



# Well-Being Facilitator Information Booklet 2009

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## Keeping up to date

Check out the Web site

[www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

**Pick up your facilitator post off the portal.  
We will be posting things direct to you on the  
portal.**

(Did you know that there is specific facilitator post on the portal? Ask a senior leader to arrange access for you)

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**Pick up your emails regularly.**

# **Your information booklet Welcome!**

The Well-Being programme is taking on a slightly different look and as a facilitator in a school or team you need to know how you might be affected.

The well-being programme has at its heart the OSRM survey which is provided by our partner organisation Worklife Support. Many schools and teams have already completed several of these surveys and continue to find the results reassuring evidence of the good work being carried out to address staff well-being.

The authority has a contract with Worklife Support to provide our schools and teams with access to the survey. We hope that you will continue to see its value as a bench mark of staff well-being and to use it on a regular basis.

## **Continuing in the programme from Sept 2009- July 2011**

The main change to the programme is that it will now run for a two year period.

This will give schools and teams access to a further two surveys and all the training and development events at a subsidised rate.

It will also give facilitators more on-going support in the form of locality meetings and events specifically for facilitators.

## **The survey and feedback session**

Due to the increase in numbers it is necessary to organise the survey and feedbacks in a more manageable way.

**There will be two windows of opportunity for surveys and feedbacks to be completed. One in the autumn term and another in the spring term.**

These are between the weeks starting

5<sup>th</sup> Oct. 09 to 23<sup>rd</sup> Oct 09 with feedbacks during 16<sup>th</sup> Nov. 09 to 27<sup>th</sup> Nov. 09

25<sup>th</sup> Jan 10 to 12<sup>th</sup> Feb 10 with feedbacks during 15<sup>th</sup> March 10 to 26<sup>th</sup> March 10

## **Subscription charges for September 2009 to July 2011**

Subscription charges will change in September 09 and will be directly linked to the number of surveys each organisation requires us to open. This will make it a fairer system and easier to manage. For an accurate cost email your school/team name and the number of surveys required to [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

To assist schools and teams an instalment system has been introduced to enable the cost to straddle financial years. The first instalment will need to be paid in September if your organisation is to remain in the programme.

## **To continue in the programme**

Please send in the form on page 13.

Or email it to the office on [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

We do hope that you will remain in the programme and make use of all the new benefits available to subscribing schools. Many of these are included in this booklet but as new things come on board they will be advertised on the web site.

The web site is having a 'make over' and should have everything you will need on it by the end of September. Please visit it on [www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

## Evidence that staff well-being is important.

Sometimes facilitators are asked to speak to governors or have to make a case for continuing in the programme to senior leaders.

The following is offered to you as evidence of the worth of staff well-being and may be of help.

1. A piece of research has been carried out which has drawn conclusions between the well-being of staff and pupil performance. It confirms what many of us have already thought but it is useful to validate the good work you do in your organisations.

## Research Study into the Links between Staff Well-Being and School Performance.

By Professor Rob Briner and Dr Chris Dewberry

Department of Organisational Psychology, Birkbeck College, University of London

### Conclusions and Implications.

"The major implication of these findings is that if we want to improve school performance, we also need to start paying attention to teacher well-being. How teachers feel on a day to day basis is likely to affect their performance and so, in turn, the performance of the pupils they teach. This may happen in several ways. For example, happier, motivated teachers may make pupils feel happier, motivated and more confident. Happier teachers may also be able to concentrate better on the job of teaching, and experiencing more motivation to help pupils in need of special attention...."

2. Employers have an obligation to look after the health, safety and welfare of their employees (HSWA 1974) and a duty to carry out (and act on the findings of) risk assessments for workplace hazards, including work-related stress.

The Health and Safety Executive developed Management Standards to give employers a practical framework through which to undertake the statutory risk-assessment process.

The confidential survey undertaken as part of the Well-Being Programme is based on these standards for addressing stress in the work place.

Participation in the survey will enable schools and teams to demonstrate that they have met their **duty of care** under Health and Safety legislation.

3. What others say

*"I would wholeheartedly recommend the Well-Being Programme... it has served as a timely reminder of the importance of investing in the wellbeing of the staff, who represent our most valuable resource"* **Manager**

*"I don't see Well-Being as a project, but as part of the ethos of the school. I would recommend every school in the country to take part. It isn't about whether they can afford to, it's about whether they can afford not to"* **Head Teacher**

4. Links to OfSTED and the SEF

A chart is available on page 7 which will give you an idea of how the survey fits into the OfSTED statements. You can also download this from the web site.

[www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

From time to time facilitators are asked to contribute to the SEF.

If information from the survey is to be used it is advised that you discuss, with the whole staff, how this might be done. Remember the survey report belongs to the people who completed it so they need to be involved in discussions.

You may wish to keep a record of events that have taken place as a result of the action plan and this would be good evidence of how things have developed.

3

## 5. Links to Healthy Schools

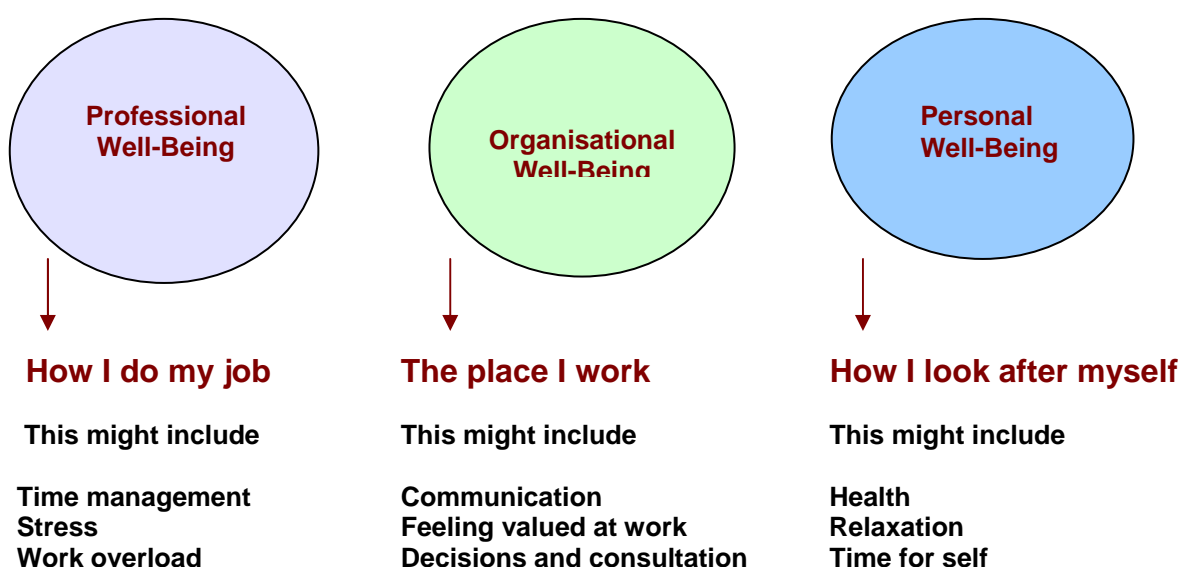
Your record of events would also be good evidence for Healthy School status. You may be involved with the Healthy Schools task group for Well-Being and so it is important that you begin to make the links.

A chart is offered to help you do this on pages 8 and 9. It can also be downloaded from the well-being web site. [www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

## Expanding the Well-Being Programme

The programme is expanding to include a wider holistic approach to staff well-being. This model shows the different interlocking circles and the areas they cover and what is being offered to subscribing schools. All opportunities and further descriptions are available on the web site.

### A Holistic Approach to Well-Being



**The Lancashire Well-Being Programme addresses all three components by offering**

**Continuing Professional Development to address Professional Well-Being**

**An Organisational survey to identify developments**

**A 'Look After Yourself' programme.**

### **Additional Support for Facilitators**

The role of facilitator is particularly important and many programmes rely on the enthusiasm and commitment of the facilitator to carry it forward.

The central team also recognises this importance and would like to invite all facilitators to attend locality meetings to share good practice and discuss new issues. Don't miss the taster at 1pm Borwick Hall on 5<sup>th</sup> Oct Please visit the web site for further details. [www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

### **Well-Being Notice Board**

Many facilitators already have this type of notice board. A laminated pack of signs is now available from the Well-Being office. If you would like a set please email [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

### **Training and development programme**

If you do not feel adequately trained and equipped to lead training and development sessions we would strongly advise you to seek support and help. Even quite basic sessions dealing with stress management and related topics can raise anxiety in some individuals. So beware of taking on too much!

We are always happy to talk through ideas with you and will be happy to help plan a session for your staff. There are some very basic outlines of sessions in the facilitators section of the web site. Please feel free to use or adapt these to suit your needs.

If you are in any doubt or have any concerns please get in touch with the well-being office. Tel. 01772 532653 or email [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

### **Venues for well-being training and events**

A selection of venues is being offered around the county for courses and events. Please note that Borwick Hall, Carnforth has been chosen in the north as it is a LCC venue and is very conducive to well-being. It is easily accessed from the M6 motorway and Carnforth train station is only a very short taxi ride for those people who don't drive. It may seem a long way north but it is very easy to find. Clear directions are available to download from our web site

[www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

### **How to apply**

A training application form is available to download from the web site or you can photocopy the one on page 12

### **Course Programme**

The Well-Being programme will continue to offer development days for facilitators. In addition to this half day courses are available for all staff to attend. Staff from subscribing establishments will be able to access subsidised rates.

Fliers and application forms can be seen and downloaded from the web site.

Please visit [www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing) and go to the relevant page.

### **INSET packages**

Many facilitators are asked to organise specific days to address well-being and these packages have been put together to help you. The INSET packages available can be tailor made to your requirements so if you need something specific to your establishment please get in touch with the well-being team on 01772 532653 or email [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

If you would like to join with another school to cut the costs we will see if we can arrange this for you.

### **Annual conference**

This is usually held in November and is always a popular event for facilitators. We try to make it a day that addresses your well-being as well as be informative and relevant. The 2009 conference is on 13<sup>th</sup> Nov at Woodlands Chorley and the theme for the day is 'Happiness' Please book early to avoid disappointment by using the training application form on page 12

### **Targeted audiences**

A support programme is offered for a variety of individuals. These include head teachers, deputy heads, bursars and learning mentors. These are all available to view on the web site. Please encourage those individuals to attend.

### **The 'Look After Yourself programme'**

This is an exciting new programme of events and covers such topics as relaxation, pamper and family activity days. Please download the flier from the web site and display on all your staff notice boards.

All too often staff working in schools run on adrenalin by the end of term and often fall ill during leave. These days are an attempt to alleviate that and provide an opportunity for winding down and 'chilling out'.

Borwick Hall is a particularly relaxing venue set in beautiful countryside with the canal on its doorstep. All the tutors are highly qualified in outdoor education so if you would like a more energetic adventure it could be arranged!

There is no charge to the school/team. All participants pay direct to Borwick Hall when booking. Email [borwickhall.bookingsandfiance@lancashire.gov.uk](mailto:borwickhall.bookingsandfiance@lancashire.gov.uk)

This is done separate from the work place and is open to all LCC staff, family and friends. If you have a specific request, please let us know and we will see if it can be arranged. Schools/teams subscribing to the well-being programme can access subsidised rates.

For those facilitators working in LCC services and teams who would like to organise different dates please get in touch with the well-being office and we will try our best to arrange something for you.

**Please visit the web site for further details and to download the flier to display on your well-being notice board.**



## Making the links from the Well-Being Programme to the OfSTED Inspection Framework 2009

The Organisational Self Review Measure is a confidential survey of all employees and lies at the heart of the Well-Being Programme.

The results from the survey will give valuable evidence for inclusion on the SEF.

OfSTED inspection framework June 09	Schools considered to be outstanding when...	The Lancashire Well-being Programme
<p><b>Leadership and Management statements</b></p> <p>'The effectiveness of leadership and management in embedding ambition and driving improvement</p> <p>The effectiveness of partnerships in promoting learning and well-being</p> <p>The effectiveness with which the school promotes equal opportunity and tackles discrimination'</p>	<p>'Morale is very high and belief in the school's success runs through all levels of staff.'</p> <p>'There is no discrimination and where there has been any evidence of inequality this has been tackled exceptionally well'</p> <p>'Pupils...are open to new ideas, appreciate cultural diversity and challenge racism.'</p>	<p><b>OSRM statements about morale, vision, improvement and discrimination...</b></p> <p>'We are always searching for new ways to be better'</p> <p>'We all have a clear and shared understanding of what we are trying to achieve'</p> <p>'We are achieving things we can be proud of'</p> <p>'We believe in our organisation'</p> <p>'I am able to work in this organisation without experiencing unfair discrimination'</p>
<p><b>Gathering staff views</b></p> <p>'From September 2009 inspectors will be able to gather the views of staff through a questionnaire.</p> <p>However, participation in this type of survey is voluntary.</p> <p>If a staff survey is carried out, individual members of staff can elect not to participate.</p> <p>The views of staff ..... are not normally reported in the inspection report.'</p>	<p>'Staff, children and parents have contributed to rigorous self evaluation and the development of a clear and achievable plan which supports continuous improvement'</p> <p>'Pupils from a wide range of groups have a strong voice in decisions relating to their learning and well-being.'</p>	<p>The Well-Being programme OSRM survey is confidential</p> <p>Data produced shows the ratings out of a possible 5 for all the statements</p> <p>Individual feedback given to schools and a plan of action drawn up</p> <p>All staff take responsibility to move things forwards together</p> <p>Data produces an overall well-being rating for the whole organisation out of 5</p> <p>A second survey is completed after 12 months to chart improvements</p>
<p><b>'Inspectors should take account of the extent to which teachers:</b></p> <ul style="list-style-type: none"> <li>are well motivated and have high expectations of the pupils</li> <li>committed to bringing improvement across all outcomes for pupils</li> <li>share the vision and ambition of senior leaders.'</li> </ul>	<p>'The school is highly committed... to taking a leading role in a range of significant activities. These activities make a consistently excellent contribution to pupils achievement and well-being'</p> <p>'The school's curriculum provides memorable experiences and rich opportunities for high quality learning and wider personal development and well-being'</p>	<p><b>OSRM statements about motivation, improvements and vision</b></p> <p>'We all help and encourage one another to do a good job'</p> <p>'I enjoy my job immensely'</p> <p>'I feel that I contribute to the success of the organisation'</p> <p>'There are things about working here that make me want to stay'</p> <p>'I have the right amount of challenge and pressure to keep me interested and motivated'</p> <p>'Looking ahead the prospects are positive'</p> <p>'Everyone gives their best'</p>
<p><b>'Inspectors should take account of the extent to which:</b></p> <ul style="list-style-type: none"> <li>the school's self-evaluation indicates compliance with statutory requirements</li> <li>the rigor of the governing body's procedures to ensure the health, safety and well-being of staff and pupils.'</li> </ul>	<p>'The school evaluates its work rigorously in order to build on its many strengths.'</p> <p>'Governors.... are vigorous in ensuring that all pupils and staff are safe'</p>	<p><b>OSRM statements about well-being</b></p> <p>'At work I am less stressed than 12months ago'</p> <p>'All in all my quality of life is very good'</p> <p>'I am valued as an individual not just a job holder'</p> <p>'There are things about working here that make me want to stay'</p> <p>'I feel my contribution is valued'</p> <p>'We are not encouraged to work excessively long hours'</p> <p>'I am well able to cope with the pressures I feel at work'</p>



## Making the links from the Well-Being Programme to the Healthy School Standard

**The results from the survey will give valuable evidence for the Quality Standards  
Leadership, Management and Managing Change and Ethos.**

Healthy Schools Standard	Lancashire Well-Being Programme	Lancashire Well-Being Programme
Leadership, Management And Managing Change	Survey section and relevant statement	What might be seen happening in school
'Physical and emotional health and well-being is integral to the school vision and SIP and the senior leadership team is actively implementing and monitoring it'	<b>Culture</b> 1.1 There is a real interest in the welfare and wellbeing of the people who work here	The school is signed up to the two year well-being programme and pays a subscription for 09-11 Time is set aside to complete the OSRM survey Staff well-being is a regular agenda item at meetings
'The workforce has a shared responsibility for promoting the physical and emotional health needs of members of the whole school community to enable everyone to learn achieve and progress.'	1.7 We all have a clear and shared understanding of what we are trying to achieve <b>Role</b> I feel that I contribute to the success of the organisation	Facilitators are selected by the whole staff The OSRM survey is clearly explained to everyone A good completion percentage is achieved
'SLT promotes the expectation that the workforce is respected by children and young people, by colleagues, by families and supported by systems which are in place'	<b>Demands</b> 2.9 The people my colleagues and I deal with treat us with decency and respect <b>Relationships</b> 4.1 We treat one another with dignity and respect	Facilitators have plenty of help and support Confidentiality is upheld at all times
'SLT ensures that the workforce is involved in the decision making process'	<b>Control</b> 3.3 I feel part of the decision making process <b>Change</b> 5.7 In times of change we feel a part of the process	The survey report is shared openly, areas for development are discussed and an agreed plan of action is drawn up by the whole staff. Task and finish groups are set up to address specific needs
'SLT ensures that there are systems in place to identify, address and minimise levels of stress.'	<b>Personal well-being</b> 8.3 At work I am less stressed than 12 months ago	Relaxation, stress management techniques are shared Occupational Health and the 'Look After Yourself' programme is advertised on the well-being board
SLT ensures that there is signposting to information and expert advice, health screening, counselling.'	<b>Control</b> 3.6 If the pressure of work is ever too great I feel I can do something constructive about it	Everyone takes a role in well-being at some time The well-being board acts as a signpost and displays strategies, tips and ideas Occupational Health is advertised on the well-being board
SLT ensures that there is a clear structure of roles and responsibilities throughout the school which is understood by all.'	<b>Role</b> 6.1 I am clear about my roles and responsibilities 6.4 My role and responsibilities are clear to other people	The role of facilitator is discussed with all staff who gain clarity about what a facilitator does/does not do
Reasons for change are clearly explained, sufficient notice is given and views are sought to facilitate adjustments if required.'	<b>Change</b> 5.2 The need for change is quickly and clearly communicated to all concerned 5.4 We are asked for comments, questions and suggestions about the changes that affect us 5.7 In times of change we feel part of the process 5.6 The effects of change are closely monitored	Facilitators attend regular training events on change and are given appropriate time to cascade ideas back in school Facilitators act as 'a port of call' for staff at times of change Facilitators have good people skills to spot any problems arising Repeat surveys are carried out in 12 months time

Ethos Quality Standard	Survey section and relevant statement	What might be seen happening in school
'The whole school community feels valued, respected and safe'	<b>Support</b> 7.5I feel my contribution is valued 7.9I am valued as an individual not just a job holder 7.2I receive adequate health and safety training, information and support 7.8 Staff support and value managers	A culture that nurtures and gets the best from people is established A 'thank you' culture is established which is genuine and honest Well-being is seen and understood to be for everyone including managers Little acts of kindness are encouraged
'The school develops policies which ....guarantee the entitlements of all with due regard to gender, faith, disability, age, race, language diversity and sexual orientation'	<b>Relationships</b> 4.3 I am able to work in this organisation without experiencing harassment, bullying or victimisation 4.5 I am able to work in this organisation without experiencing unfair discrimination	4.3 and 4.5 results from the survey are discussed at the feedback meeting and a way forward is agreed
'The workforce is involved in the decision making process'	<b>Control</b> 3.3 I feel part of the decision making process	The organisation plan of action is agreed with the whole staff and people identified to take actions forward
There are systems in place to identify, address and minimise levels of stress'	<b>Culture</b> 1.9 Different groups and teams plan together and coordinate their activities 1.12 We are not encouraged to work excessively long hours 2.3 I have the skills and training to do my job well <b>Control</b> 3.8 If I take on new work I can get the training and development I need <b>Support</b> 7.6 If I make an extra effort, managers and colleagues show that they appreciate it 7.10 I receive feedback about my performance from which I can learn and develop	Specific issues arising out of the survey are addressed according to need All well-being courses and events are open to everyone The 'Look After Yourself' programme is advertised on the well-being board Facilitators attend regular training events and meetings  The survey is completed in 12 months time as a means of monitoring stress levels and progress in other areas according to the plan of action
'Training includes opportunities to be trained by external experts on a range of areas linked to ...well-being such as relaxation, stress management, health and fitness and assertiveness'	<b>Personal well-being</b> 8.8 All in all, my quality of life is very good <b>Control</b> 3.6 If the pressure of work is ever too great I feel I can do something constructive about it <b>Demands</b> 2.3 I have the skills and training to do my job well	Facilitators signpost staff via the well-being board to other providers Facilitators keep in close contact with the well-being office and watch the web site for new information

# The Lancashire Well-Being Programme

## Date order of Events

Please check the web site for fliers and more information.

DATE	EVENT	VENUE	TIME
3 Sept 09	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
4 Sept 09	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
9 Sept 09	Holistic Approach to Well-Being	Borwick Hall Carnforth	9.30am – 3.30pm
15 Sept 09	New to programme Facilitators Induction	Woodlands Chorley	9.30am – 3.30pm
16 Sept 09	New to programme Facilitators Induction	Clayton Park Accrington	9.30am – 3.30pm
17 Sept 09	New to programme Facilitators Induction	Borwick Hall Carnforth	9.30am – 3.30pm
25 Sept	Learning Mentors Support	Woodlands Chorley	9.30am – 3.30pm
5 -23 Oct	Autumn survey window open		
5 Oct 09	Facilitators half day taster session	Borwick Hall Carnforth	1pm -4pm
8 Oct 09	Managing stress	Borwick Hall Carnforth	1pm -4pm
13 Oct 09	Holistic approach to well-being	Woodlands Chorley	9.30am – 3.30pm
14 Oct	Facilitators meeting	Walter Street Primary Brierfield	3.15pm – 5pm
16 Oct 09	Managing stress	Pendle Heritage Centre	1pm -4pm
26 Oct 09	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm
4 Nov 09	Building teams with a positive ethos	Woodlands Chorley	9.30am – 3.30pm
13 Nov 09	Well-Being Conference	Woodlands Chorley	9.30am – 3.30pm
16-27 Nov	Autumn feedback weeks		
1 Dec 09	Learning Mentors Support	Pendle Heritage Centre	1pm -4pm
2 Dec 09	Learning Mentors	Woodlands Chorley	1pm -4pm
3 Dec 09	Learning Mentors	Borwick Hall Carnforth	1pm -4pm
7 Dec 09	Managing stress	Alston Hall Longridge	9.30am – 3.30pm
9 Dec 09	Facilitators meeting	Central to Preston TBA	3.15pm – 5pm
21 Dec 09	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm

To download fliers and further details visit the web site at  
[www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

Or contact the office by email  
[schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

## 2010

DATE	EVENT	VENUE	TIME
4 Jan 10	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
5 Jan 10	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
12 Jan 10	New to programme Facilitators Induction	Woodlands Chorley	9.30am – 3.30pm
13 Jan 10	New to programme Facilitators Induction	Clayton Park Accrington	9.30am – 3.30pm
14 Jan 10	New to programme Facilitators Induction	Borwick Hall Carnforth	9.30am – 3.30pm
19 Jan 10	Managing stress	Alston Hall Longridge	1pm -4pm
25Jan – 12 Feb 10	Spring survey window open		
27 Jan 10	Being an effective facilitator	Alston Hall Longridge	9.30am – 3.30pm
2 Feb 10	Managing your time	Woodlands Chorley	1pm -4pm
5 Feb 10	Being emotionally intelligent at work....Cath Corrie	Borwick Hall Carnforth	9.30am – 3.30pm
9 Feb 10	Being part of a team	Woodlands Chorley	1pm -4pm
15 Feb 10	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm
24 Feb 10	Facilitators meeting	North of county TBA	3.15pm – 5pm
3 March 10	Creative approaches to problem solving	Woodlands Chorley	9.30am – 3.30pm
8 March 10	Managing your time	Pendle Heritage Centre	1pm -4pm
11March 10	Being part of a team	Borwick Hall Carnforth	1pm -4pm
15 March to 26 March	Survey report feedback weeks		
30 March	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
31 March	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
1 April 10	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
16 April 10	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm
19 April 10	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
22 April 10	Being part of a team	Pendle Heritage Centre	1pm -4pm
27 April 10	Facilitators meeting	East of county TBA	3.15pm – 5pm
28 April 10	Building your confidence	Alston Hall Longridge	1pm -4pm
6 May 10	Assertiveness skills	Borwick Hall Carnforth	1pm -4pm
10 May 10	Learning Mentors Support	Pendle Heritage Centre	1pm -4pm
11 May 10	Learning Mentors Support	Woodlands Chorley	1pm -4pm
12 May 10	Learning Mentors Support	Borwick Hall Carnforth	1pm -4pm
13 May 10	Being an effective facilitator	Alston Hall Longridge	9.30am -3.30pm
18 May 10	Managing your time	Borwick Hall Carnforth	1pm -4pm
3 June 10	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm
17 June 10	Managing Change	Pendle Heritage Centre	9.30am – 3.30pm
23 June 10	Assertiveness skills	Woodlands Chorley	1pm -4pm
28 June 10	Building Relationships	Woodlands Chorley	9.30am -3.30pm
5 July 10	Resilience	Alston Hall Longridge	9.30am -3.30pm
9 July 10	Facilitators celebration	Borwick Hall Carnforth	9.30am -3.30pm
12 July 10	Building your confidence	Woodlands Chorley	1pm -4pm
22 July 10	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
23 July 10	INSET Package	Borwick Hall Carnforth	9.30am – 3.30pm
26 July 10	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm
27 July 10	Look After Yourself	Borwick Hall Carnforth	9.30am – 3.30pm

For further details visit the web site at [www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

Or contact the office by email [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

11

# Lancashire Well-Being Programme Training Application Form



Please note. Each applicant needs to send in a separate application form

Name of applicant (please print full name)	
Preferred email address of applicant (For confirmation of place. Please print)	
Preferred contact telephone number of applicant	
School / work setting	School No.
Address	
School / work setting	Email Tel.
Is the school / work setting currently subscribing to the Lancashire Well-Being Programme? YES / NO	

Please book a place on the following event/s.

Date	Venue	Cost	Code	Title of course

Please inform us if there are any special requirements.

## Booking and payment conditions

Approval has been sought from the school/work setting to attend this course and the school/work setting agree to meet the course fee as advertised

All LCC maintained establishments(except schools with their own bank account) will be billed by journal transfer. All others will be invoiced after the event.

The full course fee will be charged for cancellations received within eight working days of the start of the course.

Send cheques payable to Lancashire County Council to the address below

Signed ..... Head teacher / Team manager  
I agree to the terms and conditions of the above please tick the box

☐

Please return this form

**By Fax 01772 531249**

**By email [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)**

**By post The Wellbeing Programme, Room A43, County Hall. Preston. PR1 8RJ 12**

# School Staff Well-Being

## Continuing in the programme

### Sept. 2009 – July 2011



Name of School/Team (please print full name)	School No.
Address	
Contact telephone	
Contact email <small>Please print carefully</small>	
<p>Our expected number for the survey will be .....</p> <p>Please make sure everyone is counted.</p> <p>We would like to complete our next survey in</p> <div style="text-align: right; margin-right: 50px;">             Autumn 2009              Spring 2010              Autumn 2010              Spring 2011         </div>	
<p><b>Payment method</b></p> <p>We wish to pay fully in Sept. 09</p> <p>We wish to pay by    2    3    or    4    instalments (please circle)</p>	
<p><b>We wish to pay by</b> (Please tick preferred option )</p> <div style="display: flex; justify-content: space-between;"> <span><b>Invoice</b> .....</span> <span><b>Journal transfer</b> .....</span> </div> <p><b>or send a cheque payable to Lancashire County Council to the address below.</b></p>	

Signed ..... Head Teacher / Senior Leader

Please return this form

By Fax            **01772 531249**

By email        [schoolstaffwellbeing@lancashire.gov.uk](mailto:schoolstaffwellbeing@lancashire.gov.uk)

By post

The Lancashire Wellbeing Programme, Room A43,  
PO Box 61, County Hall, Preston PR1 8RJ

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## Lancashire Well-Being Programme Contact Details

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Web Site  
[www.lancashire.gov.uk/education/wellbeing](http://www.lancashire.gov.uk/education/wellbeing)

To cut out and keep

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