

# Chester Diocese Leadership Instructions for the Portal

Leadership courses are available to book via the [Church of England Training Portal](#).

## **STEP 1 – Register or Login**

If you have forgotten your password, you can press "Reset Password" or contact [elarning@mail.safeguardingtraining.cofeportal.org](mailto:elarning@mail.safeguardingtraining.cofeportal.org) for assistance

## **STEP 2 – Request Enrolment**

On the training portal - under Courses

- Select Core Pathways then Leadership, then click on the **Chester Diocese** tile. You will come to the Leadership '**Landing Page**'.
- Request Enrolment by telling us your church and church role

## **STEP 3 - Book on a course**

- Once your enrolment request is approved, you can go back to the Landing Page where you will see the Introduction section and a green line showing your Course Progress.
- Under " Make a Start" you can click on 'Course Overview' to read more about the course and its aims and objectives
- Under "Booking" - Click on "Choose your mode of attendance".
- Click on "Become a member of" to choose to attend by Zoom or In Person. To see a full list of dates for both Zoom and In Person, go to the '[Book Safeguarding Training](#)' page on the Diocesan Website.
- Click Next Activity, and click 'Become a member of' next to the course date you wish to attend.
- You will then see a Booking Confirmation
- You can click 'Next Activity' to begin your Session One preparation task, or you can come back later (see Step 4)

## **STEP 4 – Complete Session One Preparation Task**

This should be completed at least 1 week before the first session.

- On the Landing Page scroll down to "Course Materials" and select "Session 1 – Building Healthy Cultures"
- Complete the tasks, working through each page.
- You can choose to "Save and exit" to resume later.
- Once you have reached the end, press "Submit Questionnaire"

## **For Zoom courses**

### **STEP 5 – Attend Zoom Session One**

- Return to the Landing Page and click on the Zoom Link above the progress bar to attend session one by zoom.

### **STEP 6 – Complete Session Two Preparation Task**

- After Session 1, return to Landing Page and scroll down to "Course Materials" to select "Session 2 – Responding Effectively"
- Complete the tasks, working through each page.
- You can choose to "Save and exit" to resume later.
- Once you have reached the end, press "Submit Questionnaire"

### **STEP 7 – Attend Zoom Session Two**

- Return to the Landing Page and click on the Zoom Link above the progress bar to attend Session Two.

### **STEP 8 – Complete Final Evaluation Task**

- Return to the Landing Page and submit your Evaluation Task

Once your final task has been graded by your trainer, you will receive an email confirming you have completed the course with a certificate attached. You can also access and download your certificates anytime in the "Records" section on the portal.

## **For In Person courses**

### **STEP 5 – Complete Session Two Preparation Task**

- You should complete the preparation work for both Session One and Session Two before your in person course.
- Click 'Next Activity' or from the Landing Page scroll down to "Course Materials" to select "Session 2 – Responding Effectively"
- Complete the tasks, working through each page.
- You can choose to "Save and exit" to resume later.
- Once you have reached the end, press "Submit Questionnaire"

### **STEP 6 – Attend the In Person course**

### **STEP 7 – Complete Final Evaluation Task**

- Return to the Landing Page and submit your Evaluation Task

Once your final task has been graded by your trainer, you will receive an email confirming you have completed the course with a certificate attached. You can also access and download your certificates anytime in the "Records" section on the portal.