

Running a group requires the co-operation of leaders, young people, parents, the community and funders (i.e. CDYSB).



In developing support for your group it is important to encourage good communication with each of these groups and to develop the teamwork skills of the leaders. Communication between leaders and young people requires interpersonal skills while communication with parents and funders will be more formal.

TEAMWORK

Teamwork is essential to the success of any group. Leaders share responsibility with each other and need to work together to make each group night a success. Leaders will have various experiences in running a group and different skills, ideas and styles of leadership. Drawing on the best of these skills, ideas and experience through teamwork and good communication will reap great rewards for your group.

Building a strong team will take time, considering the following questions may help.

- Do we make every leader feel welcome in the group?
- Does everyone get a chance to put their opinions and views forward?
- Do we share jobs and responsibility equally?

Training is available through various organisations to help build teamwork and communication skills. If you would like assistance in this area, please discuss with your Liason Officer.

COMMUNICATION WITH YOUNG PEOPLE

When working with young people it is helpful to remember that:

- Young people appreciate a warm welcome.
- Young people appreciate people listening to them and respecting their opinions.
- Young people like to be treated with fairness and equality.
- Avoid inappropriate language, sarcastic comments and the undermining of young people.
- If discussing a difficulty in the group caused by a young person's behaviour, remember it is the behaviour, not the young person, that is a problem.

COMMUNICATING WITH PARENTS/GUARDIANS

Sharing information between parents/guardians and the youth leader is intended to improve the wellbeing of the young person while they are attending the group. It also helps parents/guardians to understand the responsibility the group has for the young person while attending the group.

As a youth leader, parents/guardians and young people may have to trust you with important information for example medical details. All information kept by the group is personal and confidential, please respect this. Information should only be shared when necessary with the consent of the young person or parent. Confidentiality should only be broken if you are concerned for the safety or welfare of a child, or in the case of a medical emergency.

COMMUNICATING WITH FUNDING AGENCIES

When communicating with funders it is helpful to:

- Keep up to date financial records, attendance records and minutes.
- Keep a copy of any letters/forms sent or received.
- Invite them to events e.g. Christmas show or the groups drama performance.
- Return relevant forms as soon as possible and meet closing dates.