

Healthcare Leadership Model

Setting up 'New Facilitator Training'

To set up a training session for New Facilitators, please follow the steps below:

1	2	3	4	5
Booking forms	eLearning	Materials	Training documents	Accreditation
4-6 weeks prior to the course.	4-6 weeks prior to the course.	The week of the course	The day of the course	After the course
<p>Please send the completed booking form and accompanying purchase order document (for the costs below) to JCA Global.</p> <p>Costs: £40 + VAT per delegate - 360 questionnaire</p> <p>AND</p> <p>£55 + VAT per delegate – hard copy materials OR £25 + VAT per delegate – soft copy materials</p> <p>Please note: It may be that your trust already has a large purchase order raised for the cost of the questionnaires in which case you would only need a new purchase order document for the cost of the training materials.</p>	<p>Once we have received the booking form (and confirmed receipt), we then recommend you send joining instructions to all delegates.</p> <p>360 Questionnaire</p> <p>You will need to support the delegates and monitor the progress of their 360 questionnaires. The easiest way for you to do this is to set up a batch, please see our Batch Co-ordinator Quick Start Guide for more details.</p> <p>When you send the joining instructions, we recommend you attach this 360 Quick Start Guide as this will help them to join the batch.</p> <p>eLearning</p> <p>We will set up delegates on our eLearning platform and send out individual log in details to each of them. We will send you regular updates on their progress, so you can check in with them if needed.</p>	<p>Hard copy materials:</p> <p>If you have chosen to use hard copy materials, we will courier these to the venue listed on your booking form.</p> <p>Soft copy materials:</p> <p>Soft copy materials can be downloaded by the Trainer from the 'Train the Trainer' site. If the Trainer does not have access to this, please contact us. You will need to print all of the resources below:</p> <ul style="list-style-type: none"> • 1 x Facilitator Training folder per delegate (134 pages each) • 1 x Exploration checklist per delegate (6 pages each) • 1 x Sample report per delegate (32 pages each – we recommend a mix of the 3 available) • 1 x Evaluation and Registration form per delegate (2 pages) 	<p>In order to be fully accredited as facilitators, the following forms will need to be completed as part of the training.</p> <ul style="list-style-type: none"> • Exploration checklists • Facilitator privilege forms • Evaluation forms <p>Please keep a copy of the completed forms for your records. We ask that you scan in these forms and email them to 360.support@jcaglobal.com in order for us to process them.</p> <p>Please ensure that all forms are marked clearly with the Facilitator's full name and date of the course.</p>	<p>Once we have received the completed forms for the delegates, we will do the following:</p> <ul style="list-style-type: none"> • Check the submitted forms to confirm that they have passed the training. If you have any queries about specific delegates, please contact the team on 360.support@jcaglobal.com • Check they have passed the eLearning. If a delegate has not passed, we will contact them directly to support with this. • Check they have a valid Appraisal Hub account. This is required to give them Facilitator privileges, if they do not have an account we will contact them directly to support with this. <p>Once we have confirmed the above, we will add them to the Facilitator database and send them their certificate.</p>