



# Plain English Training

## for Personal and Public Involvement (PPI)

- Are your leaflets, flyers, letters or questionnaires easy to understand? Are they in plain English and jargon free?
- Did you know that 1 in 5 people in Northern Ireland have literacy levels below level 1?

These are important points to remember when you plan to involve people in, e.g. reviewing your service, starting a service user group, etc.

This training is delivered by Editorial Solutions



### Who should attend?

Anyone who is planning to involve service users and/or carers in e.g. planning or reviewing services

### Method

A mix of theory and practical work

### Duration

Around 2 hours delivered virtually

### Benefits

- Getting your message across clearly
- Reaching a wider audience
- Avoiding misunderstanding and frustration
- Improved relationships with service users

### At the end of this course, you should be able to

- Recognise text that is not in plain English
- Understand and apply the rules of plain English when writing or editing
- Organise and structure text in a user-friendly and accessible way

The next available date (via MS Teams) is: **10<sup>th</sup> March, 2.00-4.00pm**

*You can register for this training on HRPTS in the Learning Portal which is under Employment Self Service - Appraisals, Learning and Development by searching for Plain English*