

Booking Form (continued)

**** You will need to seek the permission of your line manager before booking a place on any part of this programme ****

Name of Manager _____

Job Title _____

Organisation _____

Workplace Postal Address _____

Telephone Number _____

Signature of Manager _____

BOOKING FORMS MUST BE COMPETED AS NO TELEPHONE BOOKINGS WILL BE ACCEPTED

To book your place on any of the modules please print and detach this Booking Form by cutting along the dotted line, complete and return to:

Beverley Nuttall
Research & Consultation Service
7th Floor Jacobs Well, Bradford, BD1 5RW



Bradford District Council

www.bradford.gov.uk

ENGAGING COMMUNITIES TRAINING PROGRAMME SPRING 2008

A programme for public sector employees who carry out consultations

Bradford Council has developed a training programme for public sector employees who want to improve the way they engage with communities. Increasingly, the Health Services, the Council, the Police and other statutory sector organisations are being encouraged to increase and improve the quality of consultation with service users in order to respond to local priorities. More pressure is being put on public sector workers to design, deliver and evaluate consultation exercises and engage with communities. This programme is designed to help you carry out these tasks.

The benefits of designing a multi-agency training programme is that employees can learn more about other organisations who engage with communities in consultation exercises and share experiences. It also highlights the increasing need for a coordinated approach to engaging with communities, since local people are being consulted from all angles!

The Spring 2008 programme consists of 7 Modules. The first is a Core Module (mandatory before going onto the next modules) and is an introduction to planning a consultation event. This Core Module provides a valuable context before going onto more specific consultation methods. The next 6 Modules are elective, so you can pick and choose which ones you think will be most relevant to you. So, if you have already attended Module 1 in the past, you may come on any of the modules you missed previously.

As places are limited please only book modules you will be attending, so that other people will not be disappointed.



Bradford District Council

www.bradford.gov.uk

Overview of Programme Modules



INTRODUCTION TO ENGAGING COMMUNITIES: Planning a Consultation

Thursday 28th February 2008: 9.30 – 11.30

Friday 7th March 2008 : 9.30 – 11.30

Monday 7th April 2008: 9.30 – 11.30



INFLUENCING DECISION MAKING

Tuesday 11th March 2008: 9.30 – 12.30



FOCUS GROUPS: Practical Experience in Running a Focus Group

Tuesday 18th March 2008: 9.30 – 12.30



COMMISSIONING RESEARCH: A guide to briefing agencies and choosing the right one for the job.

Tuesday 8th April 2008: 9.30 – 12.30



QUESTIONNAIRE DESIGN: A practical guide to designing quantitative surveys.

Thursday 10th April: 9.30 – 12.30



QUANTITATIVE DATA ANALYSIS AND PRESENTATION: A guide to analysing and presenting meaningful survey information.

Tuesday 15th April 2008: 9.30 – 12.30



CHILDREN AND YOUNG PEOPLE'S PARTICIPATION: Involving Children and Young People in the Planning, Delivery and Evaluation of the Services they use

Friday 18th April 2008: 9.30 – 12.30

Booking Form

Please complete this booking form and return to the address overleaf.

For each session specify which date and time you wish to attend

Title of Module(s)	Date and Time
INTRODUCTION TO ENGAGING COMMUNITIES (compulsory core module)	
INFLUENCING DECISION MAKING	
FOCUS GROUPS	
COMMISSIONING RESEARCH	
QUESTIONNAIRE DESIGN	
QUANTITATIVE DATA ANALYSIS AND PRESENTATION	
CHILDREN AND YOUNG PEOPLE'S PARTICIPATION	

Name _____

Gender _____

Job Title _____

Organisation _____

Workplace Postal Address _____

Telephone _____

Email Address _____

Signature of Applicant _____



Bradford District Council

www.bradford.gov.uk



Bradford District Council

www.bradford.gov.uk