**Training and development programmes**

**Making the Most of Me Programme**

Session 1: Assertiveness

Session 2: Independent Living

Session 3: Money management

Session 4: Personal hygiene and Dignity

Session 5: Safety

Session 6: Healthy Living

**Communication and Relationships Programme**

Session 1: Healthy Friendships

Session 2: Communication

Session 3: How to be well-liked and confident

Session 4: Bullying and how to deal with it

Session 5: Dating

Session 6: Mind over Matter

**Training course for members to help run group activities**

Session 1: Values, Communication, Leadership and Action- planning for success

Session 2: Evaluation of understanding of values, leadership and communication skills and the necessary skills for effective planning of group activities

**What makes an effective meeting training**

Roles and responsibilities; planning, ground rules and time-keeping; active listening skills and communication strategies; different leadership styles; benefits of action-planning

**Volunteer Training**

Session 1: Values; Empowerment; Terminology use; Safeguarding

Session 2: Running group activities; conducting 1-1 assessments; supporting 1-1 action-planning

**Group Leader Training**

Session 1: What is leadership; the characteristics of an outstanding leader; the differences between being a volunteer and a group leader; evaluating and action-planning next steps for leadership development

Session 2 : Communication and organisation; using an empowering coaching approach; active listening skills; money management; contingency planning and dealing with crisis situations; evaluating and action-planning next steps for communication and organisational skills development

Session 3: Assertive behavioural management techniques; how to conduct 1-1 assessments; how to conduct 1-1 action plans; action planning next steps for development

**Telephone befriending training for volunteers**

To understand the purpose of telephone befriending and how it links to values; understanding potential pitfalls and how to avoid them; understanding and using active listening skills

**What skills can I develop by attending training?**

Here are some of the skills that you can develop by attending training :

* Communication
* Active listening
* Teamwork
* Leadership
* Problem-solving
* Self-reflection
* Creative thinking
* Assertiveness
* Numeracy
* Adaptability
* Target-setting

**How can I evidence my development ?**

You will receive a certificate detailing the course content and skills that you have developed.

You will complete an action plan and will receive a copy of this for your own records and professional development.

You will identify an action plan review date providing a further opportunity for evidencing skills development.