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|  | COMPASS Training Day | |
| **To: Leaders holding Leading and Management positions and leaders requiring 1st Response full or refresher training** | | **Action Required:** Yes |
| **From: Cindy Barnes** | | **Reply to:** [**MagdalenaS@girlguidinglaser.org.uk**](mailto:MagdalenaS@girlguidinglaser.org.uk) |
| **cc.: Clare Norman, Lou Morris, Liz Smith, Sally Christmas** | | For information |
| **Date:** 19/02/2019 | |  |
| **Re:** **COMPASS Training Day – Sunday 24 March 2019** | |

**This is the first of our newly expanded training days. Similar further expanded days will be repeated in the Kent and Surrey areas during the next 2 terms.**

**This invitation is for leaders holding Leading and Management positions and leaders requiring 1st Response full or refresher training. A separate invitation is being sent to all commissioners.**

**When:** Sunday 24 March 2019

**Time:** 9.00 – 3.30

**Venue:** [Lampton School](https://www.lampton.org.uk/6/contact), Lampton Avenue, Hounslow, TW3 4EP

Uniform should be worn.

Please bring:

* A notebook and pen
* A named thermal mug – drinks will be provided
* If attending the full 1st Response course - a nut free packed lunch.

**The overall Aim, Objectives and Outcome for the day are as follows:**

**Aim:**

To give members holding a leading and management role an opportunity to gain information on topics relating to their roles by attending specific Workshops.

To give members an opportunity to undertake either a full 1st Response course or to renew their existing qualification.

**Objectives:** By the end of the day, participants will have had the opportunity:

1a to attend a session relating to a chosen topic to extend their knowledge

Or

1b to achieve their 1st Response qualification or to renew their existing 1st Response qualification.

**Outcome:**

1a As a result of attending this day, commissioners will see leaders with a leading & managing role in their areas use new or refreshed skills in supporting others or running large events effectively.

Or

2a The 1st Response training will enable you to provide first aid to members in emergencies – in or outside of your unit meeting place. The course was created specifically for members of Girlguiding and The Scout Association.

**Programme:**

9.00 am – 11.00 am

**A1: Planning Large Scale Events –** to help leaders to gain the skills and knowledge needed to organise, run and evaluate events with 100 participants

**A2: Mentoring –** to develop mentoring skills and explore the new Girlguiding mentoring resources

**A3: Budgeting –** to help volunteers gain the skills needed to be confident in budgeting for long term unit stability, one off events and residential

9.00 am – 12 noon

**A4: First Response Refresher –** to update your knowledge since your last training

9.00 am – 3.30 pm including a lunch break

**A5: A full 1st Response course –** to gain simple life-saving first aid skills that are relevant to your role. To develop the confidence and skills required to cope with emergency and first aid situations.

9.00 am - 12.30 pm

**A6: Safe Space Level 3 –** Recognising, telling and taking action. To give Unit Leaders a better understanding of their role and responsibilities in promoting the safety of our girls, young women and adult members.

**To book your place, please complete the booking form** [**here**](https://goo.gl/rsq5jA) **-** [**https://goo.gl/rsq5jA**](https://goo.gl/rsq5jA)**. Closing date for applications is 12 noon on Friday 8 March.** Please note that **your application has been accepted if you apply by this date** and that final information will be sent to you as soon as possible after that.

**Feedback from previous days has suggested that it would be helpful to know who else is attending from your local area. Mindful of GDPR, we are unable to share personal information without specific permission. If you would like to be part of this information sharing, please indicate in the appropriate box, your permission for your name, division, county and email address to be shared with other willing participants.**