

Training and Development Policy for the Plymouth LINK



Introduction

In order for the Plymouth LINK to be a success, it is important that opportunities for training and development are available to:

1. LINK participants to support them to get and stay involved in the opportunities they are interested in and in ways that suit their circumstances:
2. The Host Support Team to enable them to be able to do their jobs effectively and support the LINK to achieve its goals.

Training and development can take many forms and may be formal training courses or more informal coaching, supervision and information events. Everyone is different and will have different training and development needs to support their involvement. This policy outlines how training and development will occur for both LINK participants and the Host Support Team.

LINK Participants

It is essential that LINK participants are given the right support to make sure that:

- * They feel confident to get involved in the LINK's opportunities and activities;
- * Their involvement is rewarding and meaningful, whatever that involvement is.

The Plymouth LINK will do the following to meet the needs of its participants:

1. Produce a **training programme** that Plymouth LINK participants can get involved in. The training programme will reflect good practice and suggested training/development needs of the key groups within the Plymouth LINK (Stewardship Group, Ambassadors and Visiting Team) as well as general training that all LINK participants can access. The training programme will be agreed by the LINK annually and use good practice from other LINKs, local training organisations and within the Host Support Team.
2. Work with active LINK participants (the Stewardship Group, Ambassadors and Visiting Team) to:

- * Carry out planned inductions
 - * Find out their support needs
 - * Buddy experienced participants with new participants to share knowledge and skills
 - * Offer regular opportunities for people to support each other
 - * Have clear role descriptions and responsibilities
3. Make sure training and development opportunities are accessible to people involved and check out how useful they are for the Plymouth LINK
 4. Offer LINK participants support from the Host Team if needed
 5. Hold training resources and information that participants of the Plymouth LINK can access
 6. Keep the LINK informed of the opportunities available for them, both within the LINK and through other avenues
 7. Review the training and development opportunities of the Plymouth LINK regularly, taking feedback, suggestions and budgets into account.

Expenses will be paid to LINK participants involved in any training and development opportunities.

The Host Support Team

Training and developments for the Host Support Team staff might be:

- > Basic legal training requirements in areas such as Health & Safety or First Aid, for example;
- > Job-related training on key areas of staff roles to make sure staff have the knowledge they need to carry out their job;
- > Mentoring and guidance and sharing expertise to support staff to achieve in their role and develop new skills and knowledge
- > Team/peer training to develop the LINK
- > Individual supervision

- > Attendance at local conferences and events to increase knowledge and build relationships necessary to supporting the LINK
- > *Ad hoc* attendance at national training events or conferences where this is important in the development of the Plymouth LINK. These instances will be few and far between and agreed on an individual basis.

The Support Team has access to Colebrook Housing Society's core training programme for a wide variety of opportunities and will access local training as needed. All training and development opportunities are discussed and shared as a team and monitored/authorised by the Support Team Manager, taking job roles, workloads and budgets into account. All learning is shared with the team and the LINK where relevant to benefit the Plymouth LINK.