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|  | COMPASS Training Day | |
| **To: County, division and district commissioners, commissioner designates, assistant commissioners and county commissioner mentors.** | | **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:**

**• county, division and district commissioners**

**• commissioner designates**

**• assistant commissioners**

**• county commissioner mentors**

**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 nut free packed lunch – drinks will be provided

• A named thermal mug

• Your Commissioner Handbook

• A notebook and pen

**The term commissioner has been used to include everyone invited through this invitation.**

**Timings:**

9.30 am Registration and Coffee

10.00 – 11.00 am Brief welcome by Sally Christmas, region chief commissioner, followed by a short plenary session

11.00 am Coffee break

11.15 am Sessions begin, please see individual sessions for timings

3.30 pm finish for all sessions apart from A Safe Space levels 3 and 4

3.45 pm finish for A Safe Space levels 3 and 4

4.00 pm We need to have vacated the building

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

**Aim:**

To provide commissioners at all levels with an overview of the latest information concerning the developments in Girlguiding.

To give commissioners an opportunity to gain further information on topics relating to their roles by attending specific Workshops.

To give commissioner designates and new commissioners an opportunity to explore their new roles.

**Objectives:**

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

1 to take part in a plenary session to update them with an opportunity at the end to pose questions

2a to attend one or two sessions relating to their chosen topics to extend their knowledge

Or

2b for commissioner designates and new commissioners to develop and take away an action plan for their areas, which prioritises their actions during the following 12 months to support the development of their team and Good Guiding in their area.

**Outcome:**

As a result of attending this day, Commissioners will be able to support leaders in their areas with up to date information & refreshed skills

10.00 am – 11.00 am

This will take the form of a short plenary session giving an overview of progress on developments in Girlguiding. There will be an opportunity for questions and answers and, if time, Growth Management.

11.15 am – 3.45 pm including a lunch break

**C1: Commissioner Designates and New Commissioners -** To support new Commissioners in developing the knowledge and skills needed for their role.

**C2: Safe Space Level 3 –** Recognising, telling and taking action. To give Commissioners a better understanding of their role and responsibilities in promoting the safety of our girls, young women and adult members.

(It is a requirement that the e-learning for level 3 must be completed before attendance on the day and, if you completed level 2 by e-learning, you must have already had the follow up conversation with a competent person)

**C3: A Safe Space Level 4 –** Managing concerns, allegations and disclosures. The aim of this training is to develop commissioners’ knowledge, skills and behaviour regarding how to respond to allegations, disclosures and concerns, and managing safeguarding incidents or investigations.

*Please note that places will be limited for these sessions, for which there is likely to be a high demand. Places will be allocated on a first come first served basis. If this session is full, you will be given the opportunity to apply for other sessions.*

11.15 am – 12.45 pm

**C4: Doing our Best & Unit Visits –** To develop awareness of the Doing our Best checklists and to understand how to use them effectively with units

**C5: A facilitated Commissioner Air and Share –** to enable participants to identify challenges and share solutions with other commissioners. *It would be extremely helpful if you would identify your suggested topics for discussion with your application*

1.30 pm – 3.30 pm

**C6: Change Management -** To build commissioners confidence in supporting their leaders through change, particularly in relation to the introduction of the new programme.

**C7: Complaints and Compliance -** To help commissioners understand the differences and to gain knowledge in how to hand potentially difficult situations.

**C8: Managing Team Dynamics -** To help commissioners to gain the skills needed for effectively manage diverse groups and get the best from individuals.

**C9: Honest conversations -** To increase commissioners’ confidence and competence with regard to handling challenging conversations and to use the honest conversations resource to develop skills.

**To book your place, please complete the booking form** [**here**](https://goo.gl/P8uqPK) **-** [**https://goo.gl/P8uqPK**](https://goo.gl/P8uqPK)**. 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.**