

GRACE FOUNDATION TRAINING PATHWAYS 2024

Welcome to the Grace Foundation Training Pathways!

At Grace Foundation, we are passionate about training, equipping and inspiring you to be the best that you can be. This document outlines the training that we will be offering you during your time with us. That said, this isn't the last word on all things training. If you need specific training not covered here, let us know and we will do what we can to provide it.

This guide is split up by role: Ethos Leader, Youth Worker, Family Support Worker, Relationships and Sex Educator and Admin Team. For each role there are 3 parts: Induction Programme, Foundation Training and Ongoing Development.

During your Induction, we will take you through this plan and explain to you how you can access the training, and how you record that you have completed each module.

This plan will also be used to guide part of the conversation during your line management meetings with your line manager, and mentoring sessions with Matt Brown.

“Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles. And let us run with perseverance the race marked out for us...” Hebrews 12 vs 1

ADMIN TEAM

INDUCTION

Your Grace Foundation Induction programme will last for a week and will be at our office located in The Gate. Our aim is to begin to equip you with the tools of the trade to get you started in your new role.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
BIG PICTURE	In this module you will learn about the vision and values of IM Group and Grace Foundation. You will also explore what it means to love and serve your local school.	½ DAY	THE GATE	IM GROUP DAVE BODEN
ADMIN INDUCTION	In this module you learn about diary management, Impact Reporting, the Ethos Toolkit, social media, event planning, social action, expenses and purchase requests.	3.5 DAYS	THE GATE	VARIOUS
OTHER	During your induction you will be contacted by EFC who will ask you to complete a DiSC profile form. Once this has been submitted EFC will make contact with you to tell you more about your Disc profile and how that can shape your practise and your work in schools and especially how you relate to your team. There are also lots of policies for you to complete as an employee of IM Group. These include but are not limited to GDPR, Anti-Slavery and IT courses.	1 DAY	THE GATE	IM GROUP

FOUNDATION TRAINING

Foundation Training is designed to be completed in the first year of your employment with Grace Foundation. It is a blended learning experience enabling you make a wider and deeper impact.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
DISC	Team reports and session with EFC.	½ DAY	THE GATE	EFC
SOCIAL MEDIA	- Technical training on the major platforms you use: FB, Insta, Twitter, Youtube. Copywriting for post creation. Simple graphic creation and useful tools for the creative graphic, and how to make the most out of all of the platforms.	½ DAY	THE GATE	PARAGON SALES SOLUTIONS
QUICKBOOKS	https://quickbooks.intuit.com/uk/get-started-tutorials/ https://quickbooks.intuit.com/uk/small-business-webinars/	VARIOUS	ONLINE	VARIOUS
BOOKKEEPING	https://www.icslearn.co.uk/landing-pages/aat-bookkeeping-courses	VARIOUS	ONLINE	VARIOUS

ONGOING DEVELOPMENT

We are committed to helping you to be the best that you can be. There are a number of ways we do that through ongoing development, but we also want to take a bespoke approach to this part of your training and development.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
CLUSTER MEETINGS	To take place once per half term with your colleagues from the CAST.	6 X PA	THE GATE	DAVE BODEN
VISION DAYS	Training will be arranged as part of our Vision Days.	2 DAYS	THE GATE	CAST
EXECUTIVE COACHING	Executive Coaching will be offered through EFC once per term. Additional sessions maybe available on request.	3 X PA	ONLINE	EFC