



2009/10

# Training Programme

for IYSS Staff

connexions

CENTRAL LONDON

Helping young people to access learning & work

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# Introduction

Welcome to the Central London Connexions (CLC) Training programme for 2009/10. The programme offers free access\* for all Integrated Youth Support Service (IYSS) staff to the CLC Professional Training and Continuing Professional Development programme.

The training programme has been developed in consultation with staff and managers so that the programme offers a range of courses that are relevant to your daily work, and are aimed at staff who have differing needs (introduction, intermediate and advanced levels).

We encourage you to book onto our courses via our online booking system. A step-by-step guide to booking online is included on page 19 (email: clctraining@rbkc.gov.uk if you do not have a username and password).

We hope that you enjoy our courses. If you do have any feedback on any aspect of our programme, please email: clctraining@rbkc.gov.uk.

\*Training is available to all IYSS staff within the 7 CLC local authorities that have purchased the enhanced Information on London wide opportunities programme, please ask your manager if you are unsure or call 020 7938 8073.

# CLC Annual Training Calendar April 2009 – March 2010

Venues:  
 Friends House, NW1 2BJ  
 Freston Road, W10 6TH  
 MWB Regent Street, W1B 5TR  
 The Learning Tree, NW1 1AD  
 Indian YMCA, W1T 6AQ

Course Title	Apr '09	May '09	Jun '09	Jul '09	Aug '09	Sep '09	Oct '09	Nov '09	Dec '09	Jan '10	Feb '10	Mar '10
Working in Schools & Colleges <b>Revised</b> Introduction	21 Freston						10 Freston					
Brief Solution Focused Therapy NEW 3 day course (All dates must be attended) <b>Advanced</b>	23 & 24 MWB R		1 MWB R							New dates released 2010		
National IAG Standards for Managers and Team Leaders <b>NEW</b> <b>Advanced</b>		12 MWB R								New dates released 2010		
Working with Groups <b>Revised</b> 4 days – Intro 2 days and <b>Advanced</b> 2 days (All dates must be attended)		12 & 13 MWB R	18 & 19 MWB R							New dates released 2010		
14-19: Decisions & Choices <b>Revised</b> <b>Intermediate</b>		20 MWB R					13 Freston					
Essential Skills for Structured Interviewing NEW 3 day course (All dates must be attended) <b>Intermediate</b>			1, 2 & 10 YMCA							18 & 19 Freston	22 Freston	
Practical Skills in writing bids and sourcing funds NEW <b>Intermediate</b>			10 Freston							New dates released 2010		
National Policy Context Updates for IAG NEW 3 days <b>Intermediate</b>			16 Freston	8 & 9 Friends			27 Freston				23 Freston	
Motivational Strategies for supporting young people who are NEET <b>Revised</b> 2 day course (All dates must be attended) <b>Advanced</b>										New dates released 2010		
Employability – the true story about jobs <b>Revised</b> <b>Intermediate</b>						16 Freston					3 Freston	
National IAG Standards for practitioners <b>NEW</b> Introduction						22 Freston				26 Freston		
CAF Cards: engaging YP in CAF assessment <b>NEW</b> <b>Intermediate</b>							1 Freston					
Supervision & Case work Management <b>NEW</b> <b>Advanced</b>		13 Learning Tree					8 Learning Tree					
Coaching to support YP's progression NEW 3 day course (All dates must be attended) <b>Advanced</b>							26 & 27 MWB R	25 MWB R				
Working with YP in alternative education <b>NEW</b> <b>Intermediate</b>								11 Freston				

This Calendar shows the complete 2009/10 Training offer.

# Supervision and case work management

(1 day) New course  
Advanced level

Thursday 8th October 2009  
9.30am – 4.30pm  
The Learning Tree, NW1 1AD

**Target group:** The course is aimed at experienced practitioners with team leader responsibilities to supervise the case-work activity of professionals.

**Course Aims:** The course aims to equip team leaders with sophisticated supervision skills informed by the exploration of professional practice and supported by the forensic analysis of data, to enable professionals to lead more young people into learning.

## Learning Objectives:

**A.** The course will increase the professionals ability to:

- Balance activity within case loads matched to client needs
- Set and manage boundaries appropriate to client and service needs and solutions
- Involve clients in their own assessment and case management
- Move clients towards exiting the case load when activities are complete and goals are met.

**B.** The course will raise professional case-working skill levels in the use of CCIS case-work information and systems to:

- Analyse client vulnerability based on data and case notes
- Client tracking and follow-up
- Progression planning leading to EET outcomes
- Exit planning.

**C.** Will raise Managers skills in data analysis to determine analysis of:

- CCIS data to judge if YP are case loaded appropriately
- Follow up activity has taken place according to need
- Case work reflects needs and potential, including EET action planning.

## Course methodology:

The course will be delivered by a course leader supported by two professional inputs:

Objective A: will be delivered by a Trainer experienced in supervision training.

Objective B & C: will be delivered by CCIS staff.

# Essential skills for structured interviewing

(3 days)\* New course  
Intermediate level

18th & 19th January and  
22nd February 2010  
9.30am – 4.30pm  
Freston Road, W10 6TH

**Target group:** Professionals and relevant IYSS & TYS staff offering individual advice and guidance who wish to improve their structured interviewing, assessment, planning and review skills.

*This three day course will help professionals, Key Workers and other relevant IYSS staff to meet skills/gaps in these areas. In particular it will assist in meeting knowledge and performance criteria of the current NOS for LDSS Level 4 suite of interview units 30, 34, 35 & 60 (or OCR units 3, 10, 11 & 41).*

**Course Aims:** To encourage professionals to explore all angles of engaging with a YP during a guidance interview, techniques should include communicating and interacting on a more personal level and encouraging the young person to express their inner thoughts to the professionals.

**Learning Objectives:** The course will enable professionals to:

- develop more advanced interviewing techniques
- engage with YP at a more in depth level.

**Course methodology:** The course will be delivered by Prospects IAG company and is designed to meet all the underpinning knowledge requirements for the LDSS interview units. The structure has some flexibility and will respond to the needs of each group. The delivery style will be a mixture of practical and theoretical to meet all learning needs. Participants will look at case studies to explore concepts and some practical exercises will be included in each day. A brief outline of the programme includes:

## Day one

- Introductions
- Expectations
- What is an interview?
- What are we trying to achieve?
  - Analysing the process and components
  - The difference between information, advice and guidance
  - Role of the professionals
  - Ethical principles
- Environmental factors
- Building rapport
- Non-verbal communication
- 'Active' listening
- Questioning styles – dos and don'ts.

## Day two

- The interview structure
  - Why do we need structure?
  - Which structure?
- Brief look at where the structures/models come from and the theories they relate to
- How do people make decisions? A look at decision making skills and how to ensure that all work is client centred
- 'Managing' the interview process
  - Contracting
  - Establishing stage of thinking
  - Agenda-setting
  - Exploration
  - Decision making
  - Action planning
  - Concluding interviews.

## Day three

- How to move a client forward
  - A more in depth look at the exploration section of the interview
  - Probing and challenging to empower clients to reach new understanding
- Practitioner self-awareness
  - Introduction to interview assessment 'tool'
- Interview practice and feedback
- Support and follow up for your client
- Summary.

# Working in schools & colleges (1 day)

Revised course

Introduction level

Thursday 10th September 2009

9.45am – 4.15pm

Freston Road, W10 6TH

**Target group:** Professionals who are new to working in a school or college context or wish to enhance their knowledge and skills in working positively in school/college environments. It may also be relevant for other IYSS & TYS staff who work in or with schools and colleges.

*This course will assist professionals who wish to increase understanding and skills in the integration and promotion of careers education guidance in the school curriculum. It relates to current NOS in Advice and Guidance Level 4 units 24 and 25 and proposed new LDSS Level 4 units 416 and 435.*

**Course Aims:** To increase knowledge and understanding of the professional's role and contribution to Information, Advice and Guidance within schools and colleges in the context of Aiming Higher, the National IAG Standards and upcoming Careers Education Guidance Principles for Schools.\*\*

## Learning Objectives:

- Increase knowledge understanding and application of national standards affecting advice and guidance in a school and college context
- Increase knowledge of key staff and resources and explore how to build good personal networks in schools and colleges
- Increase understanding of personal development and career management programmes and the role of the professional within them.

**Course methodology:** The course will be delivered by a Careers Education Guidance Leader, supported by an Advanced School Teacher who will provide a school based perspective.

\*Certificates of attendance for CPD portfolios will be provided. Witness statements detailing course content will be provided to participants who need to meet evidence requirements of LDSS NVQ 4.

\*\*Due to be launched by DCSF in Spring - Summer 2009.

# 14 - 19: decisions & choices

(1 day) Revised course

Intermediate level

Tuesday 13th October 2009

9.45am – 4.00pm

Freston Road, W10 6TH

**Target group:** The course is targeted at professionals and other relevant IYSS & TYS practitioners who support young people in careers management and personal development programmes at key stages 3 and 4.

**Course Aims:** To increase understanding of the 14 - 19 pathways and enable professionals to better support young people with their decision-making.

**Learning Objectives:** The day will enable professionals to:

- increase awareness of the KS3 & 4 curriculum options available to young people including 14 - 19 diplomas, international baccalaureate and other study modes
- increase practitioner skills in offering impartial advice and empowering young people to make informed decisions and choices
- enable professionals to assist young people to explore stereotypical career choices and raise aspirations
- enable professionals to identify how careers education and guidance can help students and those that care for them when making choices
- assist professionals in helping young people be discerning users of the breadth of information available.

**Course methodology:** The course will be co-delivered by two careers education co-ordinators. It will utilise a variety of methods including a quiz to assist use of the Building Sure Futures\* pack and will explore topic areas outlined below:

- Different 14 - 19 routes
- CEG activities to support effective career management
- Exploring stereotyping
- Supporting those who care for young people
- Discerning use of information.

\*BSF is a pack used to support careers management and personal development programmes and contains key information, ideas and templates.

# Employability: the true story about jobs (1 day)

Revised course  
Intermediate level

Wednesday 16th September 2009  
Wednesday 3rd February 2010  
9.30am – 4.30pm  
Freston Road, W10 6TH

Nearly a decade into the 21st century, the labour market as we once knew it has almost disappeared. In the brave new world of the 'knowledge economy' many young people struggle to find employment. There has never been more competition from adults for jobs and increasingly young people need to present themselves as both job ready and highly motivated.

*This up-to-the minute course will examine what's really available for young people today - including the impact of the credit crunch.*

**Target group:** All professionals and relevant IYSS & TYS staff, particularly those supporting job-seekers.

**Course Aims:** To introduce participants to some of the key information, skills and resources needed to help young people find their way into the current London Labour Market.

## Learning Objectives:

- To increase awareness of current London Labour Market Information as it affects young people
- To highlight employment opportunities, including what employers are looking for; apprenticeships and near future developments e.g. Olympics
- To explore the impacts of the credit crunch on employment opportunities for young people
- To increase understanding and the ability to identify 'job readiness' in young people
- To increase knowledge and understanding of tools and techniques available to facilitate job readiness in young people.

**Course methodology:** The course will be jointly delivered by an Employment & Labour Market Adviser and Careers Education Manager.

# Coaching to support young people's progression

(3 days) New course  
Advanced level

Monday 26th & Tuesday 27th  
October 2009  
Wednesday 25th November 2009  
9.30am – 4.30pm  
MWB Regent Street, W1B 5TR

**Target group:** Experienced professionals, IYSS & TYS practitioners who want to add coaching methodologies and skills to their existing range of approaches to supporting young people's progress.

**About Coaching:** Coaching is a powerful and effective way of helping individuals embrace change, anticipate positive outcomes for themselves, broaden their experience and develop new skills. It is not a therapy, but focuses on empowering an individual to develop positive self belief and a willingness to move forward.

**Course Aims:** To provide an in depth range of coaching skills and methodologies enabling participants to choose which tools work best for them.

## Learning Objectives:

- To increase understanding of the concepts and practice of 'authenticity' and 'positive thinking' as the basis of good coaching techniques
- To increase effectiveness in assisting clients to meet and move beyond challenges and barriers to their progress and make positive change
- To increase confidence in practicing coaching techniques through opportunities to undertake co-coaching with a colleague during and between sessions.

**Course methodology:** The course will be delivered by a qualified and experienced coach practitioner and trainer who has delivered coaching to head teachers, extended services coordinators and others. The initial two days will deliver coaching skills and methodologies and set up the co-coaching relationships. The third day four weeks later will revisit the tools, answer queries, hear client case histories, introduce some further tools and review co-coaching relationships. (It is expected that participants will meet their co-coach once or twice between days 2 and 3.) A pack of coaching materials will be provided and email support from trainer between sessions to clarify issues or seek advice will be available. Course content will include:

- Techniques for setting boundaries and working more effectively
- Developing personal motivation and motivational techniques for clients
- Understanding the change process and managing resistance to change
- Transforming ambivalence
- Combining coaching with advice and guidance
- Managing client workload and working to targets.

## National IAG Standards for practitioners (half day) New course Introduction level

Tuesday 22nd September 2009  
Tuesday 26th January 2010  
9.45am – 12.30pm  
Freston Road, W10 6TH

**Target group:** Any professionals or relevant IYSS/TYS practitioner with responsibility for delivering careers education/information, advice and guidance (CE/IAG) who wants to ensure practice meets the DCSF Quality Standards for IAG.

**Course Aims:** To increase practitioner awareness and understanding of the application and monitoring of the IAG Quality Standards.

### Learning Objectives:

- To increase understanding of the Quality Standards and their applications for professionals and other IYSS practitioners in local authorities and commissioned IAG services
- To introduce and familiarise practitioners with the newly published CLC Audit Toolkit and its relevance to practice issues
- To identify and explore a range of specific issues and concerns relating to implementation and monitoring of the standards e.g. in professional practice with parents and young people
- To provide opportunities to explore and share experiences and identify good IAG practice through examining case studies and discussions.

**Course methodology:** The course will be delivered by a Careers Education Co-ordinator. It will use a variety of methods including briefings on the Quality Standards and the CLC Audit Toolkit; exploration of case study examples and learning sets to enable identification and sharing of problem areas and best practice in implementation.

## National policy context updates for IAG (half day) New course Intermediate level

2 Half day sessions:  
please book for both  
Update 1. Tuesday 27th October 2009  
Update 2. Tuesday 23rd February 2010  
10.00am – 12.00pm  
Freston Road, W10 6TH

**Target group:** Any Connexions or CE/IAG team leader or manager who needs to keep abreast of policy developments and their applications to the services they manage. Updates will also be relevant to 14 -19 co-ordinators, a range of local authority IAG, IYSS and TYS managers such as training managers, youth sector workforce development leads and others.

If you're a manager who needs to know what's new and emerging in policy and haven't got time to read it all then these briefings are for you!

*Please note these updates are sequential not duplicated - participants should register for all sessions as far as possible.*

**Course Aims:** To increase manager awareness of new and emerging policy initiatives and understanding of their applications to services for young people.

**Learning Objectives:** These will be finally determined by new and emerging policy initiatives as they arise but it is expected that there will be a focus on:

- the upcoming new Careers Education Principles for Schools – launch expected Spring/Summer
- the upcoming DCSF Education and Skills Paper
- the new IAG strategy document to support CE/IAG, due out 2009
- developments in relation to forthcoming IAG websites that will support CE/IAG.

**Course methodology:** The briefings will be delivered by an experienced Careers Education Co-ordinator.

# CAF cards: engaging young people in CAF assessment

(1 day) New course  
Intermediate level

Thursday 1st October 2009  
9.30am – 4.00pm  
Freston Road, W10 6TH

**Target group:** Any professionals, IYSS or TYS practitioner who has completed borough based CAF (Common Assessment Framework) training and is currently or will be undertaking CAF assessments with young people.

**About CAF Cards:** CAF Cards have been specifically developed with young people to fully engage and empower them in the Common Assessment process. They allow the exploration of imagery to plan brighter futures and identify how to support and resource the change process. The cards are underpinned by Neuro Linguistic Programming (NLP) principles and create an environment that encourages young people to look at their lives differently and build a desire to change, before exploring new possibilities and set new goals.

**Note:** CAF Cards are not generally available for purchase - practitioners must undergo CAF Cards training from a licensed provider to receive a set. Further details of CAF Cards can be obtained from: [www.cafcads.co.uk](http://www.cafcads.co.uk)

**Course Aims:** To provide practitioners with a creative tool to support CAF assessments with young people and individual needs assessment generally.

**Learning Objectives:** The day will enable professionals to:

- demonstrate and develop understanding of the uses of CAF and 'Road Sign' cards in engaging young people in their own CAF assessments
- become familiar with and practice skills in using CAF and Road Sign cards to support assessment and goal setting processes
- develop awareness of the wider applications of CAF and Road Sign cards in assessing needs, setting goals and action planning with individuals and supporting.

**Course methodology:** The course will be a fun, practical session providing ample opportunities to work with the cards using small group simulations and case studies. To complement the training, all delegates will receive a presentation box containing: a set of CAF Cards; a set of Road Sign Cards and a Training Manual with details of additional ways of using the Cards plus other useful reference materials.

\*Note: this training is NOT about how the Common Assessment Framework will work generally, but is about providing practitioners with a creative tool which will enhance their young person centred work and assist in engaging young people in their own CAF assessments. Participants must have previously undertaken local CAF training or have experience and a good understanding of the CAF.

# Working with young people in alternative education

(1 day) New course  
Intermediate level

Wednesday 11th November 2009  
9.30am – 4.00pm  
Freston Road, W10 6TH

**Target group:** Professionals offering or planning to offer Information, Advice and Guidance in alternative education settings, particularly Pupil Referral Units.

**Course Aims:**

- To consider the numerous barriers to progress affecting young people in alternative education
- To develop and try out motivational and effective ways to enable young people in alternative education settings to counter disadvantage and enhance their ability to achieve and lead fulfilling lives.

**Learning Objectives:** This interactive and dynamic course will offer opportunities to:

- Increase knowledge of the policy context including the White Paper "Back on Track – a strategy for modernising alternative provision for young people"
- Explore the basic principles of an inclusive education
- Develop creative strategies and motivational practice to build trust, enhance self esteem and promote autonomy - personalised learning programmes; client centred approaches; links with parents and carers; SEAL and emotional intelligence coaching
- Consider the importance of developing supportive partnerships - the guidance community: who is involved, who plays a part - within the organisation, local services and out in the community
- Explore development of effective stages and progressive steps to offering support over and above 1 to 1 intensive support such as: defining boundaries; group work; debates; role plays; use of ICT: Individual Learning plans
- Consider who & what can help - Integrated multi disciplinary approaches and key resources
- Explore next steps: reflection, consolidation of knowledge gained, action planning & ways forward.

**Course methodology:** The course will be delivered by an experienced IAG and WREL practitioner, consultant and trainer. It will be both participative and informative, offering a combination of background information, best practice examples and ample opportunities for debate and sharing of practice. It will finish with an opportunity for participants to develop their own individual personal action plan.

# Working with groups

(4 days)\* Revised Course  
Introduction and Advanced levels

New 2010 dates coming soon – check  
[www.centrallondonconnexions.org.uk](http://www.centrallondonconnexions.org.uk)

**Target group:** Experienced professionals, IYSS & TYS Staff who work or plan to work with young people in different types of group settings to achieve informal educational outcomes. To include those who are NEET (e.g. in a youth club setting); and in large groups (e.g. classroom settings incorporating up to 35 young people at one time).

**Note:** this is a 4 day course in two parts - no previous experience of group work is required to enrol on Part 1 (see footnote below).

*Course content will assist professionals and relevant IYSS & TYS staff who need to meet the group work practice requirements of a level 4 qualifying course and relates specifically to the NOS for LDSS group work unit 53.*

**Course Aims:** To equip the target audience with techniques to deal with group dynamics in different settings.

**Learning Objectives:** The 4 days overall will enable professionals to:

- Create a climate which is conducive to learning and group life
- Facilitate collaborative learning between group members
- Increase effectiveness in group work settings
- Increase understanding of the life cycle, stages of groups and member roles
- Increase group management, facilitation and leadership skills
- Increase understanding of group work as a medium for personal and social development and informal education of young people
- Develop skills in dealing with challenging behaviour and conflict resolution and effectively challenge unacceptable behaviour in groups
- Interact with young people in a variety of ways relevant to the setting.

**Course methodology:** The course will be delivered by Youthforce [www.youthforce.co.uk](http://www.youthforce.co.uk), an experienced Connexions and youth work training provider. It will be interactive, stimulating and give participants new techniques to apply in working with groups of young people. Opportunities to practice and receive peer feedback on group work skills will be included. The programme will cover:

- Addressing unacceptable behaviour
- Co-facilitation
- Establishing ground rules
- Experiential learning
- Content v process
- Group development & management
- Session planning & evaluation
- Trainer tips & techniques
- Beginnings & endings.

\*This course carries OCN (Open College Network) accreditation at Level 3. To achieve the Level 3 certificate participants must attend both parts 1 and 2. Space permitting, stand alone applications will be accepted for either part but priority will be given to applications for both parts.

# Brief solution focused therapy

(3 days) New course  
Advanced level

New 2010 dates coming soon – check  
[www.centrallondonconnexions.org.uk](http://www.centrallondonconnexions.org.uk)

**Target group:** Any professionals or relevant IYSS & TYS Staff who are working with young people to assist in building coping strategies; progressing towards recovery or achieving change.

**About BSFT:** BSFT or the 'Solution Focused Approach' is a practical, enabling method which allows for new thinking and new actions with even the most resistant, "change-allergic", clients. The language of the approach encourages a move from the pathology of the problem towards possibilities for change. The young person is recognised as the expert of their professional and current experiences and that expertise is utilised to identify goals and movement.

**Course Aims:** To develop a future-focused approach to helping young people which conveys a clear message that there can be hope and expectation for change despite the set-backs of the professionals.

**Learning Objectives:**

- To develop a framework of collaborative, respectful interventions with clients by taking a collaborative rather than leadership role in the process of change
- To increase expertise in asking useful questions, eliciting resources and strengths of the client as the basis of movement towards preferred futures
- To increase questioning skills enabling client to identify their own goals in keeping with their own socio-economic, ethnic and individual culture.

**Course methodology:** The programme will cover all the main elements of solution focused brief therapy including:

- Meeting the person
- Identifying resources
- Defining a preferred future
- Eliciting what is already working
- Group development & management
- Evaluating progress with scales
- Giving constructive feedback
- Offering suggestions
- Highlighting change.

By the end of the course each participant should have a sufficient grounding to try out any of the techniques in their everyday work and with further reading and support to become, should they wish, a reasonably competent solution focused brief therapist. There will be a complete set of course notes provided for each participant.

# Motivational strategies for supporting young people who are NEET (2 days)

Revised course, Advanced level

New 2010 dates coming soon – check [www.centrallondonconnexions.org.uk](http://www.centrallondonconnexions.org.uk)

**Target group:** Experienced professionals, IYSS & TYS staff who already have a good grounding and skills in structured interviewing and wish to enhance their practice with Motivational Interviewing techniques.

*This course will further enhance underpinning knowledge and performance criteria of the current NOS for LDSS Level 4 suite of interview units 30, 34, 35 & 60 (or OCR units 3, 10, 11 & 41).*

## Course Aims:

- To assist practitioners to refine their ability to create empathy and rapport by exploring different ways to motivate clients who are 'stuck', 'challenging' or 'difficult' towards change
- To introduce practitioners to Motivational Interviewing (MI) techniques and their connections with underpinning theories of Neuro Linguistic Programming (NLP) and Emotional Intelligence (E/IEQ) increase effectiveness in group work settings.

## Learning Objectives:

- To understand the underpinning theory and develop skills in Motivational Interviewing techniques and their applications to assessing needs through APIR and/or the Common Assessment Framework
- To examine the meaning of Emotional Intelligence and how the techniques of NLP and MI can support its development
- To increase effectiveness in communication and building positive relationships with clients through MI and NLP techniques in order to provide a holistic service
- To learn how to use language as a tool to support young people to make changes that are desirable and feasible.

**Course methodology:** The two days will be delivered by an experienced trainer in guidance, training & development, human resources and adult education. It will adopt a highly participative and fun approach to introducing potentially new ideas and concepts and building on and enhancing existing interviewing skills.

# National IAG Standards for Managers & Team Leaders (half day)

New course, Advanced level

New 2010 dates coming soon – check [www.centrallondonconnexions.org.uk](http://www.centrallondonconnexions.org.uk)

**Target group:** Any IAG team leader or manager with responsibility for implementing the DCSF Quality Standards for IAG – including 14 - 19 co-ordinators, relevant local authority IAG and IYSS workforce development leads.

**Course Aims:** To increase manager's awareness and understanding of the application and monitoring of the IAG Quality Standards.

## Learning Objectives:

- To increase understanding of the Quality Standards and their applications for local authorities and commissioned IAG service providers
- To introduce a range of tools and techniques for review of local provision including the newly published CLC Audit Toolkit
- To identify and explore a range of specific issues and concerns relating to implementation and monitoring of the standards e.g. parents, young people
- To develop a shared vision of good IAG practice through examining case studies and learning set discussions.

**Course methodology:** The course will be delivered by a Careers Education Co-ordinator. It will use a variety of methods including briefings on the Quality Standards and the CLC Audit Toolkit; exploration of case study examples and learning sets to enable identification and sharing of problem areas and best practice in implementation.

# Practical skills in writing bids and sourcing funds

(1 day) New course  
Intermediate level

New 2010 dates coming soon – check  
[www.centrallondonconnexions.org.uk](http://www.centrallondonconnexions.org.uk)

**Target group:** Professionals, IYSS & TYS practitioners and team leaders who may be required to source and write bids for additional funding to support work with young people.

**Course Aims:** To increase knowledge and understanding of how and where to source additional funding and resources and develop practical skills in writing funding bids for relevant audiences.

## Learning Objectives:

- To increase knowledge of how and where to find funding support for work with young people - covering a range of local/national; statutory/charitable/private sources available
- To increase practical skills in developing good funding ideas, identifying unique selling points (USP) and constructing bids.

**Course methodology:** The course will be delivered by an experienced fund raiser and fund raising trainer who has been involved in both fund raising as a voluntary/statutory sector advisor, providing information, training and direct fund raising support to local groups and individuals across the youth, health, employment and educational sectors – and the assessment of funding bids for LSC and ESF grants. She trains groups and individuals to understand how to find, access and apply for a wide range of funding – including the Big Lottery, Dept of Health, DCSF, London Councils, and local trusts/foundations.

The day will be informal and interactive, involving all participants through group activities, backed up by an extensive knowledge of the local, London and national funding arena. It will help each participant to develop their own working project plan which can be used to apply to funders. Participants will better understand the funding landscape and be more confident in applying to relevant funders. It will provide the tools to work out what you need to do, when and how.

## The day will cover:

- How to develop good funding ideas
- How to work out your selling points
- Looking at your organisational or individual credibility
- How to work out your budget
- Communicating the idea to funders
- Application forms – dos and don'ts
- Where you can find funding
- Signposting.

## A step-by-step guide: CLC online training booking process


The online booking process has been designed to make booking onto training courses easier for you. With the online system you will only need to set your profile once, you can book onto courses, view the location via google maps, receive an email reminder a few days before the course, and lots of other functions, saving you the task of having to fill in numerous application forms.

### Where do I start?

- Step 1:** → Visit [www.centrallondonconnexions.org.uk](http://www.centrallondonconnexions.org.uk)  
→ Click onto **login**

Enter your **username**  
Enter your **password**  If you do not have a username or password, e-mail [clctraining@rbkc.gov.uk](mailto:clctraining@rbkc.gov.uk)

- Step 2:** → Click onto the **Training Events** section  
→ Click onto the course that you want to attend/or see the synopsis for

- Step 3:** On the right hand side of the course, you will see:
- 
- | Date                 | Location               | Join |
|----------------------|------------------------|------|
| 11/11/09<br>09:30:00 | Freston Road<br>London |      |
- Click the location to see the details
- click here to book onto a course
- click here to view a google map (then click on return to list)

- Step 4:** → Enter any **special requirements & course outcomes**  
→ Click **Register**



CLC Events

Effective Interviewing skills  
Fiction Place, 11/10/2009

What do you want to gain from the event?

Has your supervisor approved your attendance?  
Not approved

Do you have any special dietary requirements?

Do you have any disability/accessibility needs?

Thank you for submitting your details.  
We look forward to seeing you at the event.  
Joining instructions have been emailed to you.  
You will be sent an email reminder approximately one week before the event.

email: [clctraining@rbkc.gov.uk](mailto:clctraining@rbkc.gov.uk) if you have any further enquires.

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