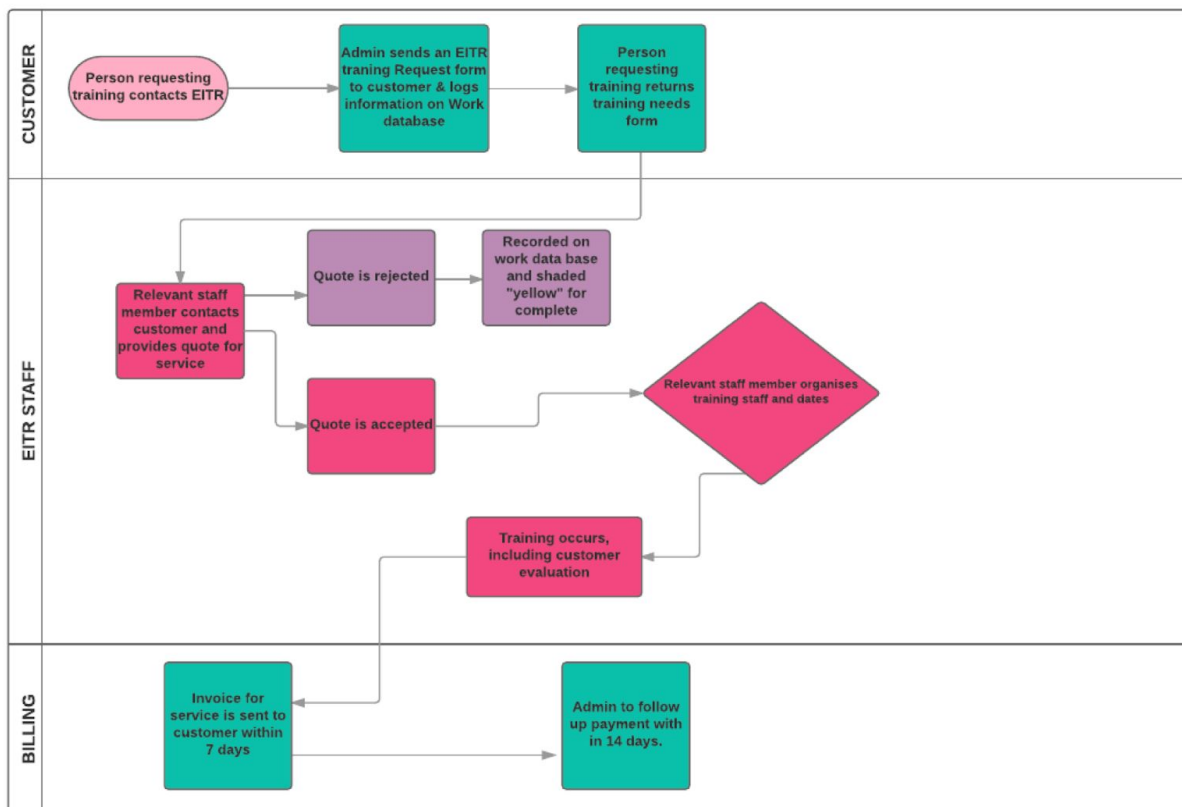# Training v 1.0

Request for training

Before any training occurs at a venue, the trainer will ensure there is the following in place;

- ❖ Current evacuation plan
- ❖ Fire Safety equipment (recently checked)
- ❖ First Aid Kit (trainers will have one supplied in training kit also)
- ❖ Safe after hours lock up procedure

Training request flowchart

Training requests are monitored via the administration email. Once the information request form has been sent, the most relevant staff member will make contact with the organisation. Once training needs have been ascertained, a quote based on training days, catering/venue requirements, resources, travel and accommodation is provided to the service. The quote MUST be accepted in writing (via email). The work data base on the shared drive is updated during each phase of the training protocol procedure.

Once the quote has been accepted the following occurs;

1. Training dates are organised with relevant staff'
2. Training venue and catering needs are organised if required.
3. Confirmation of training resources is completed- see relevant training package for list of resources for each training is required.
4. Email to agency is sent at least 5 days before confirming training dates and times (including arrival time for setup).
5. Training occurs
6. Training evaluation forms are completed by participants, including recording any ADDITIONAL training needs.
   Comments and suggestions are saved by presenter in "Training and Feedback" folder on shared drive.

Quotes or information on training requested are sent to participants

Training evaluation

Each training is evaluated by;

❖ Individual training forms that are collated and collected after each training. Comments, changes and responses are documented in the "training evaluation form" and saved on the shared drive.

❖ Partner training is discussed immediately with staff members. Comments /questions from the "parking lot" visual are discussed and follow-up changes are allocated to each trainer to complete.

❖ The training package is then updated and updates are recorded as the "current version" on the shared drive.