

Professional Development Opportunity

Freedom to Speak Up

Train the Trainer – 2 day course

*(see overleaf for full list of dates and venues)*

The National Guardian’s Office and Health Education England are inviting existing Freedom to Speak Up Guardians and colleagues closely aligned with the speaking up agenda to train as trainers to deliver Freedom to Speak Up training.

We are seeking to recruit and train 30 individuals from across the national Freedom to Speak Up network, including at least 2 individuals from each region to ensure the sustainable delivery of training for new guardians, and to promote the Freedom to Speak Up agenda through training to champions, ambassadors, managers and senior leaders.

This Train the Trainer course will develop participants’ training skills to deliver Freedom to Speak Up training. By the end of the course participants will have had opportunities to:

* Explore issues in training design
* Find out about a range of learning theories and learning styles
* Learn techniques to improve training delivery
* Identify ways of managing difficulties in groups
* Practice delivering elements of Freedom to Speak Up foundation training
* Receive feedback on individual strengths and weaknesses

This course will be delivered by 2 experienced trainers to enable all participants to receive individualised feedback on their practice.

# Please complete the 2 page application form overleaf

Places are limited and will be allocated on a targeted basis.

Closing date for applications Friday 2nd February 2018

Successful applicants will be notified by Wednesday 7th February 2018.

All participants receive step-by-step guides to delivering Freedom to Speak Up training

and certificates of attendance.

Refreshments and lunch are provided

Accommodation and travel will need to be funded locally

Courses run from 10.00-16.30 on Day 1, and 10.00-15.30 on Day 2.

Maximum training group size – 12 people

The programme is commissioned by Health Education England and delivered in partnership with the National Guardian’s Office and The Training Exchange.

Please contact The Training Exchange for a full course outline or any information on the application process: 0117 9415859 info@trainingexchange.org.uk

Application for a place on Freedom to Speak Up

Train the Trainer - 2 day course

Complete the following information as clearly as possible and return to:

**The Training Exchange, Easton Business Centre, Felix Road, Bristol, BS5 0HE.**

***Tel 0117 941 5859 email:*** [***info@trainingexchange.org.uk***](mailto:info@trainingexchange.org.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **2018 Dates** | **Venue** | **Please tick your First choice√** | **Please tick your Second choice√** |
| Weds 28th February & Thurs 1st March | **London:** National Guardians Office, 151 Buckingham Palace Road, SW1W 9SZ |  |  |
| Mon 12th & Tues 13th March | **London:** NCVO, 8 All Saints Street, N1 9RL |  |  |
| Thurs 22nd & Fri 23rd March | **Birmingham:** BVSC, 138 Digbeth, B5 6DR |  |  |

**Please indicate first and second choices for dates, we will try to accommodate all first choices where possible.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Job / Role** |  | | |
| **Organisation/Trust** |  | | |
| **Contact address** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Contact tel. no**  **incl. mobile.** |  | | |
| **Contact email** |  | | |

**Do you have any access needs or dietary requirements we need to know about?**

Places are limited and will be allocated on a targeted basis.

Closing date for applications Friday 2nd February 2018

Successful applicants will be notified by Wednesday 7th February 2018.

Cancellations and transfers

The National Guardian’s Office and The Training Exchange will implement a strict cancellation policy

* You can cancel your booking up to 2 weeks before the date of the course.
* Cancellations less than 2 weeks before the course date are considered late cancellations and will be subject to payment of the full cost of the place.

Your organisation lead will be informed of any late cancellations and non-attendance.

Cancellations must be confirmed in writing, by email.



**Please complete the checklist below to show that you meet the criteria to attend the training programme and become a Freedom to Speak Up trainer: Tick to confirm √**

|  |  |
| --- | --- |
| I undertake to deliver training sessions subject to demand, in agreement with my regional network, and at least 2 training sessions per annum for a minimum of 2 years, with allocated time to prepare. My trust leadership/manager is in agreement with this and has signed below. |  |
| I have attended the NGO Freedom to Speak Up Guardian Foundation training. |  |
| I have sound knowledge and experience of the Freedom to Speak Up agenda; or experience of supporting staff through the process. |  |
| I am enthusiastic about delivering the Freedom to Speak Up message. |  |
| I have confidence to deliver training, and to respond sensitively to complex and challenging questions (training experience not essential). |  |
| I am willing to be part of network of trainers to develop good practice. |  |
| I am willing to work as part of a co-training team. |  |
| I undertake to pass on train the trainer training to replacement training leads as identified by regional network leads. |  |
| I have read and understand the cancellation terms. |  |

**Please explain in the box below why you would like to become a Freedom to Speak Up trainer:**

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

\_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ \_­ \_ \_­ \_­ \_ ­

Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Manager’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

*Forms* ***must*** *be signed by Chief Executive as well as the applicant*.