



Training Prospectus 2017 to 2018

#BEMORE



Training Prospectus:

We currently offer a range of training at various venues across Cheshire East, Cheshire West, Wirral and Halton.

Safeguarding	2.5hrs
Managing Behaviours	1.5hr
Mentoring & Volunteering	1.5hr
Programme Planning	3hrs
Bid Writing	3hrs
Basic Youth Work Skills	3hrs
Safeguarding Young People in the Digital World	6hrs
Professionalism & Leadership	6hrs
Mental Health Awareness	3x6hrs
Cyber Safety (NCS Version)	1.5hrs
Employability Skills (NCS Version)	1.5hrs
Self-Identity (NCS Version)	1.5hrs
Tomorrows Leaders App	0.5hrs
CV Writing & Interview Skills (NCS Version)	1.5hrs
'Generation Code'	4x1.5hrs
'Money For Life'	4x1.5hrs

Meet the Team



Kevin Bradburne Director of Direct Delivery Youth Group Support



Natalie Garstang – Operations Manager



Michael Jones Trainer Programme Coordinator



Matthew Wainwright Programming Tutor

Safeguarding

Length: 2.5 Hours

Aim:

To develop your knowledge, attitudes and understanding of child protection and safeguarding so it is integrated into youth work practices and procedures

Objectives:

Identify laws and guidance relating to safeguarding children

Identify some of the main forms, signs and effects of abuse

Explain what multi-agency working means for individuals and their work environment

Describe what individuals need to do about reporting concerns, including “whistleblowing” in their own work setting.

Content:

Working Together to Safeguard Children – Key Points

Best Practice

Public Enquiries

Local Safeguarding Boards

Recognising Child Abuse – Signs, Symptoms & Indicators

Young Children & Children with Disabilities

More Complex Issues

Stereotypes

Local Authority Designated Officer (LADO)

Dealing with concerns and disclosures

Confidentiality

What to do if you are worried about a young person

Why refer?

Accreditation: Youth Fed

Managing Behaviours

Length: 1.5 Hours

Aim:

To enable participants to explore what aggressive behaviour is and how to manage and avoid it within your setting.

Objectives:

To clarify what behaviours you and your colleagues find aggressive.

To identify actions that would minimise aggressive behaviours arising in your setting.

To gain practical skills and techniques in how to manage an aggressive situation.

Identify ways to minimise the chances of challenging behaviour occurring within your setting.

Content:

Anger & Aggression

Aggressive Behaviour

Situations Leading to Aggression

Behaviours Leading to Aggressive Reactions

Minimising Aggressive Behaviours

Effects on the body

Prevention rather than cure

What do I do?

Those at greater risk

Awareness Test

Accreditation: Youth Fed

Mentoring & Volunteering

Length: 1.5 hours

Aim:

To enable participants to explore what it means to be a mentor, what is expected and what benefits can be gained personally and for the mentee.

Objectives:

To understand what is meant by mentoring and what it entails

To identify the benefits of mentoring to the mentor and mentee

To understand what qualities are required for effective mentoring

To understand the commitment required from a volunteer mentor.

Content:

What is a mentor?

The Roles of a Mentor

The Benefits of Mentoring

Seven Key Qualities of an Effective Mentor

Mentoring Myths

Mentoring: The Facts

Volunteer Agreements

Accreditation: Youth Fed

Programme Planning

Length: 3 Hours

Aim:

To establish what makes an organisation successful and how to implement a programme plan incorporating monitoring and evaluation processes

Objectives:

To recognise the importance of programme planning

To identify ways in which programme planning can be introduced and developed within organisations

Define how to review and implement areas of development

Content:

What makes a successful youth organisation

Planning the programme

SMART Targets

Good Practice Structure

Effective Programming

What can your organisation offer?

Monitoring and Evaluation

SWOT Analysis

Accreditation: Youth Fed

Bid Writing

Length: 3 Hours

Aim:

To enable people to create and produce a legitimate and effective bid in order to successful secure tenders.

Objectives:

- Establish the purpose of a tender
- Draw out the requirements of the commissioner
- Understand why tenders fail
- What makes a quality bid
- Produce 'Top Tips' guide

Content:

- The purpose of a tender
- Before you start
- The Five M's of Grant Application
- Outcomes
- The purpose of the tender
- Ten Principles of Bid Writing
- Effective Sales Pitch
- Requirements
- Expectations
- Promises & Trust
- SMART Targets
- SWOT Analysis
- Why do tenders fail?
- Planning Works!
- Quality Control

Accreditation: Youth Fed

Basic Youth Work Skills

Length: 3 Hours

Aim:

To enable participants to understand various approaches to working with children and young people
To consider the variety of settings and issues that youth work encompasses.

Objectives:

Know what youth work is
Know why people become involved
Know when and where it occurs
Know who can do it

Content:

Youth work is...?
Where does youth work take place?
Different approaches to youth work
Government Policy
How do we do youth work?
What principles do we need?
Who can do youth work?
List 99

Accreditation: Youth Fed

Safeguarding Young People in the Digital World

Length: 6 Hours

Aim:

To improve and encourage learning and overall knowledge in today's cyber world in order to stay safe and protected online.

Objectives:

- Learn about different online media
- Examine the risks and dangers posed
- Learn how to stay safe online
- Learn how to use social media
- Examine cyberbullying and its effects
- Examine Online grooming and its dangers
- Examine Inappropriate content
- Examine sexting and its effects
- Examine and Understand Radicalisation
- Examine Online Porn and its effects and dangers
- Examine Privacy & Identity Theft and the potential dangers
- Examine Online Reputation and its associated risks
- Learn and understand how to keep safe online
- Develop safe online practises
- Understand the top seven tips for online safety
- Learn how to set up parental controls
- Understand the browsers to use
- Examine different social networks
- Understand the risks associated with using social media
- Define an online safety checklist

Content:

- Cyberbullying
- Online Grooming
- Inappropriate Content
- Sexting
- Radicalisation
- Online Pornography
- Privacy & Identity Theft
- Online Reputation
- Tips for keeping safe
- Social Networks
- Online Safety Checklist

Accreditation: Youth Fed

Professionalism & Leadership

Length: 6 Hours

Aim:

To enable participants to understand various approaches to working with children and young people
To consider the variety of settings and issues that youth work encompasses.
To encourage Professionalism in the workplace
To understand and implement leadership styles in the workplace
To develop your knowledge, attitudes and understanding of child protection and safeguarding so it is integrated into youth work practices and procedures

Objectives:

Establish what leadership is
Examine what is good and bad leadership
Examine leadership v management
Examine leadership styles
Establish your own leadership style in the community context
Discuss the theory surrounding teams and their effectiveness
Develop strategies to support weaknesses in teams

Content:

What is Leadership?
What is a community?
Issues & Challenges
Proactive Planning
Why do we have leadership and leaders?
Good leadership traits
Leadership v Management
Leadership Styles
Team Building & Leadership
Understanding & Communicating your vision
What is the difference between aims and objectives?
Business Classifications
Project Management & Development
Effective long term leadership
Volunteering & Mentoring
Stereotypes & Judgements
Conflicts

Accreditation:

- Youth Fed

Mental Health Awareness

Length: 18 Hours (3x6 Hours)

Aim:

To develop your knowledge, attitudes and understanding of mental health issues so they are integrated into youth work practices and procedures

Objectives:

Identify and understand mental health issues

Identify and understand the factors influencing mental health

Understand and promote factors which can increase good mental health

Describe what individuals need to do and who to report to when faced with mental health disabilities and difficulties

Content:

- What is Mental Health?
- What is Good Mental Health?
- Influencing Issues
- Mental Health Statistics
- What is Self-Esteem & Confidence?
- Causes of Low Self-Esteem
- Anxiety, Stress, Depression
- Bullying & Cyberbullying
- Mental Health Disorders & Conditions
- Substance Abuse
- Self-Harm & Suicide
- Body Image/Dysmorphia
- Healthy Living
- *Eat a balanced diet*
- Regular Physical activity
- Maintain a regular sleep pattern
- Have good relationships
- Healthy environments
- Positive thinking with positive actions
- Be happy!
- Mindfulness

Accreditation: Youth Fed

Cyber Safety (NCS Version)

Length: 1.5 Hours

To improve and encourage learning and overall knowledge in today's cyber world in order to stay safe and protected online.

Objectives:

- Learn about different online media
- Examine the risks and dangers posed
- Learn how to stay safe online
- Learn how to use social media
- Examine cyberbullying and its effects
- Examine inappropriate content
- Examine sexting and its effects
- Examine Privacy & Identity Theft and the potential dangers
- Examine Online Reputation and its associated risks

Content:

- Online Safety
- Digital Footprint
- Stay Legal
- Sexting
- Safe Social Networking
- Cyberbullying

Accreditation: Youth Fed/NCS

CV Writing & Interview Skills (NCS Version)

Length: 1.5 Hours

Aim:

- To enable young people to develop aspirations and reflect that within a CV and interview format.

Objectives:

- Look at aspirations for the future,
- Develop and understand CV skills
- Develop interview techniques.

Content:

- Aspirations
- What is a CV?
- CV Layout
- Peer Education
- Preparing for an interview
- Interview Content
- Body Language Do's
- Body Language Don'ts
- Vocal Tips
- Your USP
- What to wear

Accreditation: Youth Fed/NCS

Self-Identity (NCS Version)

Length: 1.5 Hours

Aim:

- To raise awareness of issues surrounding gender identity and to develop knowledge on gender related topics

Objectives:

- Recognise different gender identities
- To understand that assumptions about gender identities cannot be drawn
- To understand how to “come out”
- To define homophobia and related extreme views
- To be aware of hate crimes

Content:

- What is the meaning of LGBTQ
- The Genderbread Person
- Coming Out
- Homophobia
- Extreme Homophobia
- Hate Incidents & Crime
- Equality
- Marriage

Accreditation: Youth Fed/NCS

Tomorrows Leaders App

Length: ½ Hour

Aim:

- The aim of this short course is to briefly explain the skills that employers are looking for and how to record them using the Tomorrows Leaders application.

Objectives:

- To introduce the skills employers are looking for.
- To understand the skills that can developed through Youth groups, sports groups, school etc.
- To understand how to evidence skills in order to excel at interviews for further education, University, apprenticeships and employment using the Tomorrows Leaders App

Content:

- Career Aspirations
- Key Skills Employers are looking for
- How do I develop my skills?
- How can the Tomorrow Leaders app help me?
- How do I download and log in?
- How To guide
- Where does the evidence I upload go and who can see it?
- Opportunities you can gain from using the Tomorrows Leaders app

Accreditation: Youth Fed

For all enquires please contact:

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