

Housing Leeds Training and Development - Self Assessment

Housing Leeds is committed to supporting all tenant, resident or leaseholder volunteers by offering training and development that helps make getting involved more effective in improving services and more rewarding for the volunteer.

Early in 2016, Housing Leeds asked involved tenants what training and development they felt they needed to help them in their role – and in response to which the Tenant and Community Involvement Team will deliver a training and development programme.

To help make sure the right people get the right training, and to keep the importance of training and development in people’s minds, we ask that you complete the following short self-assessment.

Please tick the following statements: (and don’t worry if not all are relevant to you)

I understand:	Very little	A little	Mostly	Fully
The purpose and terms of reference of the group I am a member of				
The Code of conduct I have signed				
Council structures and how decisions are made				
Housing Leeds - what it does, and who does what				
‘Information governance’ - the importance of sharing and storing information about people safely and securely				
How to communicate effectively				
How to run or contribute to a useful and productive meeting				
The role of Chair or Vice-Chair				
How to build good relationships and work well with others.				
How to be inclusive and the diversity that exists in the community.				
Why and how we can engage with ‘under-represented’ groups of people				
Health and Safety basics				
What ‘Safeguarding’ is, why it’s important and how to report any issues				
New housing and social policies and how they impact on tenants and communities e.g. Welfare Reforms				

I understand:	Very little	A little	Mostly	Fully
The roles of partners and other public services to tenants e.g. Police, Public Health, Repairs Contractors etc				
How to use social media (Facebook and Twitter) to communicate your message.				
The skills needed for chairing meetings (for Chairs, Vice chairs and aspiring Chairs)				
The skills needed for a group Secretary (for Secretaries of LTF and TARAs)				
How to manage my groups finances and book-keeping				
Any we've missed?				

Thinking about your answers a little more, what are the three most important areas of training that you would like to improve or learn about to develop your skills?

1.

2.

3.

You are welcome to talk about your self-assessment with any tenant group, forum or Housing Leeds, or keep this confidential to you. This is just a tool to help think about what we learn and what's most important to us.

A list of training and development opportunities is available in the Events section of our Facebook feed



and on our web pages www.leeds.gov.uk/councilhousing

The Tenant and Community Involvement Team will also be in touch with you, so don't worry if you don't see something that's right for you. For example, if you are new to a group, we'll make sure that you're automatically invited to some induction training.

