

Induction

Thursday 24th September

Time: 3-4.30pm

Friday 25th September

Time: 10-11.30am

This session covers the history and context of OCAY, what sort of work we do, and the policies and procedures which are relevant.

Basic Advocacy Skills

Wednesday 30th September

Time: 3-4.30pm

Friday 2nd October

Time: 10-11.30am

This session clarifies the role of the independent advocacy. The key skills of advocacy are addressed together with the boundaries within which advocates must work.

Interview Skills & Record Keeping

Thursday 1st October

Time: 3-4.30pm

This session sets out how to gain and record information from clients, case management and case-note writing. It addresses the reasons for appropriate case management.

Safeguarding

This module will be a distance learning module, completion time agreed with each volunteer.

