Branch Management Course

Who is the course aimed at?

This course is aimed at all members but particular interest to new Branch Officers, Potential Branch Officers and new Committee members.

What is covered in the course?

The course will aid in understanding what is needed to run a Branch successfully and will cover off the following points:

- How to run a Branch meeting,
- How to run a Committee meeting,
- Overview of Branch activities,
- Dealing with complaints,
- The Branch plan.

How is the course made up?

The course is made up of three different sessions.

You must **first** complete the Branch Management module on Discover, this should automatically be assigned to you.

Once you have completed this module you will then need to attend the face-to-face one-day session that will be run by either your CTO or a member of the National Team, you can book onto this course via Discover.

Once you have completed the face-to-face element you will be invited back to complete a 1 hr tutor led webinar.

Link to Discover.

What other courses must be completed?

You must also complete GDPR and Safeguarding, both are online courses housed on Discover. These courses must be completed annually and will only need to be completed once regardless how many roles you hold within the Legion.

Any queries please email:
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