Presenters Guidelines

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CONTENTS

INTRODUCTION

Rhondda Cynon Taf Council is committed to equality both in employment and service delivery, and its policies and procedures have been drawn up to reflect this commitment.

The following guidelines have been drawn up to help presenters meet the commitment of Rhondda Cynon Taf Council to the full participation of all its employees and elected members in a practical and constructive way. You will see that underlying this guide is a commitment to the principle that everyone has equal rights to benefit from, contribute to and enjoy the event. This means, among other things, that we should avoid language and behaviour that is unacceptable to other participants, because it conveys stereotypical or prejudicial views that can lead to discriminatory attitudes.

We assume that course presenters will agree these principles and hope the guidelines will assist in putting them into practice.

LANGUAGE

Language is important and Rhondda Cynon Taf Council policy is not to use language that offends or hurts people. This type of language should always be avoided as it causes distress.

Language jokes or comments that perpetuate discrimination should not be used.

JARGON

Jargon is a barrier to good communication. Take care to explain any jargon or initials you use so that everyone understands what you are talking about.

PRESENTATIONS

Presentations should take into account the needs of disabled people, bear in mind the size of the font used, avoid long sentences in capital letters and use appropriate colours, red and green should be avoided and it is always better to use dark print on lighter backgrounds, you should avoid flashing images and should not include stereotypical images.

Stop

Think

Respect