



Museum Development London Skills Plus Training

Course Title: Developing an Inclusive Museum Training Series

Dates: Wednesday 1st, Wednesday 8th, Wednesday 15th December 2021 and Wednesday 12th, Wednesday 19th January and Wednesday 26th January

Time: 10:00 – 16:00 for first session, then after 10:00 – 12:30

Location: Museum of London, London Wall & Online (Zoom)

Please note this is a 6-week training series and you should ensure you are able to attend all 6 sessions. When booking a place please ensure you are available for all 6 sessions in your diary. In discussion with the Facilitator you are able to send another member of staff in your place, if you feel the content is more appropriate for a particular session.

Facilitators: Museum Development Officer, Workforce

Trainers: Deanne Naula, Lisa Kennedy, Thanh Sinden, Nick Gross, Kate Woodward and other invited speakers/facilitators

What will be covered?

This 7-session training programme will encourage museums to embrace Arts Council England's Inclusivity and Relevance Investment Principle. This is about ensuring the creative and cultural sector better reflects and serves all communities across England. It is a commitment to achieving greater fairness, access and opportunity. This principle builds on the Creative Case for Diversity to encompass programming, talent development, workforce, leadership and governance. It means identifying who is under-represented and which communities are under-served and taking action to address this. The aim is to collectively create a cultural sector that is relevant to more people and better placed to realise its creative ambitions, drawing on talent from all our communities.

This seven-session training series will support museums to reflect and create workable actions to develop practices to bring a greater level of diversity to all areas of their organisation, including: their programmes (exhibitions and events), collections and voices they represent; audience development work; volunteers, staff and trustees; and the buildings in which they operate. This training series will look at the key areas of diversity practices that can help develop a more inclusive museum, using the audience data to support and inform the work, along with case studies and presentations from speakers across a board range of diversity practice to inspire you and support you to develop and enhance your organisations thoughts and plans to become more representative and relevant to your diverse local communities.

This blended training series will be delivered over seven half-day sessions (two and a half hours with a short break) in partnership with specialist freelancers, consultants and organisations with a mix of online and face-to-face delivery.

Following the end of the training series delegates will be offered individual 1:1 meeting with London Museum Development's Museum Development Officer Audiences. As part of the meeting you/your organisation will be able to discuss the workable actions that have resulted from the discussions and course and ways to further support you in your journey to becoming a more inclusive museum. This support offer could include: identifying and support with funding applications, other training options, resources and signposting to other organisations and community groups to inform your activities.

Please note this not an exclusive list and conversations and support will be tailored to individuals and their museums' identified needs and diversity journey.

Who should attend?

This course is aimed at:

Managers, Curators and Learning Staff involved in public programming and exhibition planning

Approximate session timetable

Wednesday 1st December – Session 1: *Introduction*

10:00 – 10:15	Welcome and introductions
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10:15 – 11:45	What do we mean by diversity and inclusion?
10:45 – 11:15	Picture of diversity in London and the sector
11:15 – 11:30	Break
11:30 – 12:15	Areas to develop to create an inclusive museum
12:15 – 12:30	End of session: Reading/action planning for next session

Wednesday 1st December – Session 2: *Planning for Inclusion*

13:30 – 14:15	Understanding and identifying your users and non-users
14:15 – 14:45	Defining your users and non-users
14:45 – 15:00	Break
15:15 – 15:45	Defining your workforce, trustees and building
15:45 – 16:00	End of session: Reading/action planning for next session

Wednesday 8th December – Session 3: *Developing Inclusive Programmes*

10:00 – 10:15	Welcome and introductions
10.15 – 11.00	What does an inclusive programme look like? (Public Programmes – Events and Exhibitions, Collections and Audience Development work)
11.00 – 11.30	Why, what, how, who, barriers and tips
11.30 – 11.45	Break
11.45 – 12.15	Case Studies
12.15 – 12.30	End of session: Reading/action planning for next session

Wednesday 15th December – Session 4: *Developing an Inclusive Organisation*

10:00 – 10:15	Welcome and introductions
10.15 – 11.00	What does an inclusive organisation look like? (Volunteers, Staff and Board of Trustees)
11.00 – 11.30	Why, what, how, who, barriers and tips
11.30 – 11.45	Break
11.45 – 12.15	Case Studies
12.15 – 12.30	End of session: Reading/action planning for next session

Wednesday 12th January – Session 5: *Developing Inclusive Collections*

10:00 – 10:10	Welcome and introductions
10.10 – 11.30	Developing Inclusive Collections
11.30 – 11.40	Break
11.40 – 12.10	Delconising the Database (Collections Trust)

12.10 – 12.25	Case study
12.25 – 12.30	End of session/Further reading

Wednesday 19th January – Session 5: *Developing an Inclusive Building*

10:00 – 10:15	Welcome and introductions
10.15 – 11.00	What does an inclusive building look like?
11.00 – 11.30	Why, what, how, who, barriers and tips
11.30 – 11.45	Break
11.45 – 12.15	Case Studies
12.15 – 12.30	End of session: Reading/action planning for next session

Wednesday 26th January – Session 7: *Embedding Inclusive Practice*

10:00 – 10:15	Welcome and introductions
10.15 – 11.15	Consolidating and prioritising actions
11.15 – 11.30	Tips
11.30 – 11.45	Break
11.45 – 12.15	Funding opportunities
12.15 – 12.30	End of session: Evaluation & further support available

Learning objectives

By the end of this training series you will:

- Understand the definitions of Diversity and Inclusion and key area of practices
- Develop meaningful inclusive programmes and become a more inclusive organisation
- Understand how audience data can be used effectively
- Look at key borough and ward data available to better understand who your local communities are and ways to engage with them across all levels of museum activities/functions (i.e. collections, programmes (events and exhibitions), volunteers, staff, trustees and the building itself)
- Generate ideas on ways to make all areas of their museum (programmes and workforce etc.) more inclusive and diverse
- Understand how to plan for collaborative activities and initiatives
- Understand the key barriers for participation/engagement across the different protected characteristic groups and think through ways to overcome these within their own museum going forward

- Generate realistic and relevant key equality action points across all the areas covered by the series that inform your short, medium and long-term plans and can be used to track your museum's progress to becoming a more inclusive and diverse organisation over the coming years

Support towards Museum Accreditation:

Organisation Health:

- 1.3 A satisfactory structure for your governance and management
- 2.1 An approved forward or business plan which covers the current and subsequent planning year

Managing Collections:

- 4.1 A policy, approved by the governing body, for developing collections, including acquisitions and disposals

Users and their experiences:

- 7.1 An approved access policy
- 7.2 An access plan
- 8 Understand and develop your audiences
- 9 Engage with your users, and improve their experience.

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the training series begins. Please keep the following dates free in your diary until your place has been confirmed: **Wednesday 1st December, Wednesday 8th December, Wednesday 15th December, Wednesday 12th January, Wednesday 19th January and Wednesday 26th January.**

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.

Further Information will be emailed to confirmed delegates.

 [@LondonMusDev](https://twitter.com/LondonMusDev)



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