



# County Training Calendar 2016 / 2017



**Girlguiding encourages the development of skills through ongoing learning and development opportunities.**

All adult members and recognised volunteers are encouraged to undertake informal learning and development in support of their roles in guiding and their own personal development.

Girlguiding believes that learning and development in guiding results in better programme experiences for girls and young women. A range of learning and development opportunities are offered to all its members and volunteers. Some of these can lead to formal qualifications recognised both within and outside guiding.

*All Training costs can be claimed from unit funds*



# County Training Calendar for 2016 / 2017

In Cheshire Forest we have a variety of trainings on offer. You will find all the information you need in this booklet, on our website and on our online booking service Eventbrite.

Please book on to a training in good time. Unfortunately trainings will be cancelled if too few applications have been received by the booking deadline.

Please advise us of any sensory, mobility or other needs so we can do our best to help you.

Dates and venues are occasionally subject to change, please visit the website or contact Lynn Maple for up-to-date information.

More trainings become available regularly, so you can register for updates from Eventbrite or check the county calendar.

If Commissioners wish to book a training for their Division or District on any subject contact Lynn Maple.

*Lynn Maple - Training Co-ordinator*

Email: [training@cheshireforest.org.uk](mailto:training@cheshireforest.org.uk)

Phone: 07756 619454

Most trainings can be booked online - payments by credit/debit card or cheque accepted: <http://tinyurl.com/jzlx6ob>



# Safe Space Training



This module introduces Girlguiding's Safety and Safeguarding Policy to Leaders to help them create a safe space for girls and to support them in dealing with safeguarding concerns.

This is mandatory training for leaders working towards their Adult Leadership Qualification.

This is also optional training for all other adult leaders and helpers. Young Leaders aged 16+ are also welcome to attend.

12 <sup>th</sup> Oct 2016	Pettypool Lodge	6.45pm - 9.45pm
20 <sup>th</sup> Nov 2016	Runcorn Guide HQ	10.15am - 1.15pm
7 <sup>th</sup> Feb 2017	Venue TBC	6.45pm - 9.45pm
27 <sup>th</sup> April 2017	Venue TBC	6.45pm - 9.45pm
5 <sup>th</sup> June 2017	Maple Lodge, May Queen Field Drive, Pepper Street, Lymm, WA13 0JG	6.45pm - 9.45pm

**Cost:** £5.50 per person (Can be claimed from unit funds)

If Commissioners wish to book a Safe Space training for their Division or District contact Lynn Maple: [training@cheshireforest.org.uk](mailto:training@cheshireforest.org.uk)  
07756 619454



# Accounts Drop in



**Girlguiding is financed by its members, its supporters and its own resources, and it is the Association's duty to ensure these funds are accounted for and managed appropriately and in accordance with financial legislation. Those responsible for charity money are legally obliged to maintain proper accounting records.**

The Unit Leader is entrusted with the safe keeping of the unit's funds and is responsible for seeing that a proper account of the funds is kept.

She does not need to do all management of funds herself, a treasurer can be appointed. However, the Leader is ultimately responsible for the accounts.

**Get on top of your accounts before they get on top of you!**

If you need some advice on some aspects of your unit accounts, drop in and get advice on best practice and policy.

18 <sup>th</sup> Sept 2016	Pettypool Office	9.00am - 4.00pm
15 <sup>th</sup> Oct 2016	Pettypool Ranger Den	9.00am - 4.00pm

Book an AM or PM slot. Email [training@cheshireforest.org.uk](mailto:training@cheshireforest.org.uk)

**Cost:** There is no cost for this drop in

If Commissioners wish to book an Accounts training for their Division or District contact Lynn Maple: [training@cheshireforest.org.uk](mailto:training@cheshireforest.org.uk) | 07756 619454



# Join us, GO and Recruitment checks

GO! stands for Guiding Organiser, which is our online membership database. All young members and adult members (volunteers) must have their basic details stored on GO. Any individual who has not been a member before is updated through Join Us.

We have regular drop in sessions for all leaders and Commissioners to ask questions, get help, training and complete recruitment checks.

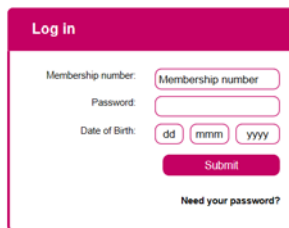
All systems will be covered.

29 <sup>th</sup> Sept 2016	Pettypool Office	6.00pm - 8.00pm
22 <sup>nd</sup> Oct 2016	Pettypool Office	10.00am - 12.00pm
22 <sup>nd</sup> Nov 2016	Pettypool Office	6.00pm - 8.00pm
26 <sup>th</sup> Jan 2017	Pettypool Office	6.00pm - 8.00pm
25 <sup>th</sup> Feb 2017	Pettypool Office	10.00am - 12.00pm

**Cost:** There is no cost for this drop in

**Trainers:** Janet Grant & Alex Newton

**Special Notes:** Please bring a laptop or tablet if possible



The image shows a login form with a pink header and a white background. The header contains the text "Log in". Below the header, there are three input fields: "Membership number:" with a text box containing "Membership number", "Password:" with an empty text box, and "Date of Birth:" with three separate text boxes labeled "dd", "mmm", and "yyyy". Below these fields is a pink "Submit" button. At the bottom of the form, there is a link that says "Need your password?".



# Commissioner Go & Join us Training

Cheshire Forest will deliver a training for District and Division Commissioners on Go and Join us.

Learn how to run reports effectively for your Division, District and unit.

11 <sup>th</sup> Oct 2016	Olive Tree, Penketh Church, Chapel Road, Warrington WA5 2NB	7.00pm - 9.00pm
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Cost: £5.50 per person (Can be claimed from unit funds)

Trainers: Janet Grant & Alex Newton

Special Notes: Please bring a laptop or tablet if possible

Drop us an email and let us know if there is anything specific you would like to cover.

Email: [joinus@cheshireforest.org.uk](mailto:joinus@cheshireforest.org.uk)



# Going Away With... Training

Taking your girls away on a residential, overnight or for longer, is a great experience for you and the girls.

The *Going Away With Scheme* is a flexible qualification which allows Leaders to gain the appropriate qualification depending on the type of residential they are planning.



This scheme is open to members who have completed the Leadership Qualification and currently hold an active role as a Leader, Commissioner or Adviser.

You will learn about the required leader ratios, the relevant regulations for different types of events, the forms and permissions you will require.

**Modules 1-4** - Date & Time TBC

Planning & administration; safety & security; health & first aid;

**Modules 5-7** - Date & Time TBC

Catering, Programme and facilities

**Cost:** £5.50 per person, per module (Can be claimed from unit funds)

**Trainers:** Christine Champion & Jemma Fraser

Not sure which modules you need to complete?  
Email us: [adventure@cheshireforest.org.uk](mailto:adventure@cheshireforest.org.uk)



# Internet & Social Media Safety

Would you like some best practise tips and hints in the safe use of social media? Do you know how to advise your girls?

We will look at the different social media platforms used by young people, what they do and how to stay safe whilst using them.

We will also cover how to set up and use social media in your units and divisions. This training is open to all leaders, unit helpers and young leaders 16+.

1 <sup>st</sup> Oct 2016	Innovative Safety, 298 Hale Road, Widnes, WA8 8PX	10.00am - 11.30am
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**Cost:** £5.50 per person (Can be claimed from unit funds)

**Trainers:** Sue Clough & Christine Champion







# First Response - FULL Day Course

This is mandatory training for leaders working towards their Adult Leadership Qualification.

For exemptions, see Cheshire Forest First Response web page OR contact Steph Kemp on [firstresponse@cheshireforest.org.uk](mailto:firstresponse@cheshireforest.org.uk)

25 <sup>th</sup> Sep 2016	Upton Guide HQ, Upton, Chester, CH2 1LR	9.00am - 4.30pm
27 <sup>th</sup> Nov 2016	Huntington Village Hall, Butterbache Road, CH3 6DB	9.00 am - 4.30pm
28 <sup>th</sup> Jan 2017	Culcheth Methodist Church, WA3 4BW	9.00 am - 4.30pm

Cost: £11.00 per person (Can be claimed from unit funds)

If Commissioners wish to book a 1<sup>st</sup> response training session for their Division or District contact Steph Kemp on [firstresponse@cheshireforest.org.uk](mailto:firstresponse@cheshireforest.org.uk)

More dates will be added for 1<sup>st</sup> Response full day courses & renewal courses throughout the year.

Keep checking the Cheshire Forest Web site and Forest News for upcoming trainings.

Don't hesitate to contact Steph about any health or 1<sup>st</sup> Aid issues that may crop up within Guiding.

