 **Training Action Plan** **for New Members VS 3**

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| **Essential Training** | **Format** | **Provider** | **Timescale** | **Date Completed** | **Signed off** |
| **Induction File Explanation Meeting** | 1-2-1 Meeting | THT Project Officer/QIP Memeber | Day 1 |  |  |
| **Data Protection** | E-learning/Web | Human Resources (HR) | Within 1 month |  |  |
| **Equality & Diversity** | E-learning/Trainer session/web | HR/External course Providers | Within 1 month |  |  |
| **Safeguarding** | E-learning/web | Human Resources (HR) | Within 1 month |  |  |
| **Governance Forms** | Presentation | Vicky Parr | Within 2 month |  |  |
| **Systems Training** | Presentation/practicle training. | ITC | Within 1 month |  |  |
| **3 month Review** | 1-2-1 Meeting | QIPChair/Members/ THT Support | On completion of 3 months |  |  |
| **6 month Review** | 1-2-1 Meeting | QIPChair/Members/ THT Support | On completion of 3 months |  |  |
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| **None Essential Training** |  |  |  |  |  |
| **Qip Shadowing x 3 sesions** | Personal attendance | Quality and Insight Panel | Prior to joining |  |  |
| **Departmental Overviews** | Personal attendance | HUB  Landlord  Localities  Developer  Independent Living | Within 6 months |  |  |
| **Atend external conference or event** | Personal attendance | External Partners | Within 12 months |  |  |
| **Attend a Board meeting** | Personal attendance | Board Chair | Within 3 months |  |  |
| **Scrutiny Process Training** | Personal attendance | Jayne Boote  Engage Associates | Within 3 months |  |  |
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