Lifeskills Workshop Process

1. Volunteer sends LSbookings an email requesting available dates for a workshop, at least 8 weeks before they want it to take place.

2. Staff receives available dates from trainer and sends them to the volunteer with a booking form.

3. Volunteer picks the date, books the venue and sends staff the completed booking form.

4. Staff sends confirmation of booking and registration URL to volunteer.

5. Volunteer registers to attend the workshop.

6. Volunteer uploads the workshop to the event calendar using the event webform tool and registration URL.

7. Staff and volunteers advertise the workshop via email, posters and social media.

8. Staff check registrations three weeks before the workshop takes place.

9. Minimum of 15 registrations received? Workshops given the go-ahead.

- Yes
  - Workshop given the go-ahead
  - Staff checks registrations two weeks before the workshop.
    - Two weeks before the workshop takes place, staff sends volunteer joining instructions template to complete.
    - Volunteer sends completed joining instructions template to staff within one week.
    - Staff sends joining instructions to delegates one week before the workshop.
    - Staff sends training packs to the venue one week before the workshop.
    - Volunteer attends the workshop and introduces the session.
    - Staff sends feedback requests to the delegates after the workshop takes place.
    - Volunteer sends CPD certificates to delegates.

- No
  - Volunteer contacted to step-up advertising.
  - Staff check registrations two weeks before the workshop.
    - Received enough registrations?
      - Yes
        - Workshop given the go-ahead.
      - No
        - Workshop cancelled - volunteer and registrants notified.

10. Staff receives available dates from trainer and sends them to the volunteer with a booking form.

11. Volunteer registers to attend the workshop.

12. Volunteer uploads the workshop to the event calendar using the event webform tool and registration URL.

13. Staff and volunteers advertise the workshop via email, posters and social media.

14. Staff check registrations three weeks before the workshop takes place.

15. Minimum of 15 registrations received? Workshops given the go-ahead.

- Yes
  - Workshop given the go-ahead.
  - Staff checks registrations two weeks before the workshop.
    - Two weeks before the workshop takes place, staff sends volunteer joining instructions template to complete.
    - Volunteer sends completed joining instructions template to staff within one week.
    - Staff sends joining instructions to delegates one week before the workshop.
    - Staff sends training packs to the venue one week before the workshop.
    - Volunteer attends the workshop and introduces the session.
    - Staff sends feedback requests to the delegates after the workshop takes place.
    - Volunteer sends CPD certificates to delegates.

- No
  - Volunteer contacted to step-up advertising.
  - Staff check registrations two weeks before the workshop.
    - Received enough registrations?
      - Yes
        - Workshop given the go-ahead.
      - No
        - Workshop cancelled - volunteer and registrants notified.