

Steps to set up a workplace cycling course

Find a supplier

There are a number of suppliers that have qualified instructors to run a cycling course for you. You should check that the supplier has appropriate insurance, and a good track record of providing training. Your local council may be able to suggest a list of training organisations that operate in your area.

Some suppliers may run courses where they provide bikes and helmets for your staff.

Identify a suitable training location, either on site or nearby

You will need to identify two spaces – a place for people to gather for a brief theory lesson, and an outdoor space to practice basic handling and control skills. For the skills session, you need a space about as big as a basketball court that is sectioned off from vehicles and people walking.

Promote the course

As with any workplace training or development opportunity, your employees will need to be encouraged to sign up and participate. Ideally, you would use a booking system with a waiting list so that you can manage participant numbers. When thinking about how you will promote the course you should keep in mind that your ideal target group are people that have been thinking about taking up riding, and don't yet feel confident on city streets.

Send reminders

In the days leading up to the course you should try to remind people that they have signed up to a course. Alternative, you should send out calendar invitations.