

Hampshire East's training working practice/protocol

This protocol ensures that all leaders have equal opportunities for training as well as maintaining the quality:

- training sessions in Hants East must be open to all leaders across the County, not just in one area/Division. They will be advertised in the Training Calendar and bookings will be administered by County Administrator on a first come, first served basis. Other sessions will be advertised by flyer direct to leaders and/or in the County Leaders' Bulletin/Newsletter, and all information is put on the County website.
- The training team(s) have been reminded that they must not arrange trainings other than the ones in the agreed calendar except with the agreement of County (whether that's the Exec or CC or ACC). Please do not approach trainers direct with individual requests – refusals may offend! All they will do is tell you to speak to me.
- The training materials and equipment used (and the training updates/qualification renewals of trainers) are paid for by County, from our members' subscriptions, and therefore they are only to be used for approved County-run sessions to which all leaders have access.
- If any leader/Division has identified a need for a training which is NOT already provided in the Training Calendar, then the appropriate course of action is to contact me to discuss the need and the options for providing the requested training – that includes date and venue issues.
- Trainers from outside Hants East should never be approached; only the lead volunteers for training in each County make such requests to other counties. (Hants East trainers never go into another County unless formally requested to do so through Region or by that County's lead volunteer for training, and we quite reasonably expect the same courtesy from others).