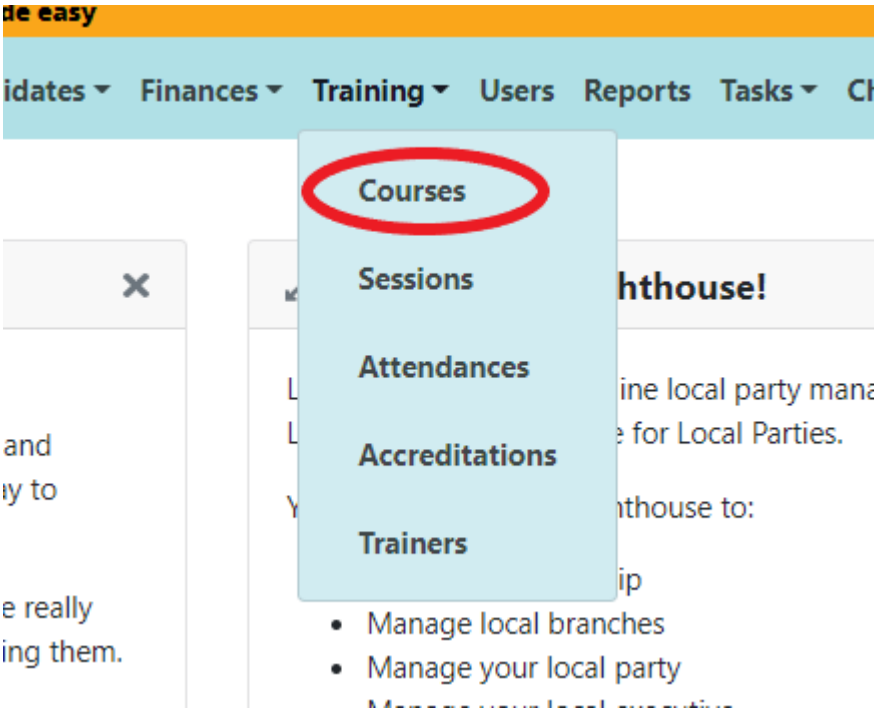
Lighthouse Guide 11: Managing Training

The training module on Lighthouse provides a central place to access training resources and see what training people in your local area are attending.

Understanding Courses

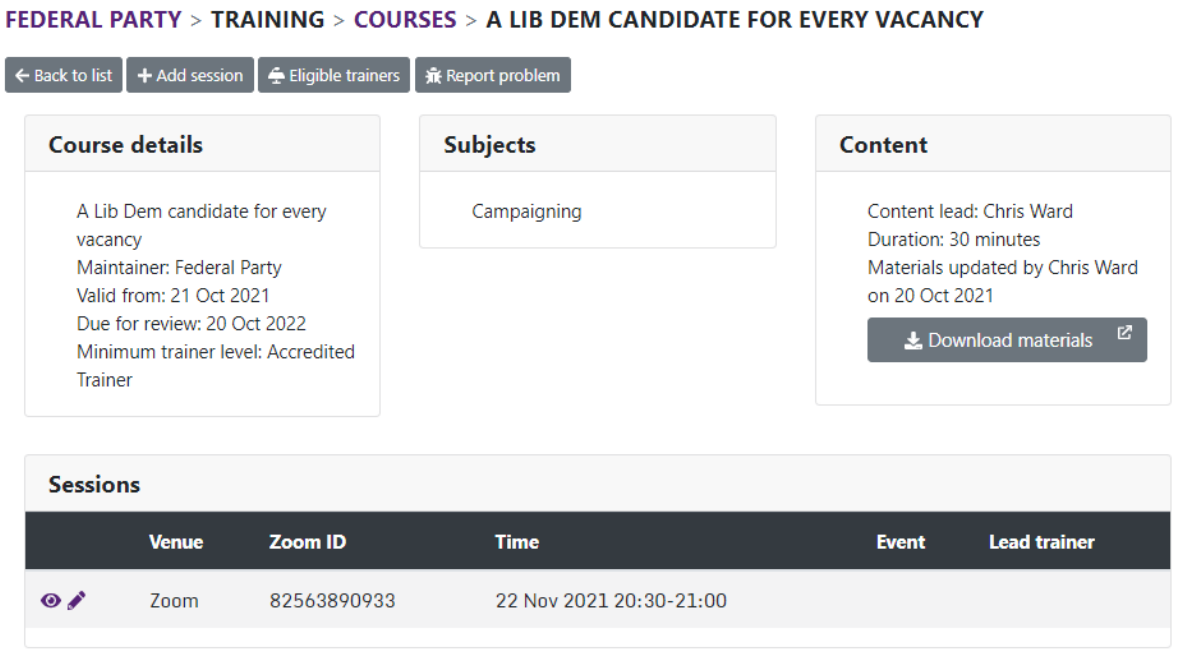
Course details

Select Courses in the drop down menu from Training on the navigation bar.



Select the eye icon next to the training course you want to view.

This will allow you to view any upcoming sessions, and key course details. You will only be able to view the course materials if you are a trainer at the level required by the course.



Course details is the basic information about the courses.

Maintainer - this is the party of the party who has created the training and is responsible for it. This will usually reference the Federal Party or a Party Body.

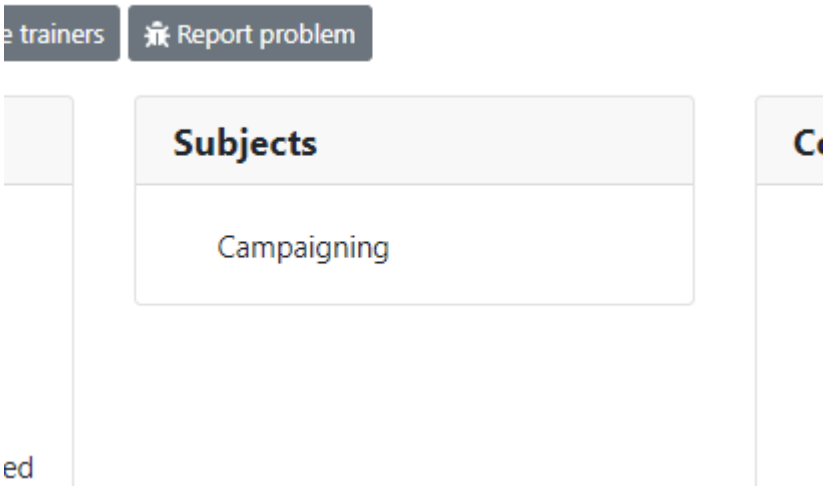
Valid from -

Due for review - To ensure the training is kept up to date, each course must be reviewed each year. This is the one year after the date the course materials were last updated.

Minimum Trainer level - this refers to the level of trainer one must be to be able to deliver this training and access the materials.

Subjects

This is the basic topics that the course covers. To train the course, a trainer must have the minimum trainer level in the subjects that the course covers.



The subject options are

Campaigning - this is all training that improves a member's ability to campaign, be that knocking on doors, or creating a campaigns plan.

Digital Campaigning - Campaigns training that includes online campaigning

Compliance/GDPR - this is all courses that have legal implications, including agents' training and data protection.

Diversity - Learn how to engage diverse people and communities, or find out how to build a successful and sustainable political career as a person from an under-represented group

Fundraising - Whether you are trying to win an election or grow your local party, fundraising is crucial. Learn how to raise regular income, get ideas, tips, tricks as well as advice and support.

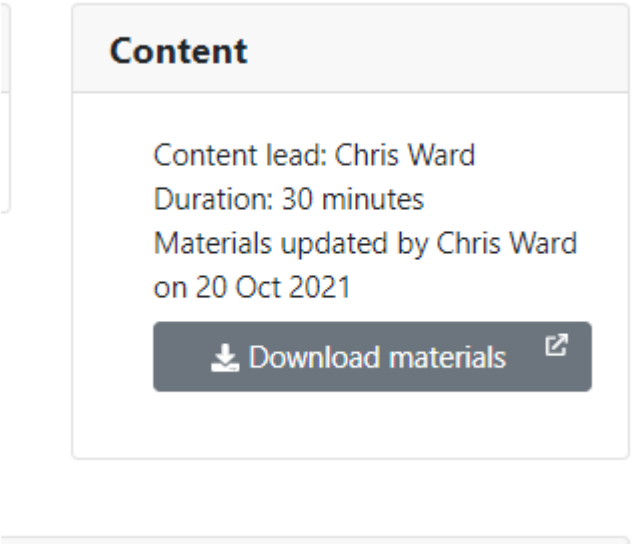
Membership - Learn how to grow and maintain your membership though a range of channels.

Personal Development - Personal development courses will help you develop a range of skills that will enable you to grow in your roles within the Liberal Democrats as well as in the outside world.

Systems - Learn how to get the most from the party's suite of digital tools. Find out how to engage voters and supporters through a range of digital channels.

Content

You will only be able to see this if you reach the minimum trainer level, in the subjects of the course.

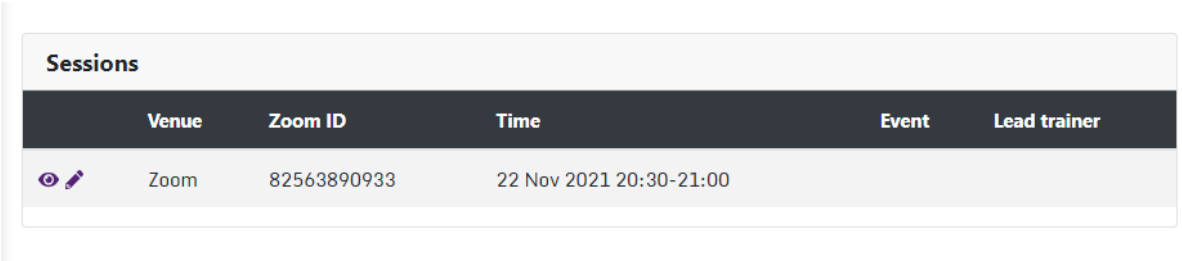


Content Lead - this is the person who is overall responsible for updating the course content

Duration - how long we recommend the course should be

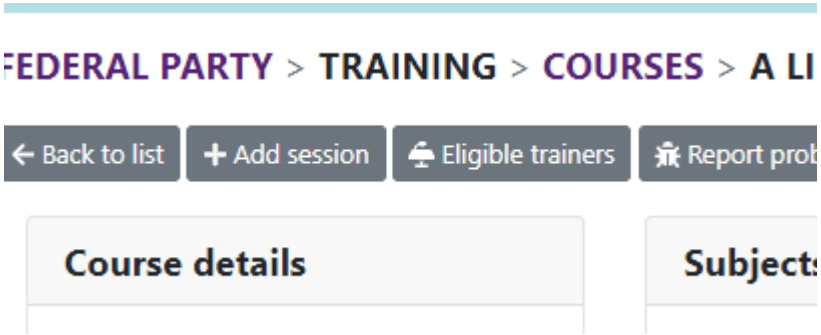
Sessions

This shows you the upcoming and historic times the course has been delivered, as well as where it was delivered and the trainer. Find out more about sessions here.



Eligible trainers

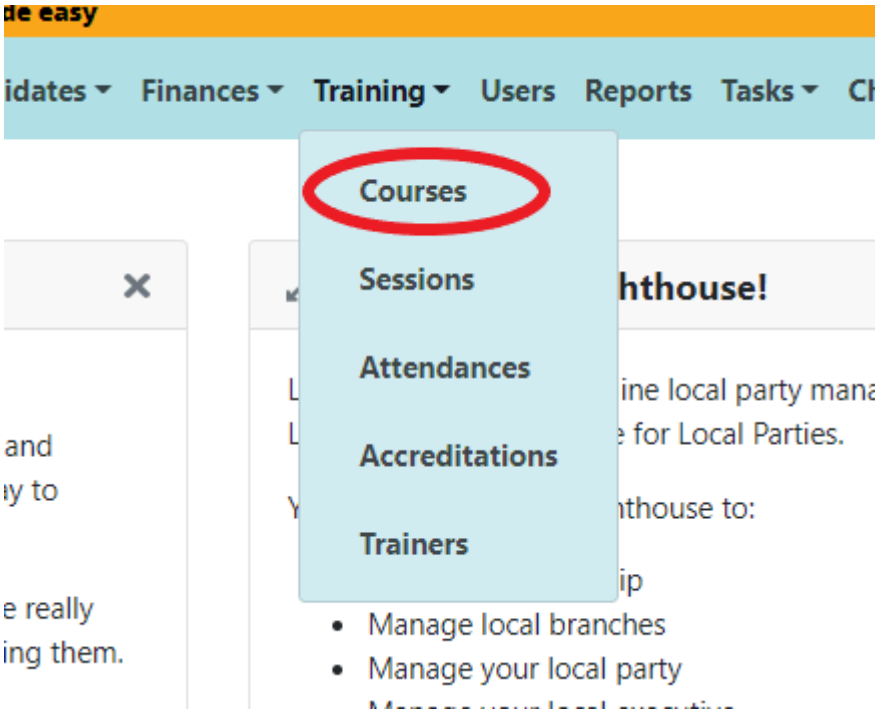
This shows you the list of trainers in your local area who have the required trainer level to deliver this training.



Adding courses

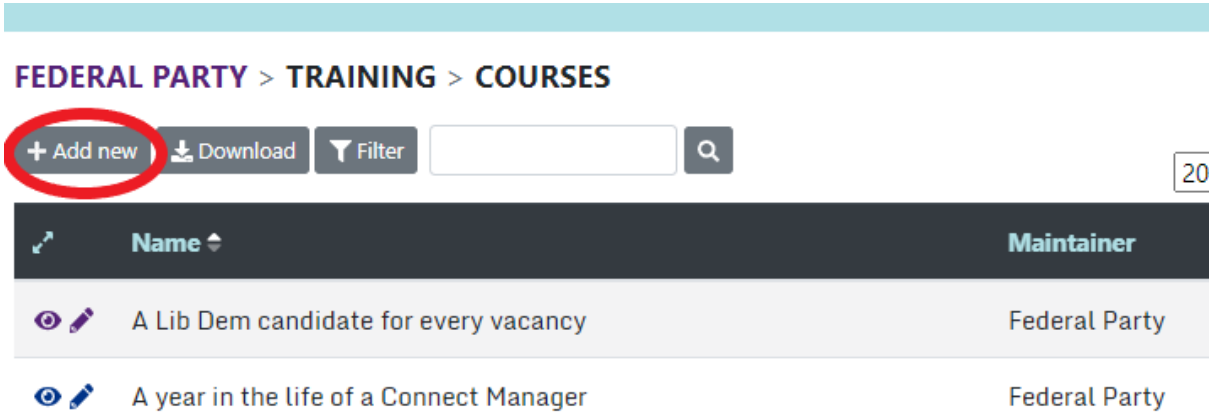
Step 1

Select Courses in the drop down menu from Training on the navigation bar.



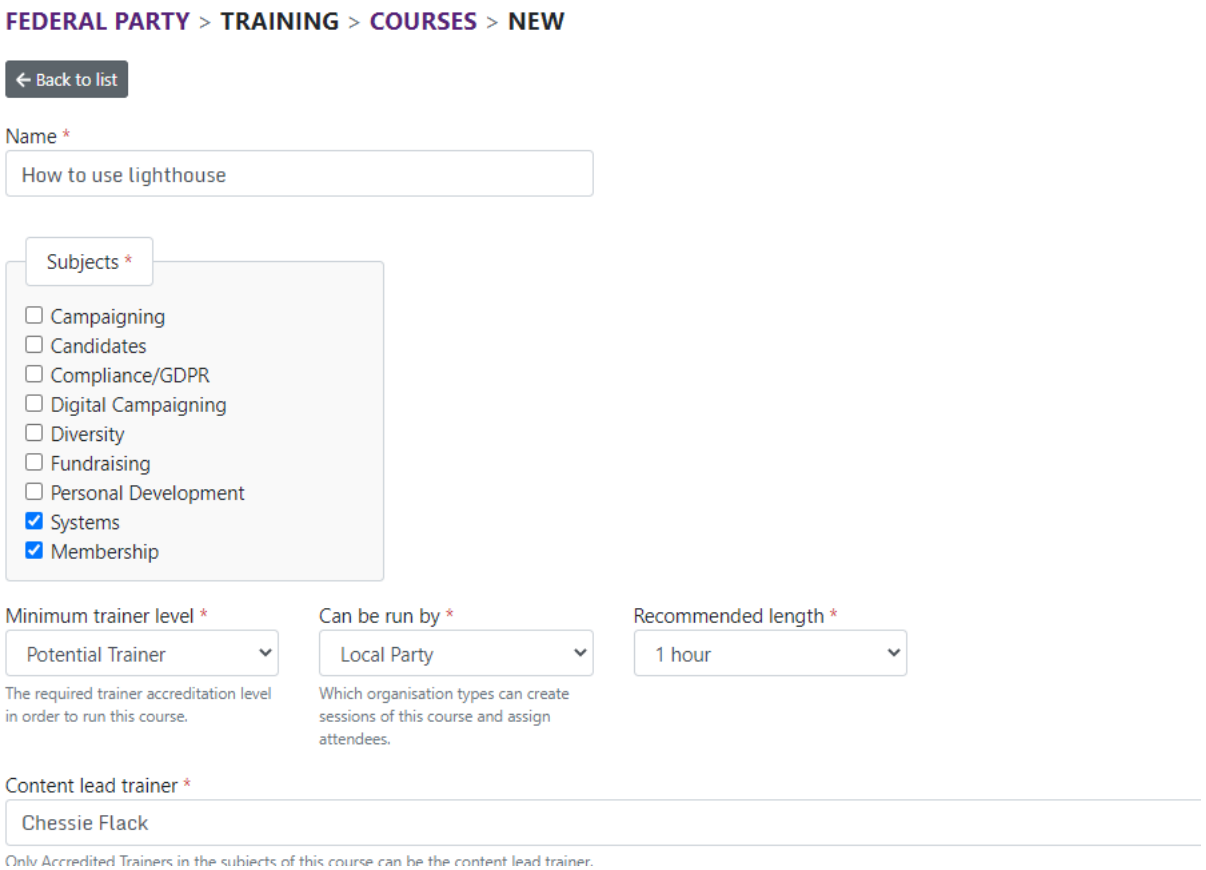
Step 2

Click add new.



Step 3

Add the details of the course that you would like to add.



The minimum trainer level, Can be Run By and subject, will affect who can view the course materials and make edits to the course. You should select Can be run by as the organisation level you are logged in as, or below. Can be run by affects who can see the course exists, the minimum trainer level affects who can view the course materials. A member must be at the minimum trainer level in the subjects selected to see the training materials.

You will only need to add a test address if the course is formally accredited. If you are creating a course you wish to be accredited, please use this form.

Step 4

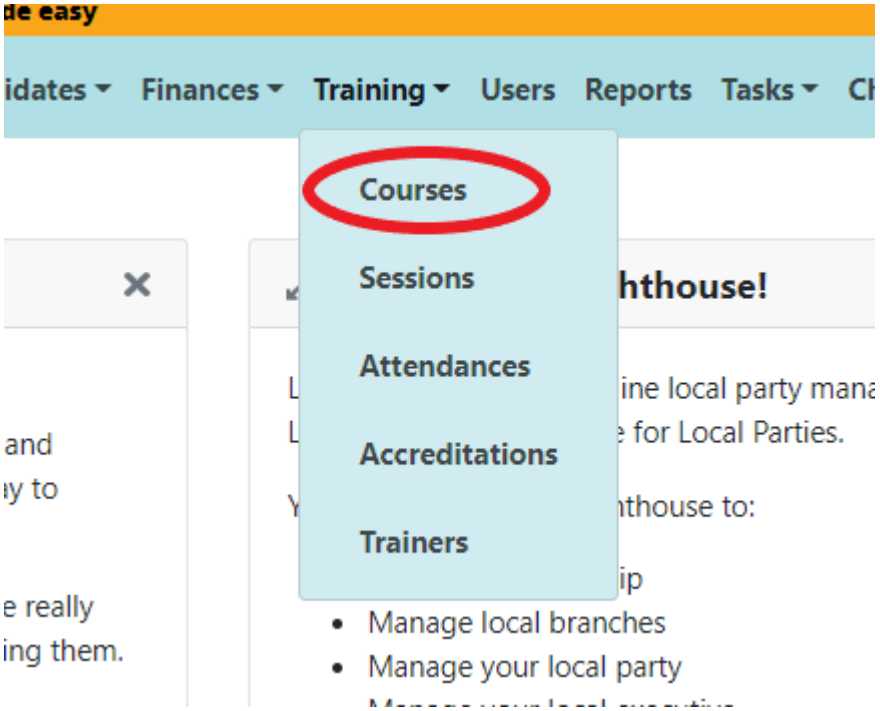
Click save or save and add another if you are creating multiple courses.

Editing courses

Once you have created a course, you may wish to make some edits. You will only be able to edit courses that have been created by your organisation.

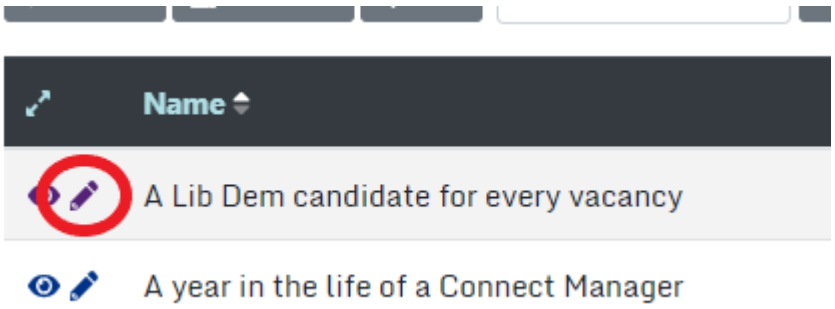
Step 1

Select Courses in the drop down menu from Training on the navigation bar.



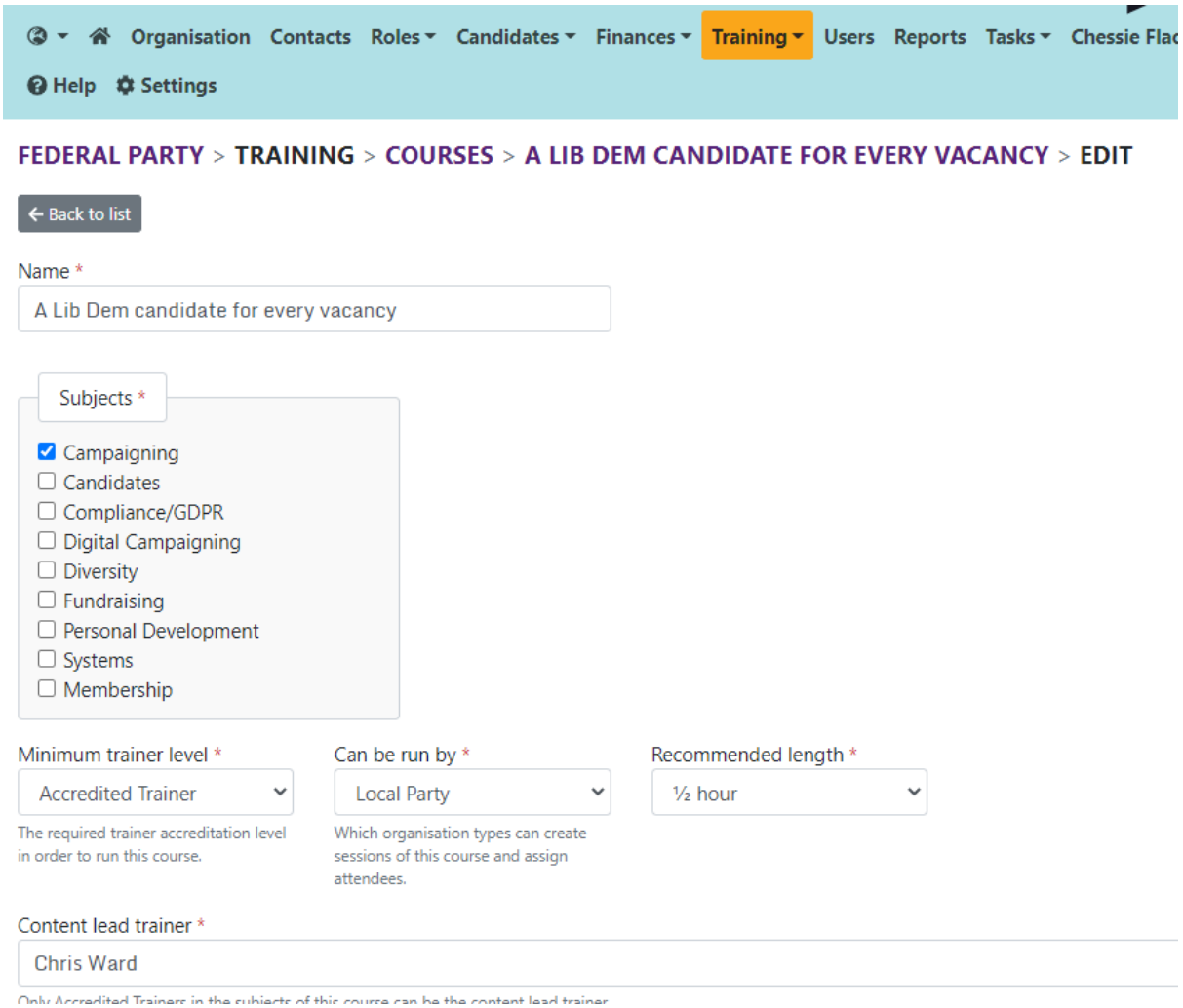
Step 2

Click the pencil icon next to the course you wish to edit.



Step 3

Edit the details of the course.



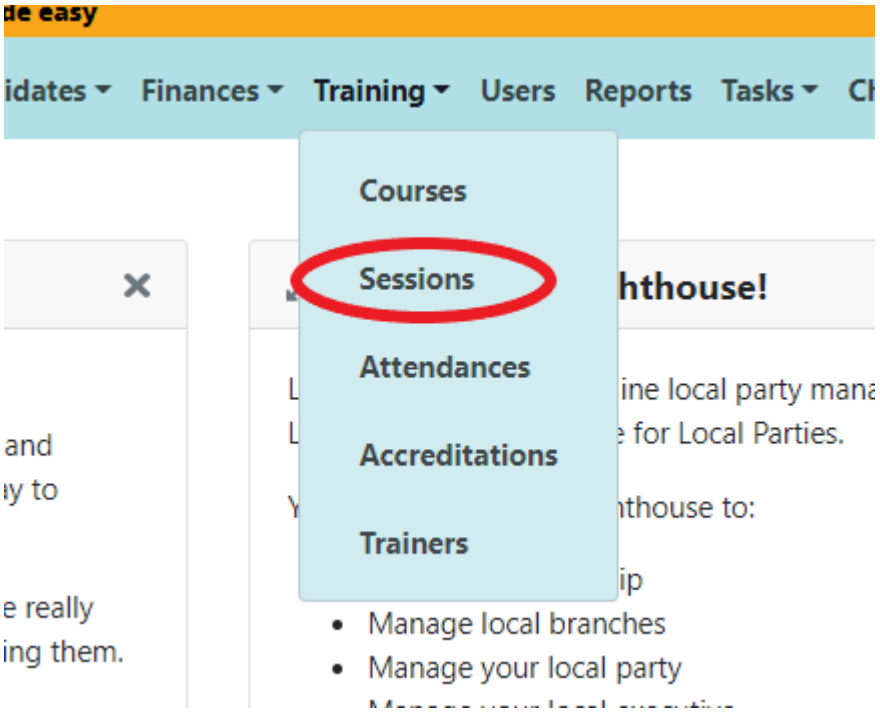
Step 4

Click update.

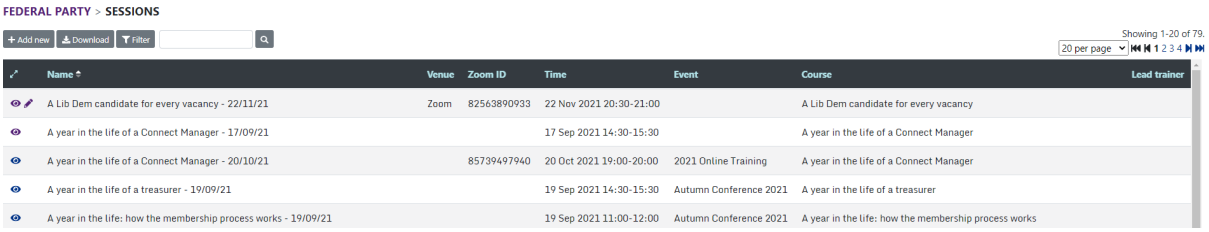
Understanding sessions

Sessions refers to each time the course was delivered.

Select Courses in the drop down menu from Training on the navigation bar.



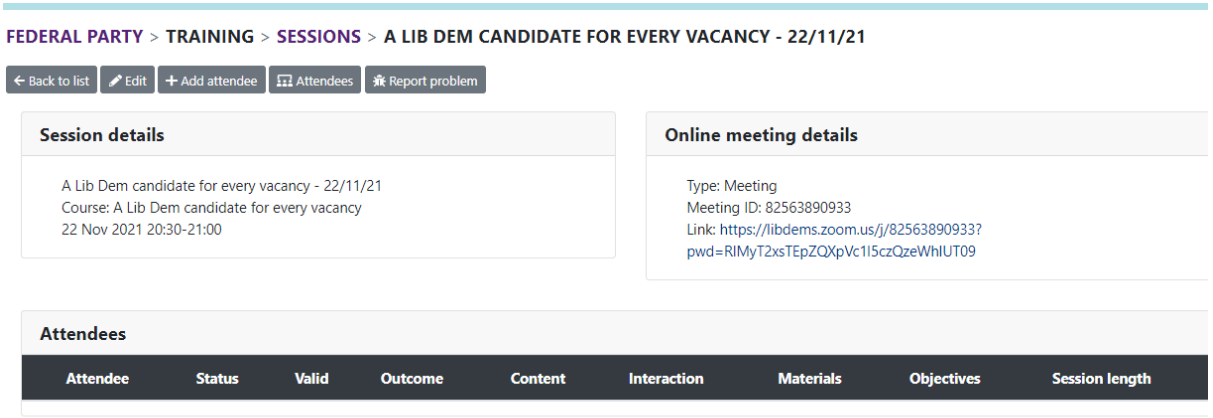
You can see the name, the venue, and when it was delivered and who the lead trainer was.



The sessions tab shows both past and future sessions.

To view a session, click the eye icon, next to the title of the session.

This will show you the date of the session, and details for the session. For past sessions, it will show who in your organisation has attended the session, and how they rated the session.

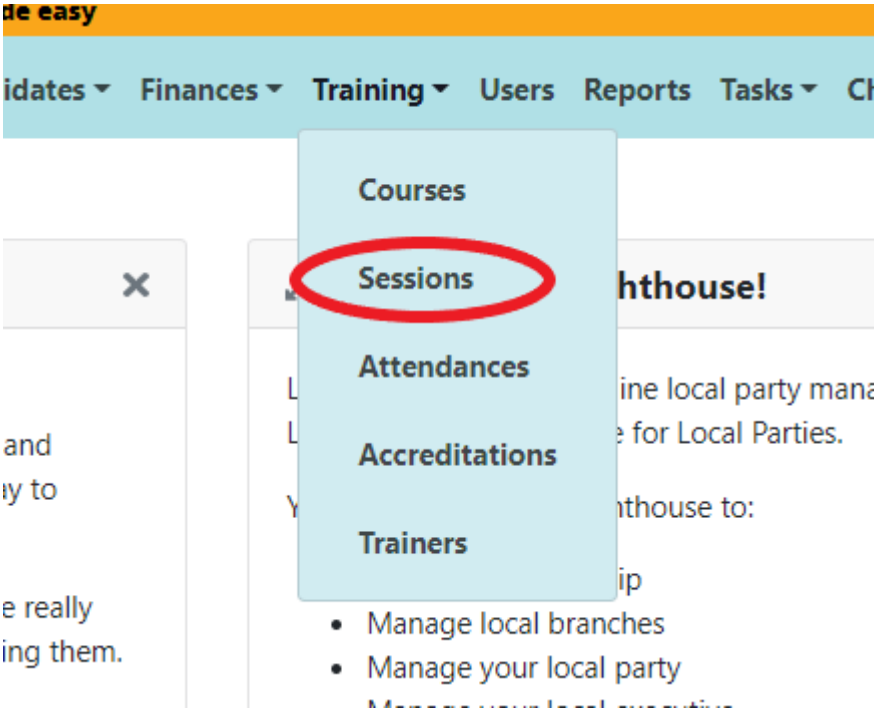


For sessions you can edit, you can add attendees, individually and by batch. You will only be able to edit sessions that have been created by your organisation.

Adding a session

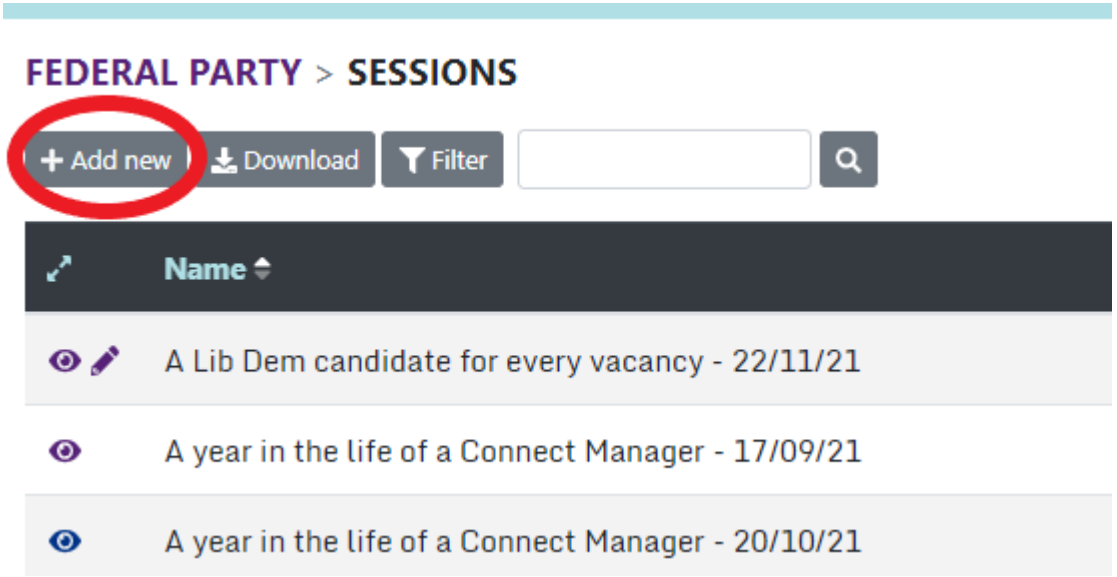
Step 1

Select Sessions in the drop down menu from Training on the navigation bar.



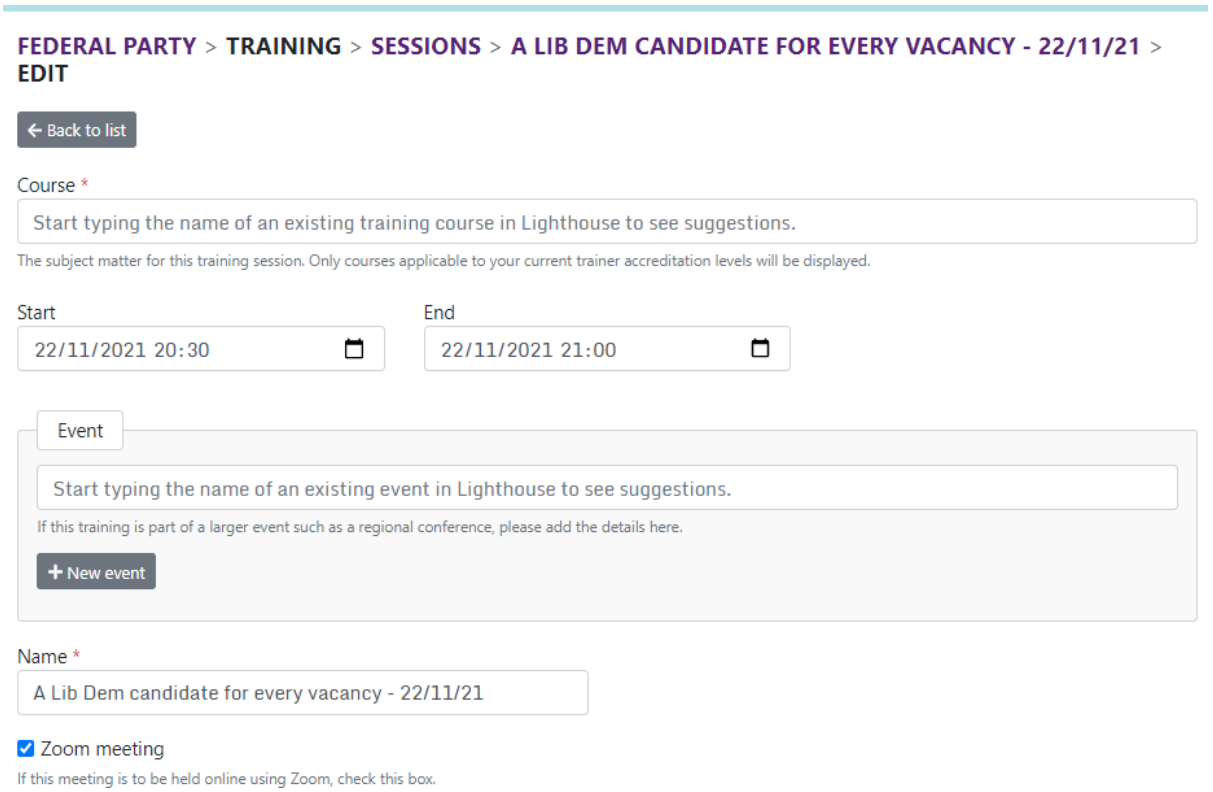
Step 2

Click Add new



Step 3

Select which course it is a session of. All sessions must have a course, before it can be created. This ensures that there are materials to go with the session.

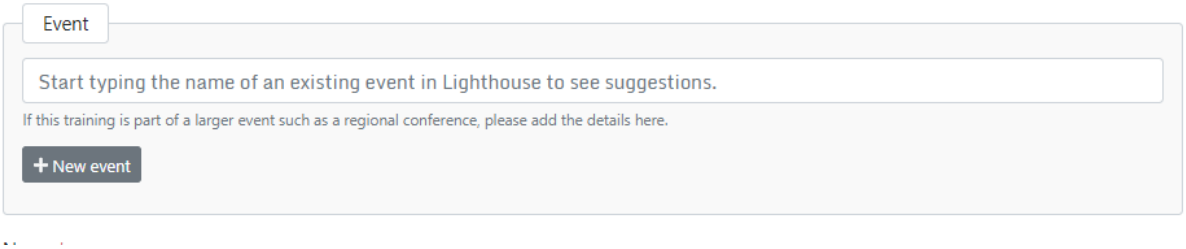


Step 4

Add all the details of the session.

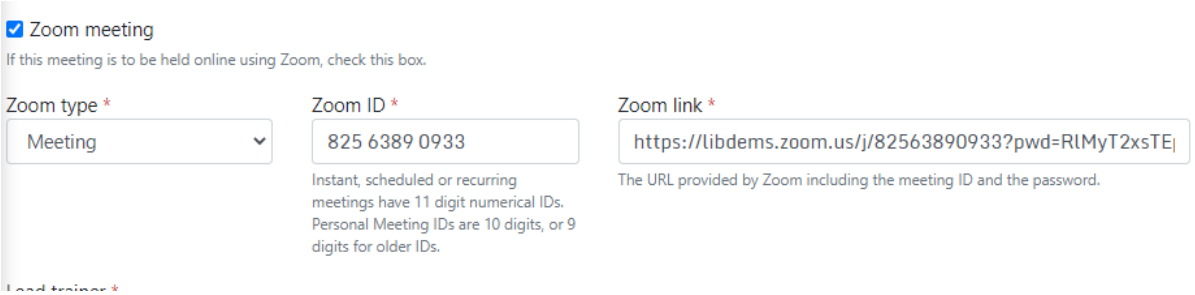
Step 5

If the course is part of a larger event, such as a regional conference, add these details.



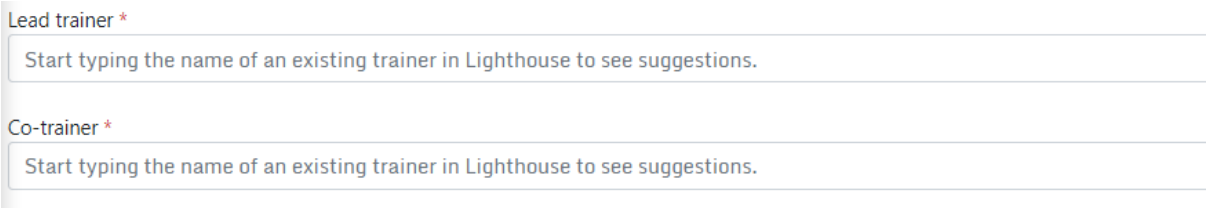
Step 6

If you are holding the training on Zoom, select the zoom meeting tick box, and it will allow you to enter the Zoom details.



Step 7

Add the lead trainer and co-trainer. Each session must have two trainers.

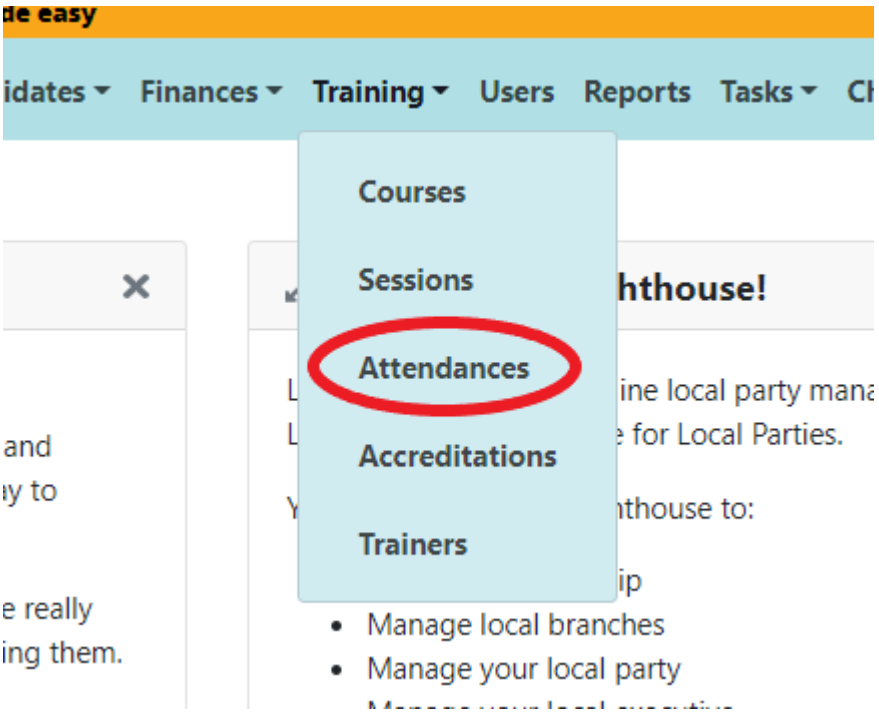


Step 8

Click save, or save and add another, if you are creating multiple sessions.

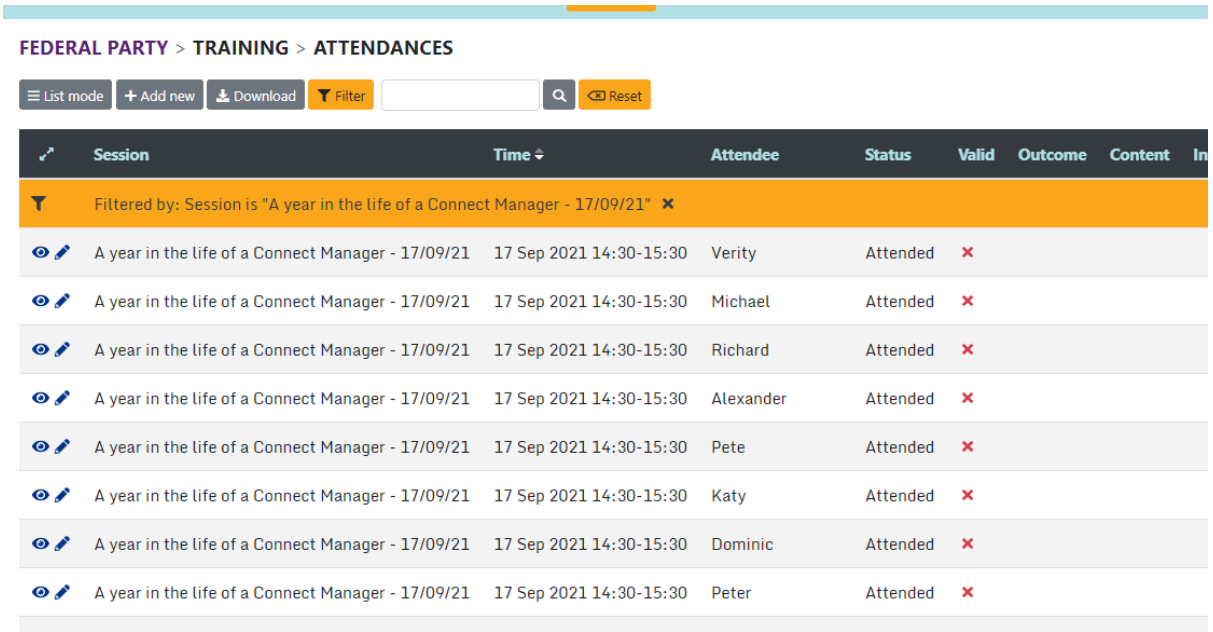
Understanding attendances

Select Attendances in the drop down menu from Training on the navigation bar.



This will show you all the attendances in your organisation for all sessions.

It will show members as registered, attended or absent.



If the training course is accredited, then there will be a green tick under 'valid'. If the course is not accredited, or the member is not recorded as attended, then there will be a red cross. Most courses are not accredited.

You will also be able to see any feedback from the members in your organisation on the session they attended. This is a five star rating on key features of the training.

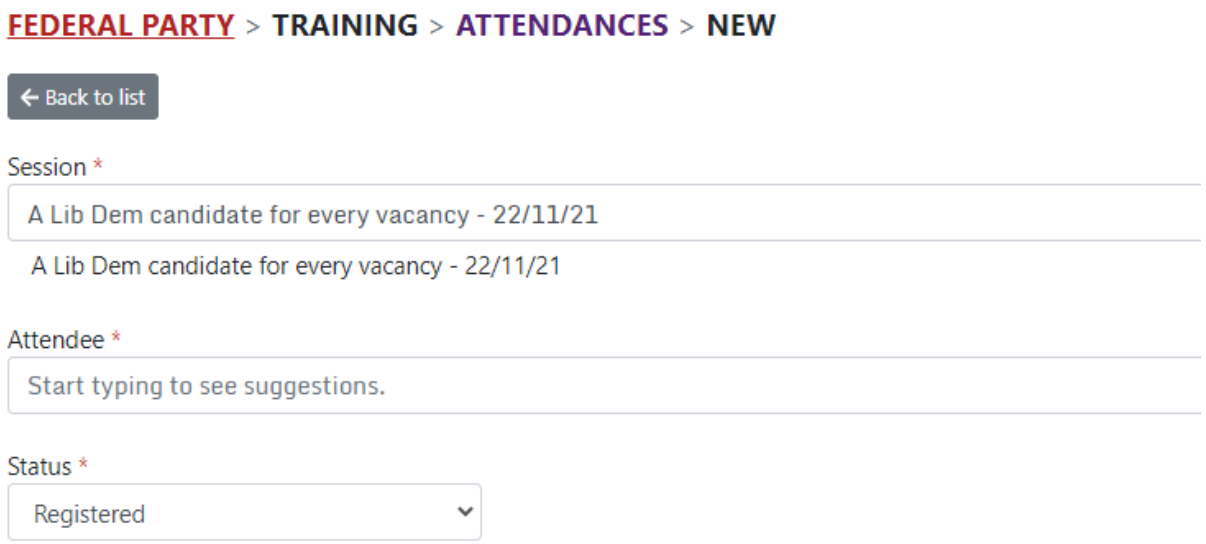
Adding attendees

Step 1

Click add new.

Step 2

Type the session you are adding an attendee for.



Step 3

Add the attendee. Start typing their name and select the correct attendee.

Step 4

Select the status for the attendee. For future courses, you can record who has registered for the session. For past sessions, you can add if an attendee attended, or was absent.

Step 5

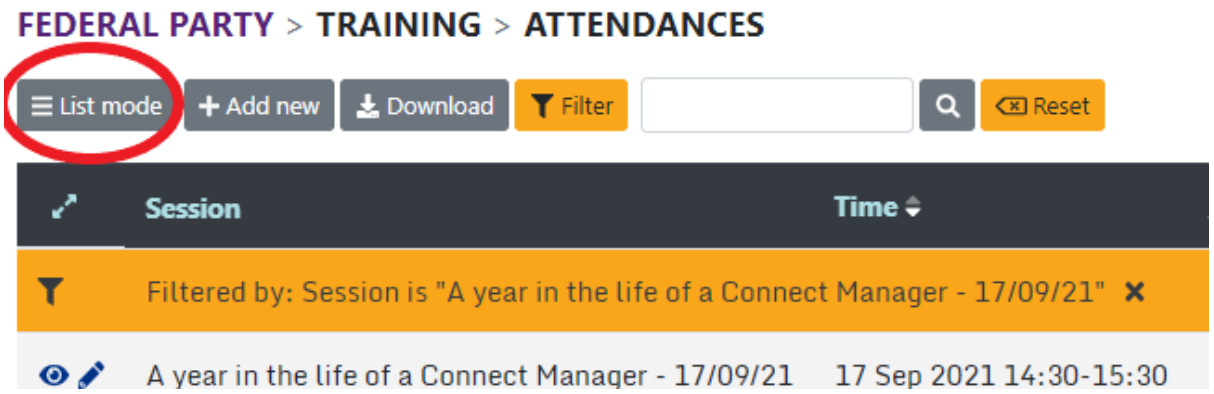
Click save, or save and add another to add multiple attendees.

You can also add and edit attendees from viewing a session, by selecting add attendee.

Editing attendances

Step 1

Click list mode, which gives you the option to select as many attendees as you wish.



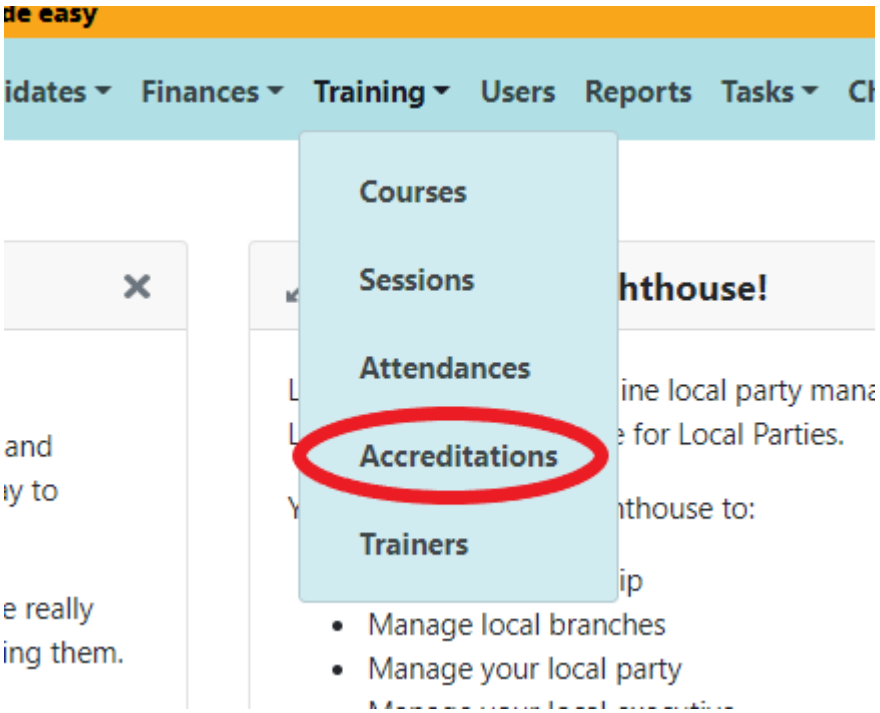
Step 2

You can then change the status of these attendees, by marking them as attended or absent.

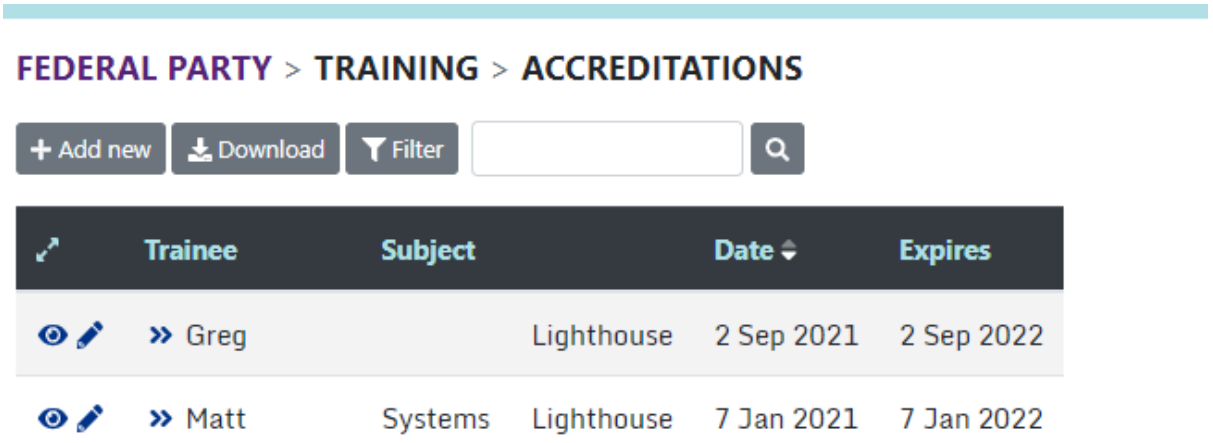
You can also add and edit attendees from viewing a session, by selecting add attendees.

Understanding Accreditations

Select accreditations in the drop down menu from Training on the navigation bar.

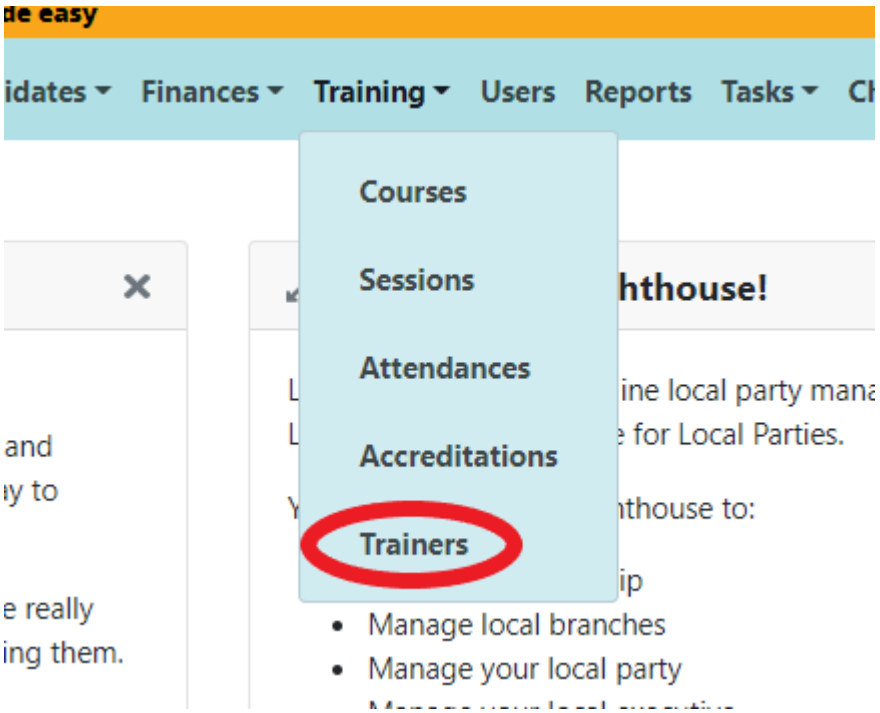


Here you can see a list of members in your organisation that have completed accreditations. This includes when they were accredited, and when the accreditation expires.

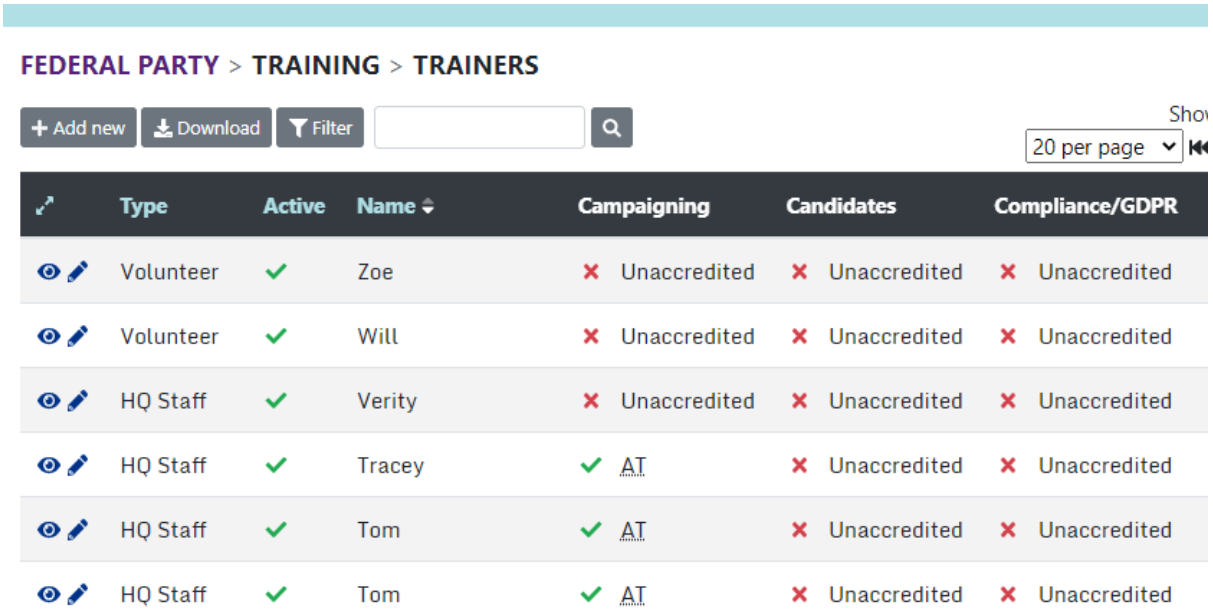


Understanding Trainers

Select Trainers in the drop down menu from Training on the navigation bar.



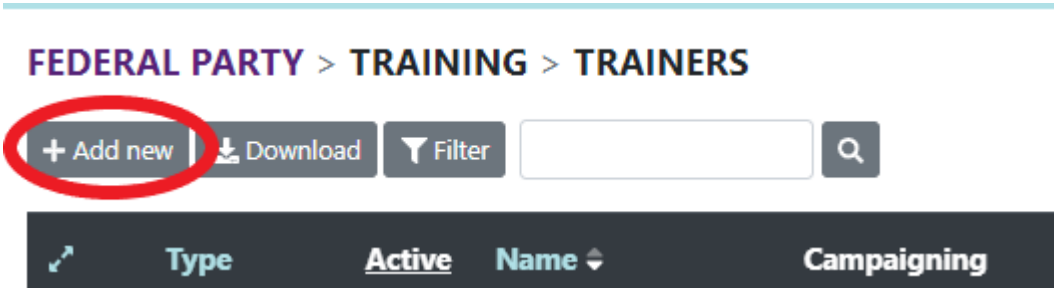
This will show you all of the trainers in your organisation and the topics they are accredited in.



Adding new trainers.

Step 1

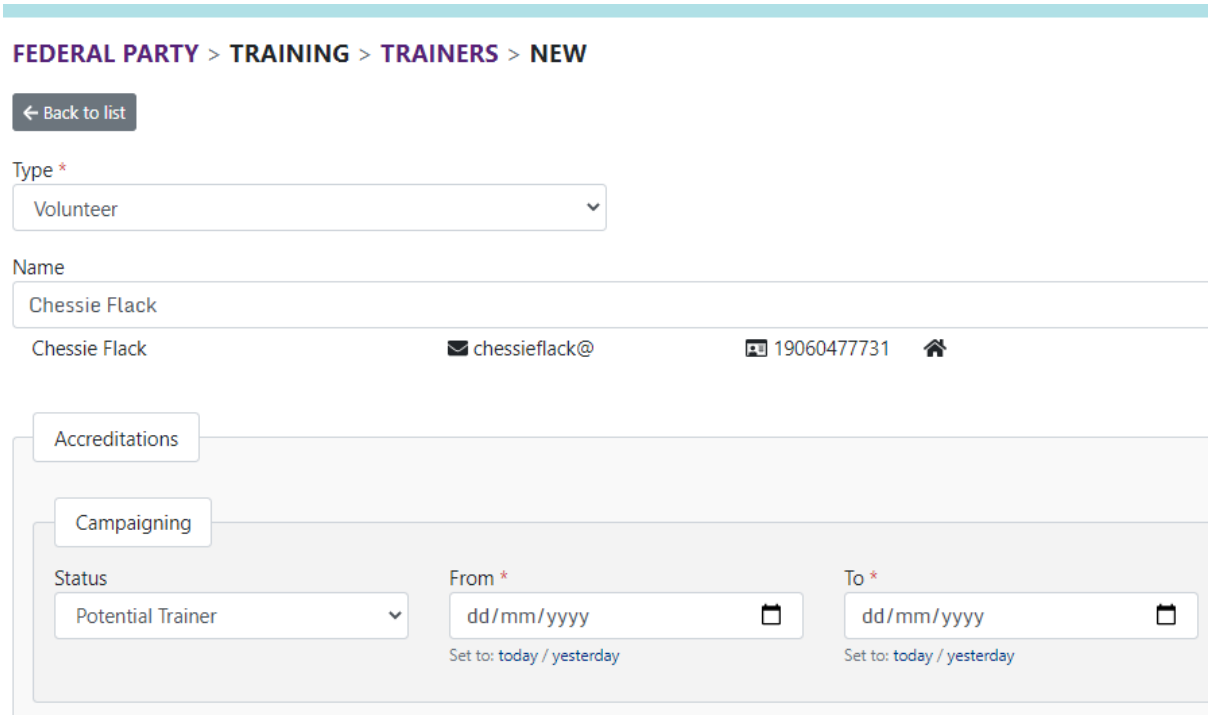
Click add new



Step 2

Select the type of trainer they are.

HQ staff, ALDC Staff, Volunteer or external



Step 3

Select what level of accreditation the member has for each topic. Accredited trainer is only for members who have completed Training for Trainers or is an HQ staff member.

Step 4

Click save, or save and add another if you are adding multiple trainers