



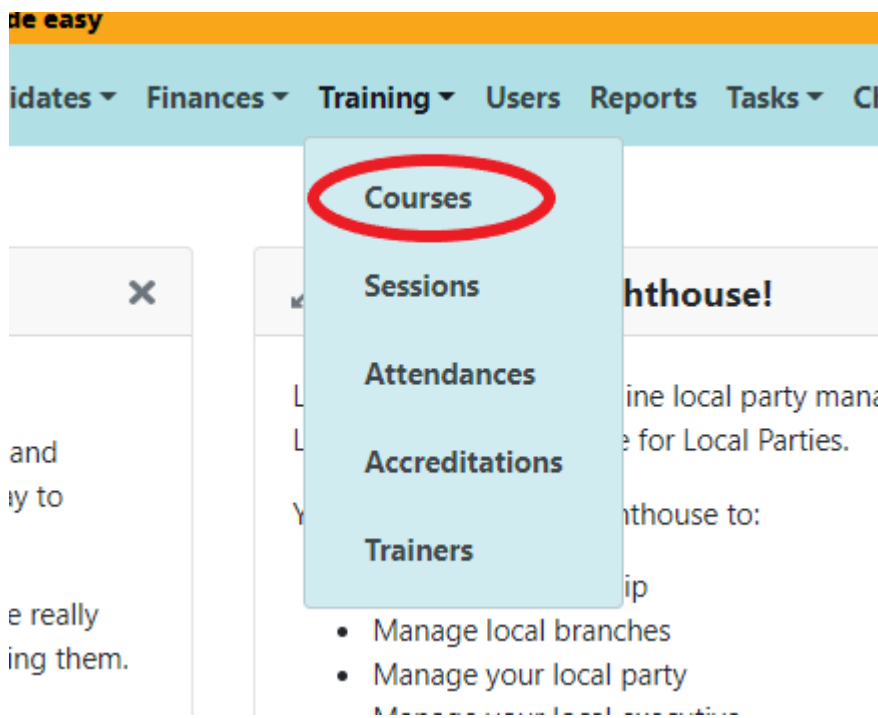
Lighthouse Guide 11: Managing Training

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.

Lighthouse Guide 11: Using Training

FEDERAL PARTY > TRAINING > COURSES > A LIB DEM CANDIDATE FOR EVERY VACANCY

[← Back to list](#) [+ Add session](#) [👤 Eligible trainers](#) [🚩 Report problem](#)

Course details

A Lib Dem candidate for every vacancy
Maintainer: Federal Party
Valid from: 21 Oct 2021
Due for review: 20 Oct 2022
Minimum trainer level: Accredited Trainer

Subjects



Campaigning

Content

Content lead: Chris Ward
Duration: 30 minutes
Materials updated by Chris Ward on 20 Oct 2021

[Download materials](#)

Sessions

	Venue	Zoom ID	Time	Event	Lead trainer
 	Zoom	82563890933	22 Nov 2021 20:30-21:00		

Course details is the basic information about the courses.

Course details

A Lib Dem candidate for every vacancy
Maintainer: Federal Party
Valid from: 21 Oct 2021
Due for review: 20 Oct 2022
Minimum trainer level: Accredited Trainer

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.

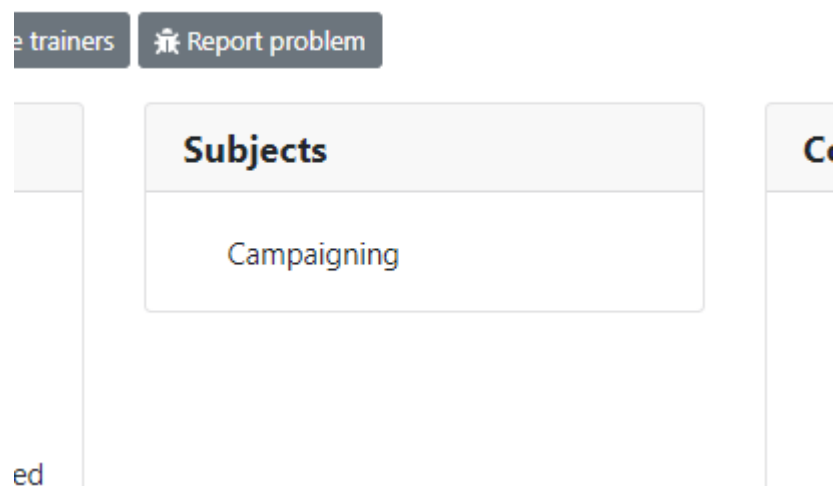
Valid from -

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 through 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.

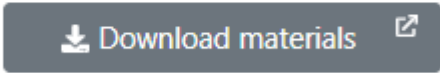
Systems - Learn how to get the most from the party's suite of digital tools. Find out how to engage voters and supporters through a range of digital channels.

Content

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

Content

Content lead: Chris Ward
Duration: 30 minutes
Materials updated by Chris Ward on 20 Oct 2021


 Download materials

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.

Sessions					
	Venue	Zoom ID	Time	Event	Lead trainer
	Zoom	82563890933	22 Nov 2021 20:30-21:00		

Lighthouse Guide 11: Using Training

Eligible trainers

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

FEDERAL PARTY > TRAINING > COURSES > A LI

← Back to list + Add session Eligible trainers Report prob

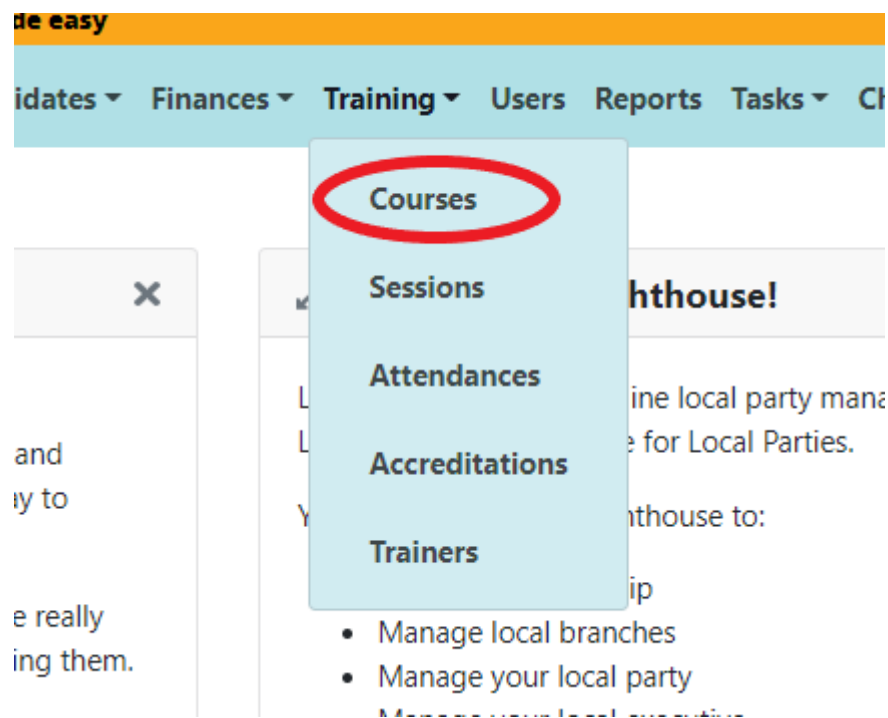
Course details

Subjects

Adding courses

Step 1

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



Step 2

Click add new.

Lighthouse Guide 11: Using Training

FEDERAL PARTY > TRAINING > COURSES

+ Add new | **Download** | **Filter** | |

20

Name	Maintainer
A Lib Dem candidate for every vacancy	Federal Party
A year in the life of a Connect Manager	Federal Party

Step 3

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

FEDERAL PARTY > TRAINING > COURSES > NEW

[← Back to list](#)

Name *

Subjects *

- Campaigning
- Candidates
- Compliance/GDPR
- Digital Campaigning
- Diversity
- Fundraising
- Personal Development
- Systems
- Membership

Minimum trainer level *

Can be run by *

Recommended length *

The required trainer accreditation level in order to run this course.

Which organisation types can create sessions of this course and assign attendees.

Content lead trainer *

Only Accredited Trainers in the subjects of this course can be the content lead trainer.

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.

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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

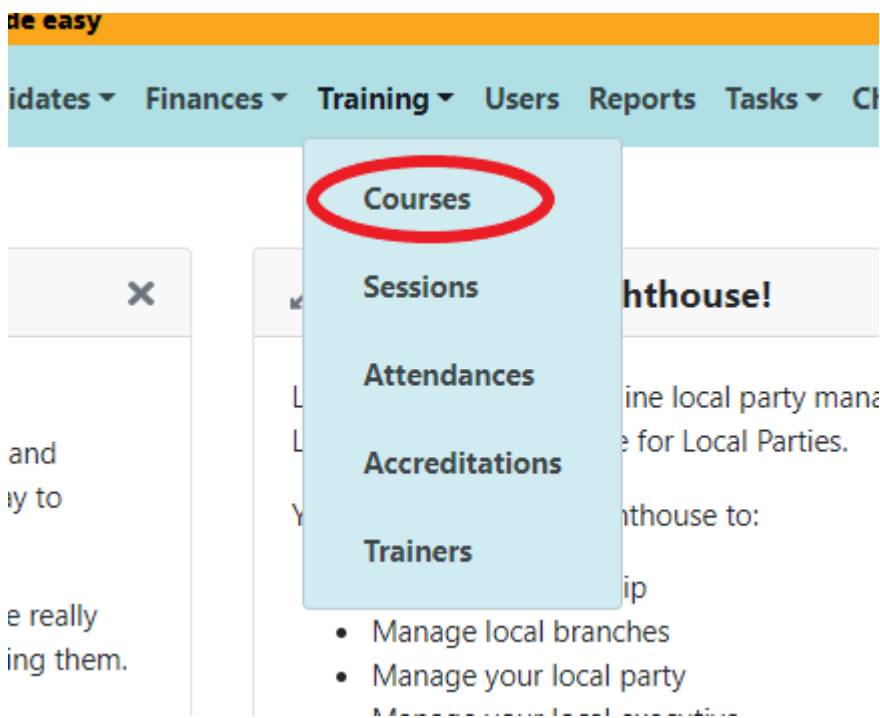
Click save or save and add another if you are creating multiple courses.

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

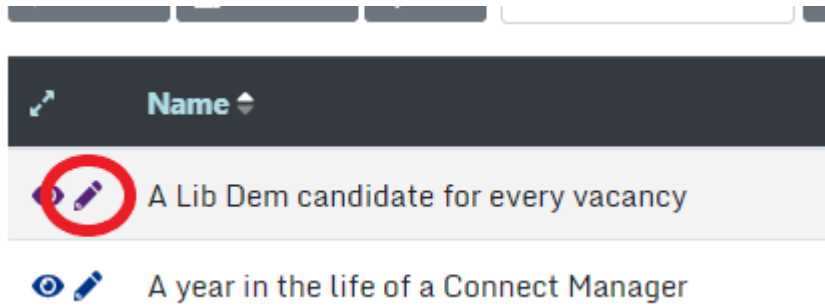
Select Courses in the drop down menu from Training on the navigation bar.



Step 2

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

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Step 3

Edit the details of the course.

Organisation Contacts Roles Candidates Finances **Training** Users Reports Tasks Chessie Flac

Help Settings

FEDERAL PARTY > TRAINING > COURSES > A LIB DEM CANDIDATE FOR EVERY VACANCY > EDIT

[← Back to list](#)

Name *

A Lib Dem candidate for every vacancy

Subjects *

- Campaigning
- Candidates
- Compliance/GDPR
- Digital Campaigning
- Diversity
- Fundraising
- Personal Development
- Systems
- Membership

Minimum trainer level *
Accredited Trainer

Can be run by *
Local Party

Recommended length *
1/2 hour

The required trainer accreditation level in order to run this course.

Which organisation types can create sessions of this course and assign attendees.

Content lead trainer *
Chris Ward

Only Accredited Trainers in the subjects of this course can be the content lead trainer.

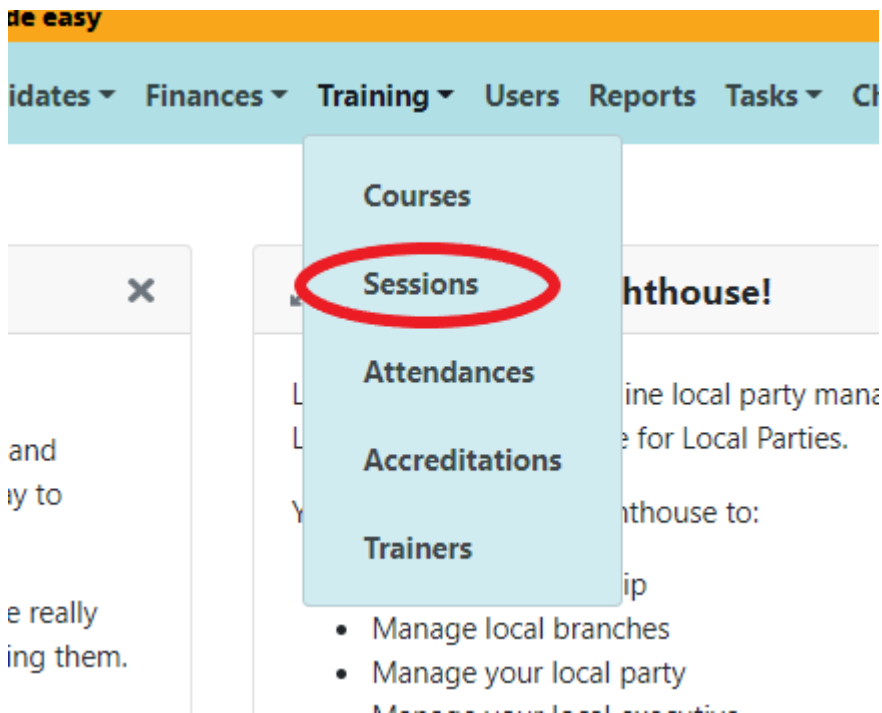
Step 4

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.

FEDERAL PARTY > SESSIONS

+ Add new Download Filter

Showing 1-20 of 79. 20 per page

Name	Venue	Zoom ID	Time	Event	Course	Lead trainer
A Lib Dem candidate for every vacancy - 22/11/21	Zoom	82563890933	22 Nov 2021 20:30-21:00		A Lib Dem candidate for every vacancy	
A year in the life of a Connect Manager - 17/09/21			17 Sep 2021 14:30-15:30		A year in the life of a Connect Manager	
A year in the life of a Connect Manager - 20/10/21		85739497940	20 Oct 2021 19:00-20:00	2021 Online Training	A year in the life of a Connect Manager	
A year in the life of a treasurer - 19/09/21			19 Sep 2021 14:30-15:30	Autumn Conference 2021	A year in the life of a treasurer	
A year in the life: how the membership process works - 19/09/21			19 Sep 2021 11:00-12:00	Autumn Conference 2021	A year in the life: how the membership process works	

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.

Lighthouse Guide 11: Using Training

FEDERAL PARTY > TRAINING > SESSIONS > A LIB DEM CANDIDATE FOR EVERY VACANCY - 22/11/21

[← Back to list](#) [✎ Edit](#) [+ Add attendee](#) [👤 Attendees](#) [🚩 Report problem](#)

Session details

A Lib Dem candidate for every vacancy - 22/11/21
Course: A Lib Dem candidate for every vacancy
22 Nov 2021 20:30-21:00

Online meeting details

Type: Meeting
Meeting ID: 82563890933
Link: <https://libdems.zoom.us/j/82563890933?pwd=RIMyT2xsTEpZQXpVc115czQzeWhlUT09>

Attendees

Attendee	Status	Valid	Outcome	Content	Interaction	Materials	Objectives	Session length
----------	--------	-------	---------	---------	-------------	-----------	------------	----------------

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.



The screenshot shows the Lighthouse navigation bar with the following items: Candidates, Finances, Training, Users, Reports, Tasks, and Cl. The 'Training' dropdown menu is open, showing the following options: Courses, Sessions (circled in red), Attendances, Accreditations, and Trainers. Below the dropdown menu, there are several bullet points: Manage local branches, Manage your local party, and Manage your local committee.







Step 2

Click Add new

Lighthouse Guide 11: Using Training

FEDERAL PARTY > SESSIONS

 [+ Add new](#) [Download](#) [Filter](#) 

 Name 
  A Lib Dem candidate for every vacancy - 22/11/21
 A year in the life of a Connect Manager - 17/09/21
 A year in the life of a Connect Manager - 20/10/21

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.

FEDERAL PARTY > TRAINING > SESSIONS > A LIB DEM CANDIDATE FOR EVERY VACANCY - 22/11/21 > EDIT

[← Back to list](#)

Course *

Start typing the name of an existing training course in Lighthouse to see suggestions.

The subject matter for this training session. Only courses applicable to your current trainer accreditation levels will be displayed.

Start

22/11/2021 20:30



End

22/11/2021 21:00



Event

Start typing the name of an existing event in Lighthouse to see suggestions.

If this training is part of a larger event such as a regional conference, please add the details here.

[+ New event](#)

Name *

A Lib Dem candidate for every vacancy - 22/11/21

Zoom meeting

If this meeting is to be held online using Zoom, check this box.

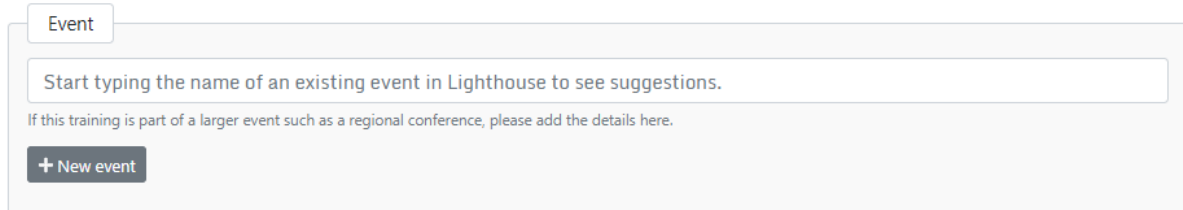
Step 4

Add all the details of the session.

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Step 5

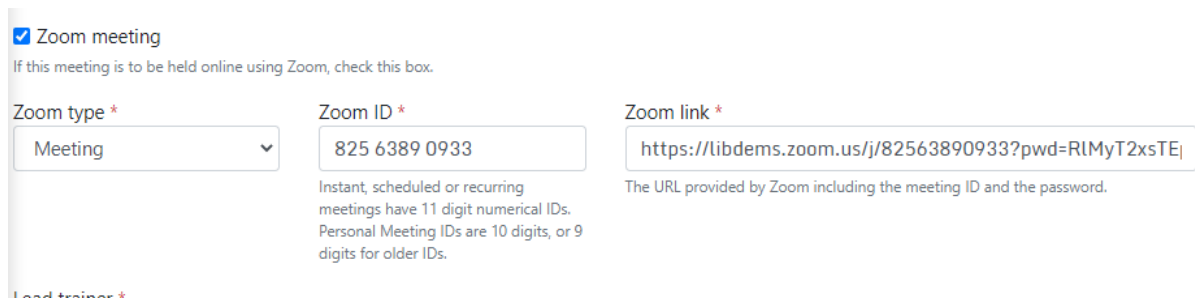
If the course is part of a larger event, such as a regional conference, add these details.



The screenshot shows a form section titled "Event". It contains a text input field with the placeholder text "Start typing the name of an existing event in Lighthouse to see suggestions." Below the input field is a note: "If this training is part of a larger event such as a regional conference, please add the details here." At the bottom of the section is a button labeled "+ New event".

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.



The screenshot shows the "Zoom meeting" section. It starts with a checked checkbox labeled "Zoom meeting" and the instruction "If this meeting is to be held online using Zoom, check this box." Below this are three input fields: "Zoom type *" with a dropdown menu showing "Meeting"; "Zoom ID *" with the value "825 6389 0933" and a note: "Instant, scheduled or recurring meetings have 11 digit numerical IDs. Personal Meeting IDs are 10 digits, or 9 digits for older IDs."; and "Zoom link *" with the value "https://libdems.zoom.us/j/82563890933?pwd=RIMyT2xsTEI" and a note: "The URL provided by Zoom including the meeting ID and the password." Below these fields is a partially visible "Lead trainer *" field.

Step 7

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



The screenshot shows two text input fields for selecting trainers. The first is labeled "Lead trainer *" and the second is labeled "Co-trainer *". Both fields have the placeholder text "Start typing the name of an existing trainer in Lighthouse to see suggestions."

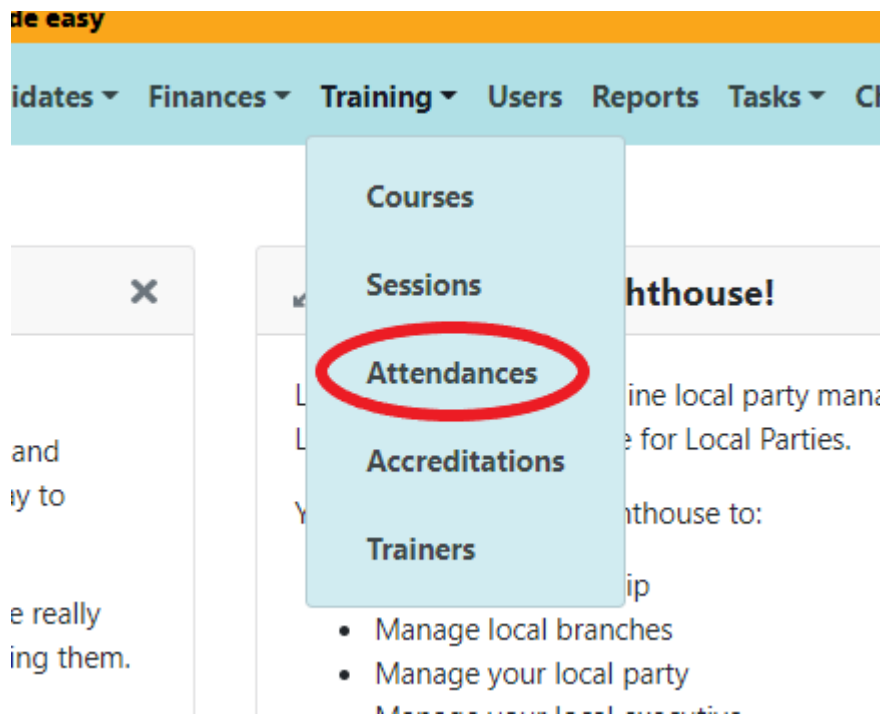
Step 8

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.

Lighthouse Guide 11: Using Training



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

It will show members as registered, attended or absent.

FEDERAL PARTY > TRAINING > ATTENDANCES

List mode + Add new Download Filter [Search] Reset

Session	Time	Attendee	Status	Valid	Outcome	Content	In
Filtered by: Session is "A year in the life of a Connect Manager - 17/09/21" ✕							
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Verity	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Michael	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Richard	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Alexander	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Pete	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Katy	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Dominic	Attended	✕			
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30	Peter	Attended	✕			

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.

FEDERAL PARTY > **TRAINING** > **ATTENDANCES** > **NEW**

[← Back to list](#)

Session *

A Lib Dem candidate for every vacancy - 22/11/21

A Lib Dem candidate for every vacancy - 22/11/21

Attendee *

Start typing to see suggestions.

Status *

Registered

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.

FEDERAL PARTY > TRAINING > ATTENDANCES

Navigation: **FEDERAL PARTY > TRAINING > ATTENDANCES**

Buttons: **List mode** (circled), + Add new, Download, Filter, Search, Reset

Session	Time
Filtered by: Session is "A year in the life of a Connect Manager - 17/09/21" ✕	
A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30

Step 2

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

FEDERAL PARTY > TRAINING > ATTENDANCES

Batch mode | Mark attended | Mark absent

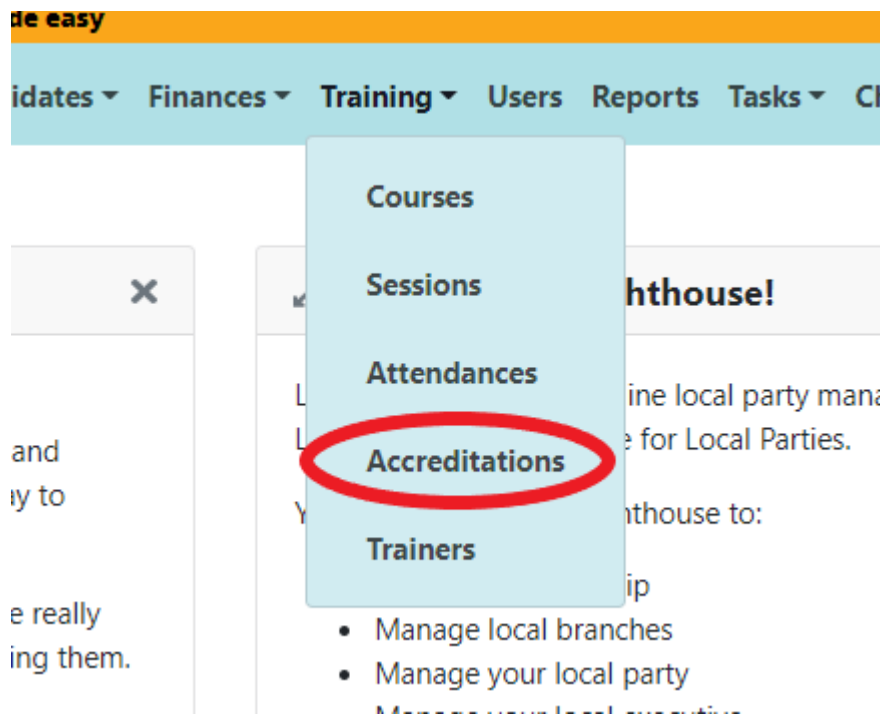
Session	Time	Attendee
Filtered by: Session is "A year in the life of a Connect Manager - 17/09/21" ✕		
<input checked="" type="checkbox"/>	A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30 Verity
<input checked="" type="checkbox"/>	A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30 Michael
<input type="checkbox"/>	A year in the life of a Connect Manager - 17/09/21	17 Sep 2021 14:30-15:30 Richard

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.






Lighthouse Guide 11: Using Training



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.

FEDERAL PARTY > TRAINING > ACCREDITATIONS

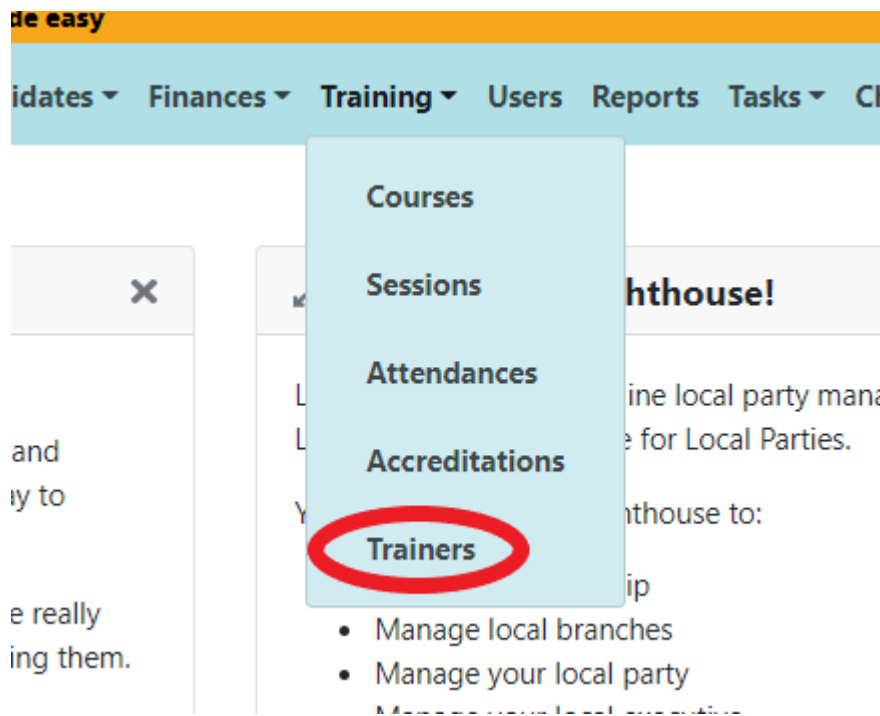
+ Add new Download Filter

	Trainee	Subject	Date	Expires
  >> Greg		Lighthouse	2 Sep 2021	2 Sep 2022
  >> Matt		Systems Lighthouse	7 Jan 2021	7 Jan 2022

Understanding Trainers

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

Lighthouse Guide 11: Using Training



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

FEDERAL PARTY > TRAINING > TRAINERS

+ Add new Download Filter Search Show 20 per page

Type	Active	Name	Campaigning	Candidates	Compliance/GDPR
Volunteer	✓	Zoe	✗ Unaccredited	✗ Unaccredited	✗ Unaccredited
Volunteer	✓	Will	✗ Unaccredited	✗ Unaccredited	✗ Unaccredited
HQ Staff	✓	Verity	✗ Unaccredited	✗ Unaccredited	✗ Unaccredited
HQ Staff	✓	Tracey	✓ <u>AT</u>	✗ Unaccredited	✗ Unaccredited
HQ Staff	✓	Tom	✓ <u>AT</u>	✗ Unaccredited	✗ Unaccredited
HQ Staff	✓	Tom	✓ <u>AT</u>	✗ Unaccredited	✗ Unaccredited

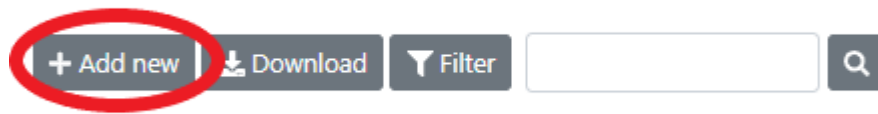
Adding new trainers.

Step 1

Click add new

Lighthouse Guide 11: Using Training

FEDERAL PARTY > TRAINING > TRAINERS



	Type	Active	Name	Campaigning
--	------	--------	------	-------------

Step 2

Select the type of trainer they are.

HQ staff, ALDC Staff, Volunteer or external

FEDERAL PARTY > TRAINING > TRAINERS > NEW

[← Back to list](#)

Type *

Volunteer

Name

Chessie Flack
Chessie Flack chessieflack@ 19060477731

Accreditations

Campaigning

Status
Potential Trainer

From *
dd/mm/yyyy
Set to: today / yesterday

To *
dd/mm/yyyy
Set to: today / yesterday

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