate and use their portal to manage the Wiki allocation of their local authority, school or organisation, including how to:</p> <ul style="list-style-type: none"> • create new Users and allocate new Wikis • work with Wiki templates • establish Wiki coordination processes
Audience	RIX Wiki Portal Administrators/Wiki Coordinators

Title	RIX Wiki Strategic Support Meeting
Description	<p>In this session we work with your lead staff members to provide strategic planning and support for implementing Wiki use in your local authority or organisation. A strategic meeting will help you:</p> <ul style="list-style-type: none"> • identify your needs and what you want to achieve with Wikis • identify model of implementation best suited to your local context • address leadership, infrastructure and evaluation issues • effectively project plan your Wiki implementation
Audience	Lead LA, School or Organisation Staff, Wiki Coordinators

Online Courses

RIX Research & Media offer a range of online training courses providing different levels of training in Wiki building and Multimedia Advocacy.

Quick Wiki Introduction Course – Duration: 45 Minutes

The Quick Wiki Introduction course will consist of 45 minutes of intensive training on how to build a RIX Wiki. The course will not discuss any of the theory associated with Multimedia Advocacy and will focus solely on the technical aspects of building a Wiki.

This course is targeted at any individuals that already have a good understanding of Multimedia Advocacy and its approaches and just wants to learn the technical aspects of building a RIX Wiki.

The Quick Wiki Introduction course will discuss the following Wiki building topics:

- Adding an image
- Adding a video and audio
- Adding a map
- Adding documents
- Adding links
- Adding a Wiki section
- Personalising your Wiki
- Inviting others to view your Wiki

Wiki Builders Course – Duration: 6 x 1 Hour

The Wiki Builders course consists of six sessions of one hour each. Each session looks at a different aspect of Multimedia Advocacy and Wiki building. Through this course the user will learn how to develop a RIX Wiki, how to support a person with learning difficulties, and understand the principles of Multimedia Advocacy.

This course is targeted at managers, employers and parents in order to teach how Multimedia Advocacy can help individuals. Participants on this course must be paired with a self-advocate.

The Wiki Builders course will cover the following topics. People on this course will:

Multimedia and Self-Advocacy

- understand the principles of Multimedia and self-advocacy
- learn how to work with an individual in an empowering way
- learn how to use Multimedia Advocacy to work with a person developing their self-advocacy skills
- discuss issues of ownership

Person-Centred Practice/Planning/Tools

- gain a basic understanding of principles of Person-Centred Practice/ Planning tools
- learn how to implement Person-Centred Practice/Planning tools when working with an individual

Communication

- gain a basic understanding of the communication process and how to capture an individual's communication
- learn how to facilitate this with a range of people with various communication abilities

Policy and Rights

- learn how to apply the principles of SEN and DDA communication rights in practice
- gain a basic awareness of policy and rights

Participants will learn how to build a Wiki in more depth and learn about creating multimedia assets, including:

- | | |
|---|---|
| <input type="radio"/> Photography | <input type="radio"/> Attachments |
| <input type="radio"/> Video | <input type="radio"/> Maps |
| <input type="radio"/> Sound | <input type="radio"/> YouTube and Vimeo Video clips |
| <input type="radio"/> Easy To Read Text | <input type="radio"/> Making multimedia accessible |

Wiki Leaders Course – Duration: 3 x 2 Hour

The Wiki Leaders course consists of three sessions of two hours each, spread over six months. Through completing this course users will become Wiki Leaders and be able to support other staff in implementing Multimedia Advocacy as well as ensuring quality. Wiki Leaders will also be able to project manage Wiki rollout and promote good practice.

This course is targeted at selected individuals, which meet certain criteria set by employers. Learners will also have completed the Wiki Building course.

The Wiki Leaders course will explore the following topics and Learners will:

Multimedia and Self-Advocacy

- understand the self-advocacy journey
- understand how to support staff to work in a way that is truly empowering
- learn to critically reflect on their own practice as well as others
- learn to consider the effects of a wider scale, within a school or service

Person-Centred Practice/Planning/Tools

- gain a good understanding of the Person-Centred Practice/Planning processes
- become familiar with Person-Centred tools
- learn to critically reflect on their own Person-Centred Practice as well as others
- gain understanding of the longer term impact of interdisciplinary work

Communication

- gain a good understanding of the communication processes
- learn to critically reflect on their own practice as problem solving as well others
- understand how to ensure that an individual's voice is heard

Policy and Rights

- gain a good awareness and understanding of the policy and rights attributed to Multimedia and Self-Advocacy
- learn to recognise good and bad practice
- understand how to ensure that practice is within legal framework
- learn how to develop and implement a whole school/service policy
- learn how to extend good practice to families and other professionals

Devices

- learn how to use a Wiki on iPads and other tablet devices
- learn how to use multimedia on different devices

Wiki Building

- gain an increased knowledge of the different features available in a RIX Wiki and how to use them

Multimedia

- learn how to create multimedia assets
- learn how to edit, troubleshoot and password protect multimedia assets

Accessibility

- gain a good understanding of accessibility issues
- learn how to troubleshoot accessibility issues and support others

Other Services

1 Year Strategic Support

The Strategic Support component can be added to any of our Standard 1 Year RIX Wiki Group Packages as an Add-On.

This Add-On provides ongoing strategic support, project input and expertise from RIX Research & Media to help you implement and embed Wiki use more effectively within your local authority, school or organisation.

The Strategic Support component includes:

- Monthly telephone updates with our Project Coordinator
- Quarterly reporting and analytics
- Expert face-to-face consultancy to help you engage with parents and professionals, establish infrastructure for Wiki roll-out and provide support with business case development

Consultancy

RIX Research & Media can provide consultancy services at a fixed daily rate (plus travel expenses) in various areas of expertise.

Evaluation

RIX Research & Media can provide an academic evaluation service to research & evaluate the impact of Wiki use in your setting or region. Our evaluation team, led by Gosia Kwiatkowska, developer of the Multimedia Advocacy approach, has expertise in data analysis, qualitative and quantitative research methods, as well as participatory research with young people, parents, carers and professionals.