

## YouthBorders Training and Events 2012

Welcome to the YouthBorders menu of training for 2012! Most of these training opportunities are available on demand for your group. You can register your interest for some training opportunities as an individual and when we have sufficient interest, YouthBorders will run a course at a suitable location. Dates of courses will also be released in our ebulletin. Unless stated otherwise, the workshops/courses will run for 3 hours and are intended for 10-12 participants. The majority of courses are free to our members. Please note there is a £25 charge for non-attendance on the day. If you wish to place a request for something not on this list, please let us know. If you want to book a course for your group, book a place on a course, or need more information on any of these, please email: [info@youthborders.org.uk](mailto:info@youthborders.org.uk).

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We are grateful to our funders and supporters, who have helped us to develop this programme:



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### 1. Roles & Responsibilities of Trustees & Management Committees

**Facilitator:** YouthBorders, in partnership with The Bridge CVS

**Target Audience:** Trustees or members of management committees.

This course explores the general roles and responsibilities of board and management committee members and the part they play in ensuring that an organisation is effective, responsible and accountable to the community it serves. We will look at areas of development for the board of your group, from complying with legislation to the specific requirements of running a youth charity or volunteer club.

**Outcomes:** by the end of the session, participants will:

- Have greater understanding of the individual and collective responsibilities of governing body members
- Have a greater understanding of the specialist roles within the governing body
- Be more confident about their own role and responsibilities

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### 2. Implementing Protecting Vulnerable Groups Legislation

**Facilitator:** YouthBorders

**Target Audience:** Staff, volunteers and relevant Trustees/Management committee members

This interactive workshop aims to assist youth workers and volunteers with the implementation of the Protecting Vulnerable Groups legislation, in addition to their child protection policy and measures to consider when working with young people and adults that keep everyone safe from harm. Specific guidance for the named contacts for your group and practical guidance on setting up procedures for Disclosures will be covered.

**Outcomes:** by the end of the session participants will:

- Be more confident in implementing their organisations Child Protection Policy
- Have a greater understanding of Protecting Vulnerable Groups Legislation and the process required to access the PVG Scheme through Youth Scotland.
- Have greater understanding of their responsibilities in protecting young people

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### 3. Action Learning Set – Skills Sharing for Youth Work Managers

**Facilitator:** YouthBorders

**Target Audience:** Senior staff of member groups

This Action Learning Set is intended for the managers of generic youth work projects, to enable peer learning, support and to develop the role they play in ensuring that an organisation is effective and engaged in high quality youth work. The facilitator will be Emma Liddell, YouthBorders Development Coordinator. Please enquire about eligibility.

**Outcomes:** by the end of the session participants will:

- Be able to reflect honestly on their work practice with support from peers, and apply the learning within their organisation
- Be able to share positive practice and explore local and cross-Borders project development improving opportunities for young people
- Be more confident about their skills and responsibilities

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### 4. Raising Your Game: Improving Volunteer Practice

**Facilitator:** YouthBorders, in partnership with Volunteer Centre Borders  
**Target Audience:** Trustee board or management committee members and staff, or individual staff/volunteer whose role includes responsibility for co-ordinating volunteers

This workshop will look at key areas to consider when recruiting and selecting volunteers. It will provide good practice tips and resources. We will use 'Raising Your Game' (RYG), which is a new free toolkit for improving volunteer practice in youth groups and organisations. This provides a framework that youth groups can adopt to support and develop their leaders and volunteers through a series of volunteer topics. RYG can lead to improved practices, supported and empowered leaders and volunteers and a thriving environment for young people, leaders and volunteers.

**Outcomes:** by the end of the session participants will:

- Understand the principles of good practice.
- Be able to identify appropriate and meaningful roles for volunteers
- Be more confident in developing and implementing fair and effective screening and selection procedures.

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### 5. Evaluation and Outcomes: How to Get Started

**Facilitator:** YouthBorders  
**Target Audience:** Staff and Volunteers of member youth groups

This insightful workshop will help you to understand the language of outcomes and give you the opportunity to explore different methods of measuring outcomes in youth work settings. It will provide practical tips and resources which you can take back to your own setting.

**Outcomes:** by the end of the session, participants will:

- Have increased understanding of why we evaluate
- Have increased knowledge of the difference between outcomes and outputs
- Have improved skills to measure outcomes

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### 6. One to One Mentoring

**Facilitator:** YouthBorders  
**Target Audience:** Senior staff of member groups

We offer a one to one mentoring scheme for senior youth group staff or Chairs of boards. There are a fixed number of places on this one to one programme. The programme offers 6 sessions of one hour duration. The mentors are: Bridie Ashrowan, Youth Borders Manager, and Emma Liddell, YouthBorders Development Coordinator.

**Outcomes:** by the end of the session, participants will:

- Have a deeper understanding of the way they work as an individual through reflective practice
- Be able to think constructively and identify opportunities for their project and, above all, for young people
- Be more confident about their personal skills, role and responsibilities

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### 7. Introduction to Fundraising

**Facilitator:** YouthBorders

**Target Audience:** Staff, volunteers & Trustees/Management committee members

This practical course will provide participants with an introduction to fundraising. It will help you to understand the different types of funding available, make sense of the jargon and build your confidence in applying for funding.

**Outcomes:** by the end of the session participants will:

- Have greater knowledge of the different types of funding and how to apply
  - Have greater understanding of the language used by funders and how to respond
  - Be more confident about applying for funding
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### 8. Forward Planning for Projects & Groups

**Facilitator:** YouthBorders

**Target Audience:** Trustees, members of management committees and senior staff

This interactive workshop will help a team, the board or management committee, and senior staff to forward plan, to ensure that an organisation is effective and plans for development over the year ahead.

**Outcomes:** by the end of the session, participants will:

- Have a plan for the year ahead with SMART targets and clear individual and collective plans
  - Have a greater understanding of the steps required to achieve their vision and objectives
  - Be more confident about working together to achieve that vision
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### 9. ArtSmart

**Facilitator:** YouthBorders

**Target Audience:** Volunteers and staff of member youth groups

This fun workshop which will help you involve young people in the Arts and will provide ideas on how to incorporate the arts into your youth work delivery. Participants will also receive information on how to accredit young people's involvement in the arts.

**Outcomes:** by the end of the session participants will:

- Have increased knowledge about the Arts and their benefits for young people
  - Be more familiar with the activities contained within the ArtsSmart toolkit and how these can be incorporated into youth work sessions
  - Be more confident about introducing activities in their own setting
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### 10. Chairing Meetings

**Facilitator:** YouthBorders

**Target Audience:** Chair of Trustee Board or Management Committee

This session will help participants to identify the skills necessary for effective chairing. Participants will have the opportunity to apply these skills and build their confidence in the chairing role.

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**Outcomes:** by the end of the session participants will:

- Have greater understanding of the role of an effective chair
- Have had the opportunity to practice their skills
- Be more confident in a chairing role

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### Training offered in partnership with Youth Scotland

Further training opportunities are available through our partnership with Youth Scotland. If there is sufficient demand for a particular course, we can schedule specialist training events in the Borders. You can also travel to our partners in other areas. The following courses are available, on a demand-led basis:

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#### 11. Active Clubs

**Facilitator:** Youth Scotland - Active Club Tutor

**Target Audience:** Staff and Volunteers of member youth groups

This interactive session will provide workers with helpful advice and practical ideas to get children and young people more active. The British Heart Foundations in partnership with 4Children have produced the Active Club Resource Pack which contains: a booklet of ideas and tips for introducing physical activity into clubs • 65 illustrated activity cards • templates and worksheets including certificates, crosswords • a Useful Information Booklet listing resources, training opportunities, web-sites and contact details. The session will give workers the opportunity to try out many of the activities and build their confidence in leading active sessions. The workshop includes a free copy of the Resource Pack.

**Outcomes:** by the end of the session participants will:

- Have greater awareness of Active Clubs Pack, how it can be used to promote physical activity
- Become familiar with the pack and how to get the best out of it
- Have had the opportunity to try out some of the activities
- Be more confident about leading activities in their own setting

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#### 12. Bored Meetings for Workers

**Facilitator:** Youth Scotland – Stephen Grieg

**Target Audience:** Staff and Volunteers of member youth groups

This interactive session will familiarise workers with the Bored Meetings resource pack and offer an opportunity to try out some of the key activities. The resource pack is designed to help develop the skills and confidence of young people to participate in decision-making processes. It is aimed at young people aged 14 –18 and offers resources that can be adapted for those who regularly attend meetings or those who have never participated before. The pack offers a wide range of fun and interactive activities that help young people think about: the skills of taking part in meetings • roles and decision-making processes • the barriers to taking part in meetings • assertiveness • communication and listening skills. \* Participants will be charged the cost of the pack: £13 affiliated Groups, £18 non-affiliated.

**Outcomes:** by the end of the session participants will:

- Have an understanding of the Bored Meetings pack and how it can be used to promote participation and decision making.

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- Become familiar with the layout and structure of the pack and have the opportunity to try out some of the activities.
- Be confident about using the pack in their own settings

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### 13. Conflict Resolution

**Facilitator:** Youth Scotland - John Nicolson

**Target Audience:** Staff and Volunteers of member youth groups

This interactive session introduces participants to a variety of skills that will assist them to deal with conflict situations in a way that avoids the use of aggression. The workshop will use discussion and role play to assist in developing effective listening skills, developing effective negotiation skills and developing effective assertiveness skills

**Outcomes:** by the end of the session participants will:

- Have increased their awareness of Conflict Resolution in general
- Have increased their knowledge in listening skills, diffusion techniques and managing conflict in a positive way
- Have an understanding of the process of setting up a mediation session

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### 14. Emergency First Aid

**Facilitator:** Red Cross

**Target Audience:** Staff and Volunteers of member youth groups

How would you stop a young person from choking, how might you deal with blood loss, would you know what actions to take when a young person was in shock? These are some of the areas that will be addressed in this concise emergency life support workshop. It provides a practical introduction to basic first aid with an emphasis on life saving skills.

**Outcomes:** by the end of the session participants will:

- Have learned the skills required to care for a casualty
- Have learned about the management of the unconscious casualty and resuscitation procedures
- Have learned about the control of bleeding and the care required when someone is in shock
- Participants who successfully complete this course will receive a credit card sized certificate that is valid for three years.

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### 15. Elementary Food Hygiene

**Facilitator:** REHIS Trainer

**Target Audience:** Staff and Volunteers of member youth groups

This standard Royal Environmental Health Institute of Scotland (REHIS) course is for staff and volunteers handling food in the workplace. This course is a requirement for staff and volunteers who handle "open food" in the workplace, i.e. if they are involved in activities such as: purchase/ delivery, storage, preparation, cooking and serving of "high risk" food (meat, dairy products, eggs, fish and cooked rice). \* A charge will be made for this course.

**Outcomes:** by the end of the session participants will:

- Have increased knowledge of bacteria, food poisoning and its prevention

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- Have greater understanding of the importance of personal hygiene and the working habits of the food handler
- Have greater knowledge of the working environment, cleaning practices and food safety legislation

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### 16. Introduction to Food Hygiene

**Facilitator:** REHIS Trainer

**Target Audience:** Staff and Volunteers of member youth groups

This Royal Environmental Health Institute of Scotland course is for staff and volunteers who serve food (including feeding) and/or set out and clear away meals and snacks and/or reheat prepared meals, but who work under a qualified supervisor and have no involvement in the preparation and cooking of “high risk” food (meat, dairy products, eggs, fish and cooked rice). \*A charge may be made for this course, if multiple courses are requested in an area.

**Outcomes:** by the end of the session participants will:

- Have greater knowledge of food poisoning and food spoilage micro-organisms
- Have greater understanding of the causes of food poisoning and its prevention
- Have greater understanding of essential personal hygiene, safe food production and the role of the supervisor

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### 17. Games, Games, Games

**Facilitator:** Youth Scotland - Jim Balloch

**Target Audience:** Staff and Volunteers of member youth groups

A frolicking, fun-filled event featuring games old and new; games adapted, and that old favourite - things to do with the parachute. This workshop will look at ways of bringing sport-friendly activities into the world of play. A fresh look at team games and lots of ideas for those who currently do not participate in games. This workshop is aimed at those who want to increase their games vocabulary and to renew their acquaintance with the parachute.

**Outcomes:** by the end of the session participants will:

- Have participated in new activities which can be used in a variety of settings
- Have had the opportunity to look at changing games to suit the ages and abilities of the groups they work with
- Have increased awareness of how games can be used to influence the behaviour of children and young people

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### 18. Keep it Real for Workers

**Facilitator:** Youth Scotland -

**Target Audience:** Staff and Volunteers of member youth groups

This interactive session will familiarise workers with the Keep It Real resource pack and offer an opportunity to try out some of the key activities. Keep It Real is the result of collaboration between Youth Scotland and Save the Children. This resource takes a practical approach to the issue of youth participation. It views youth participation as an integral part of quality youth work and provides a varied selection of activities and sample programmes.

The fun and interactive activities in the pack, tried and tested by young people, help develop participation levels that will provide opportunities to: build self esteem and self confidence •increase involvement in decision making •create learning and develop new skills •share ideas in a creative way•evaluate and recognise achievements

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**Outcomes:** by the end of the session participants will:

- Have an increased understanding of the pack and how it can be used to promote participation and decision making;
- Become familiar with the layout and structure of the pack; and
- Be confident about using the pack in their own settings.

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### 19. TOP Activity Training

**Facilitator:** Youth Scotland

**Target Audience:** Staff and Volunteers of member youth groups

An exciting programme of 'alternative' sport & physical activities, designed for use in the informal youth group settings to appeal to young people who may not currently access sport and recreational activities through the more traditional routes. Top Activity aims to raise the profile of sports and physical activity for all young people and to increase participation levels. We will try to ensure that Youth groups participating in TOP Activity will have access to a TOP Activity Resource Bag which includes resources, activity cards and a leader manual.

**Outcomes:** by the end of the session participants will

- Have increased awareness of benefits of sport and physical activity for all young people
- Have greater knowledge of how to increase participation levels
- Be more confident in offering activities which may appeal to and engage young people who may not access sport or activity through traditional routes

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### 20. Young People, Peer Education and Health

**Facilitator:** Fast Forward

**Target Audience:** Staff and Volunteers of member youth groups

This participative training course offers an opportunity to explore a range of issues inherent in peer education work. Suitable for those new to peer education as well as practitioners with some experience of peer led approaches, the course will focus upon practical issues of recruitment, training and deployment of peer educators as well as examining project based issues such as policy development, volunteer support and evaluation. This course will demonstrate how Peer Education can be a fantastic way to spread positive health messages and it will illustrate the rewards and challenges of working with young people as volunteers.

**Outcomes:** by the end of the session participants will:

- Have greater understanding of what peer education means and the different models
- Feel more able to develop and sustain successful peer education initiatives
- Have greater knowledge of the policies and procedures needed to support peer education initiatives.
- Have greater understanding of the practice issues regarding peer education work
- Have greater awareness of the different methods of evaluating peer education work

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### 21. Young People and Alcohol

**Facilitator:** Fast Forward

**Target Audience:** Staff and Volunteers of member youth groups

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This course is for those wishing to learn more about the physical and social effects of alcohol as well as those wishing to develop innovative and appropriate awareness programmes for young people around alcohol issues.

**Outcomes:** by the end of the session participants will:

- Have greater knowledge of research relating to young people and alcohol
- Feel more confident about planning awareness programmes
- Have greater knowledge of practical exercises to use in different settings
- Have greater knowledge and access to resources to use in working with young people

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### 22. Young People and Drugs

**Facilitator:** Fast Forward

**Target Audience:** Staff and Volunteers of member youth groups

This course is for anyone working with young people who is new to drugs education or would like to refresh their existing knowledge. This introductory participative course will identify types and categories of drugs and their effects. The course covers legal issues and can address some of the challenges and dilemmas arising when working with young people.

**Outcomes:** by the end of the session participants will:

- Have greater knowledge of research relating to young people and drugs
- Have greater knowledge of different substances used by young people and their effects
- Have increased their skills for dealing with drug related incidences
- Feel more confident in addressing drug issues with young people

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### 23. Young People and Self Esteem

**Facilitator:** Fast Forward

**Target Audience:** Staff and Volunteers of member youth groups

This training course aims to assist those working with young people to understand the role of self esteem on health and lifestyle choices and how to facilitate young people's understanding of their own self esteem. The course will also explore emotional resilience.

**Outcomes:** by the end of the session participants will:

- Have greater understanding of how to define emotional resilience and identify core attitudes that support resiliency
- Have greater understanding of what may construct and impact upon self esteem
- Have greater knowledge of how self esteem affects young people and their behaviour
- Have greater knowledge of interactive activities that can be used with young people to examine their own self esteem and feel more confident about using these activities

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### Training offered in partnership with LGBT

### 24. 'respect me': Anti-Bullying Training

**Facilitator:** LGBT Trainers

**Target Audience:** Staff, Trustees and Volunteers of member youth groups

This training course will help equip you with the skills and confidence to deal with bullying behaviour wherever it occurs.

**Outcomes:** by the end of the session participants will:

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- Understand how to make it clear that bullying is never acceptable and support all adults and children and young people in achieving this ethos.
- How day to day practices should reflect the message that bullying is never acceptable and should be continuously reinforced in all the work that you do.
- Know how to respond consistently when dealing with children and young people who are involved in bullying incidents is vitally important.

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### Training offered in partnership with Scottish Borders Council

#### 25. Child Protection Training – Youth Work

**Facilitator:** Scottish Borders Child Protection Committee: designated trainers  
**Target Audience:** Staff and Volunteers of member youth groups, Trustees of member groups and members of management committees.

YouthBorders works with Scottish Borders Child Protection Committee designated trainers to run a Child Protection Awareness Raising Event at member groups venues. The training sessions would be open to your Trustees, staff and volunteers, and if possible, anyone who works with or comes into contact with children or young people as part of their work, voluntary or leisure activities. The training is free and the session lasts about 3 hours.

**INTER-AGENCY TRAINING LEVEL 1:** 'Protecting Children is EVERYBODY'S Responsibility'. To book this training for your group, email: [info@youthborders.org.uk](mailto:info@youthborders.org.uk).

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### Training opportunities run by partners: Scottish Borders Council

#### 26. Child Protection Training: Awareness Raising Training level 1

**Facilitator:** Scottish Borders Child Protection Committee  
**Target Audience:** Staff and Volunteers of member youth groups, Trustees of member groups and members of management committees.

The Scottish Borders Child Protection Committee is running a number of Child Protection Awareness Raising Events throughout 2011. These training sessions are open to anyone who works with or comes into contact with children or young people as part of their work, voluntary or leisure activities. The training is free, the session is about 3 hours and is provided by professionals working within the child protection field. Booking is essential.

**INTER-AGENCY TRAINING LEVEL 1:** 'Protecting Children is EVERYBODY'S Responsibility'. To book a place contact the Child Protection Unit on 01896 662762 or email: [sw.cpu@scotborders.gov.uk](mailto:sw.cpu@scotborders.gov.uk). Dates are listed below until June 2012.

Dates	Venue	Time:
01 February	CPD Centre, Langlee	6.00 - 9.00pm
06 March	CPD Centre, Langlee	9.30 - 12.30pm
24 April	Eastgate Theatre	6.00 - 9.00pm
15 May	Coldstream	6.00 - 9.00pm
06 June	CPD Centre, Langlee	1.00 - 4.00pm