



# WASP

# Words and Symbols Person

## **A practical approach to involving people with learning disabilities in meetings**

In Devon we have developed a method which is a way of including people in meetings which we are calling WASP (Words and Symbols Person). This is a tried and tested technique, the development of which was requested by people with learning disabilities, which is proving effective in meetings and many other situations that are committed to the inclusion of people with learning disabilities.

The WASP can be any person regardless of profession. Although people who already write minutes would benefit i.e. secretaries and admin staff, other people who have been trained include occupational therapists, speech and language therapists, advocacy workers, Community team managers, people from the independent and voluntary sector and day centre and other service staff.

### **The 2 day training course covers the following,**

- What is a WASP?
- Why do we need a WASP?
- How to facilitate meetings
- Step by step guide to being a WASP at a meeting.
- Resources to help you write easy to understand minutes.
- How to translate minutes and other documents into an easier to understand format.
- Computer and symbol workshop.

We hope you will be interested in being involved in this exciting new initiative and we look forward to receiving your booking for the next training course.

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