

County Skills Day

Saturday 8th October 2011

**St George's Academy, Ruskington Site
formerly Coteland's School
Sleaford Rd
Ruskington, Sleaford, NG34 9BY**

Programme

All other Trainings

| | |
|--------------|--|
| 9.00 - 9.45 | Coffee & registration |
| 9.25 | Welcome |
| 9.45 - 12.30 | Morning session (including refreshment break) |
| 12.30 - 1.30 | Lunch break |
| 1.30 - 4.15 | Afternoon session (including refreshment break) |

Programme

First Response and Food Safety

| | |
|--------------|--|
| 9.00 - 9.30 | Coffee and registration |
| 9.25 | Welcome |
| 9.30 - 12.30 | Morning session (including refreshment break) |
| 12.30 - 1.15 | Lunch break |
| 1.15 - 4.15 | Afternoon session (including refreshment break) |

There will be no confirmations sent out. Assume you have your choices unless you are contacted by one of the Training team.

INFORMATION ABOUT TRAINING SESSIONS

ALL DAY SESSIONS (6 hours)

| | |
|-----------------------|--|
| First Response | A one day course leading to Emergency First Aider at Work certificate which is valid for three years. Course content includes: aims of first aid, care of unconscious casualty, CPR, minor burns and scalds and choking. |
| Food Safety | A one day course leading to an accredited qualification in Food Safety Level 2 which covers fundamental food hygiene knowledge for all food handlers. The course concludes with a Multiple Choice Examination. |
| Running a Residential | The day will consist of 4 sessions: 1. Getting the Forms Right 2. Planning the Event 3. Catering 4. Health & Hygiene |
| GAINING | Going Away Internationally in Guiding. You will cover the planning process and events which may occur during an international trip. This training is designed to work parallel with the International Module of the Camps and Holidays Scheme and will prepare a leader to gain this module. |

HALF DAY SESSIONS (2 ½ hours)

| | |
|--------------------------------------|---|
| Safe Guiding | In Guiding we place the utmost importance on keeping girls and young women safe this training will ensure that you know how to deal with emergency situations effectively. (previously known as Safe from Harm and Risk Assessment Training) |
| Christmas Crafts | Come and enjoy Christmas early. Spend a session making beautiful Christmas items, from cards to decorations with bits in between! Please bring a pencil, ruler, sharp scissors, and eraser. All other materials and equipment will be provided. |
| Leadership Qualification Mentor | Find out how to support new leaders through their Leadership Qualification. The session will include discussion and practical activities. |
| Planning and Running a Fun Sleepover | This consists of two sessions: 1. Getting the Forms Right 2. Do your girls want to do a fun sleep over? Do you want to know what's involved? Not interested in a whole weekend, but would extend your meeting to sleep over? The hoops have been already jumped through. Come and find out what's involved. Open to warranted Rainbow, Brownie, Guide and SS guiders. |

SHORT SESSIONS (1 ¼ hours)

| | |
|---------------------------|---|
| Catering | This is included in the full day residential but it is also for warranted Guiders wishing to do their Catering Module. Including menu ideas and quantities. |
| Go! for new leaders | An introduction to the use of GO! How to keep your unit records up to date. An opportunity to ask any questions that you may have. |
| Health and Hygiene | This is included in the full day residential but it is also for warranted Guiders wishing to do their Health and Hygiene Module. |
| Keeping Accounts | Keeping your unit accounts. Practical and useful information and help. How to claim Gift Aid. |
| Campfire Songs | Do you want to learn some new songs for around the campfire and share your favourites with others? Then this training is for you. |
| Simple Sewing in the Unit | Simple sewing ideas that you can use in your unit. You don't need to be an expert seamstress to attend this training. There will be ideas to use with Rainbows, Brownies, Guides and SS members. |
| Five Minute filler Games | Are you ever stuck for new and interesting games to use in your unit when you have five minutes to spare? If so this Training will give you ideas to keep your units games fresh and interesting. |

General Information

The cost for First Response or Food Hygiene is £20.

For all other trainings the cost is £8 for the day or £5 for half the day

Please make cheques payable to Lincs South Guide Association. If you send a unit cheque please make sure that they have 2 signatures on them.

Full Day Training:

Choose from one of the following:

- 1 Full Day Session or
- 2 Half Day Sessions or
- 1 Half Day session and 2 Short sessions

Half Day Training:

Choose from one of the following:

- 1 Half day session or
 - 2 Short Sessions
- (Please highlight your preference of AM or PM)

At all residential sessions the relevant books are required. That is the Going away with....series and the appropriate Training Opportunities book, either Camp

& Holiday scheme or the Catering & Health & First Aid scheme, which are combined in one book.

Please return completed booking forms and monies to:
Sam Mackey, Training Coordinator (address in County Directory)

Forms and monies to be returned no later than **22nd July 2011**, late applications will only be considered if there are still places available.

Car Parking is available at the school.

Guiding wear should be worn please. Bring a packed lunch, drinks will be provided.

Please notify if you are unable to attend. Emergency telephone contact on the day only is **07767 731138**

If you have any queries please contact Sam Mackey, Training Coordinator (details in County Directory)

**Girlguiding Lincolnshire South
County Skills Day 2011 – Booking Form**

Personal details – please write clearly

Name _____

Address _____

Phone Number (Inc area code) _____

E-mail _____

Unit _____

District _____ Division _____

Special requirements

I will require wheelchair access YES/NO (please circle as appropriate)

Please advise us if there are any other special facilities that you may require:

Places will be allocated on a first come, first served basis and some sessions are limited by numbers. Late applications will be considered only if places are available – you will be advised accordingly.

FULL DAY TRAINING

Place a tick in the box if you would like to attend one of these sessions – remember that you cannot choose another session.

| | | |
|---|-----------------------|--|
| A | First Response | |
| B | Food Hygiene | |
| C | Running a residential | |
| D | GAINING | |

Please turn over

HALF DAY SESSIONS

Choose either 2 sessions below or 1 session here and 2 short sessions below (full day Training) or one session (half day of training)

| | | |
|---|--|--|
| E | Leadership Qualification Mentor | |
| F | Planning & running a fun sleepover (AM only) | |
| G | Christmas Crafts | |
| H | Safe Guiding | |

SHORT SESSIONS

Choose 2 of these sessions with 1 from the half day sessions above
Or choose two sessions if attending only for half a day's training

| | | |
|---|-------------------------------------|--|
| I | Catering Module (PM only) | |
| J | Simple Sewing in the Unit | |
| K | Go! For new leaders | |
| L | Health and Hygiene Module (PM only) | |
| M | Keeping Accounts | |
| N | Campfire Songs | |
| O | Five Minute Filler Games | |

If attending for Half Day please indicate AM or PM session

| | | | |
|----|--|----|--|
| AM | | PM | |
|----|--|----|--|

(If from your choice of session your half day preference is not available you will be contacted)

Please return the completed booking form (page 5&6 of this document), with cheque for £8 for full days training or £5 for half a day of training (£20 for First Response or Food Hygiene) made payable to Lincs South Guide Association, to:

Sam Mackey, Training Coordinator (address in County Directory)

No later than 22nd July 2011