# **‘How to’ instructions for using the Information Sharing team session resources**

**Purpose of this document**

This document provides instructions for organisations about how to implement team sessions about information sharing, and adapt the provided resources. It lists the resources that make up the team session materials and provides instructions about how each of the resources can be used.

These instructions should be provided to organisations or team leaders when they first access the information sharing team session resources. Depending on how these are disseminated, this may be through an email from a peak body, or when accessing the resources on a webpage.

**Instructions to include when providing information sharing team session resources to organisations / team leaders**

The information sharing team session resources have been developed to support your organisation to run collaborative team sessions that build the confidence and capability of your staff with implementing the Family Violence Information Sharing Scheme.

The resources for these sessions are divided in two sections:

1. **Setting up** 
   * Advice for team leaders
2. **Session content (six sessions)**
   * Instructions for team leaders
   * Resources to share with team members

Below are instructions on how you should use the resources.

|  |
| --- |
| **BEFORE YOU START:** *Session 5 – recording information sharing requests* requires that your organisation has a process for recording information sharing requests. Make sure you know what this process is before your organisation starts running team sessions. You will need to include information about this process in the resources for Session 5. |

**Section 1: Setting up**

|  |  |  |
| --- | --- | --- |
| **Resource name** | **What do I do with this?** | **Embedded resource** |
| **Information Sharing - Team leader instructions - Setting up** | This resource provides advice for team leaders to set up successful sessions with their teams. This includes practical steps for setting up sessions, as well as tips to maximise adult learning. Team leaders should read this document first before looking at any of the other resources.  Use the checklists in this document to help set up and plan the sessions with your team. | <Placeholder to embed document> |

**Section 2: Session material**

In this section there are six sessions that content has been developed for. There are two pieces of material for each session;

* A PowerPoint presentation to use during the session with your team and,
* A Word document to use as guidance notes to support team leaders with each of the presentations

|  |
| --- |
| **BEFORE YOU START:** Some content in the PowerPoint presentations will be specific to your organisation. You will need to update areas of the PowerPoint to make it relevant to your organisation.  Each of the Word documents are for you to edit and add to as much as you like. You should review each of these documents before running the session to make sure they are ready to use for the session with your team. |

Below is a full list of the resources for each of the sessions.

|  |  |  |
| --- | --- | --- |
| **Resource name** | **What do I do with this?** | **Embedded resource** |
| **Information Sharing - Team session materials - Session 1** | **Read this material** to understand what you will present to your team during the session.  Before presenting, **update any areas that are specific to your organisation**. At a minimum, this will be the **resource page** and **links in step two of the activity**.  Once the material is finalised, use this to present the session to your team and send it to them so they have it handy as a future reference. | <Placeholder to embed document> |
| **Information sharing - Team leader speaking notes - Session 1** | **Read the speaking notes** as a guide on how to run the session and for further context and background on the session material.  **Adjust the content as you wish** – this will be your guide when presenting to your team, so make it work for you. You do not need to share this document with your team. | <Placeholder to embed document> |
| **Information Sharing - Team session materials - Session 2** | **Read this material** to understand what you will present to your team during the session.  Before presenting, **update any areas that are specific to your organisation**. At a minimum, this will be the **resource page.**  Once the material is finalised, use this to present the session to your team and send it to them so they have it handy as a future reference. | <Placeholder to embed document> |
| **Information sharing - Team leader speaking notes - Session 2** | **Read the speaking notes** as a guide on how to run the session and for further context and background on the session material.  **Adjust the content as you wish** – this will be your guide when presenting to your team, so make it work for you. You do not need to share this document with your team. | <Placeholder to embed document> |
| **Information Sharing - Team session materials - Session 3** | **Read this material** to understand what you will present to your team during the session.  Before presenting, **update any areas that are specific to your organisation**. At a minimum, this will be the **resource page.**  Once the material is finalised, use this to present the session to your team and send it to them so they have it handy as a future reference. | <Placeholder to embed document> |
| **Information sharing - Team leader speaking notes - Session 3** | **Read the speaking notes** as a guide on how to run the session and for further context and background on the session material.  **Adjust the content as you wish** – this will be your guide when presenting to your team, so make it work for you. You do not need to share this document with your team. | <Placeholder to embed document> |
| **Information Sharing - Team session materials - Session 4** | **Read this material** to understand what you will present to your team during the session.  Before presenting, **update any areas that are specific to your organisation**. At a minimum, this will be the **resource page.**  Once the material is finalised, use this to present the session to your team and send it to them so they have it handy as a future reference. | <Placeholder to embed document> |
| **Information sharing - Team leader speaking notes - Session 4** | **Read the speaking notes** as a guide on how to run the session and for further context and background on the session material.  **Adjust the content as you wish** – this will be your guide when presenting to your team, so make it work for you. You do not need to share this document with your team. | <Placeholder to embed document> |
| **Information Sharing - Team session materials - Session 5** | **Read this material** to understand what you will present to your team during the session.  **IMPORTANT:** The activity in this session needs to created using your organisation’s process for record keeping. Before presenting, **update the activity slides** to demonstrate your organisation’s record keeping process.  You will also need to **update the relevant resources** for your organisation.  Once the material is finalised, use this to present the session to your team and send it to them so they have it handy as a future reference. | <Placeholder to embed document> |
| **Information sharing - Team leader speaking notes - Session 5** | **Read the speaking notes** as a guide on how to run the session and for further context and background on the session material.  **Adjust the content as you wish** – this will be your guide when presenting to your team, so make it work for you. You do not need to share this document with your team. | <Placeholder to embed document> |
| **Information Sharing - Team session materials - Session 6** | **Read this material** to understand what you will present to your team during the session. | <Placeholder to embed document> |
| **Information sharing - Team leader speaking notes - Session 6** | **Read the speaking notes** as a guide on how to run the session and for further context and background on the session material.  **Adjust the content as you wish** – this will be your guide when presenting to your team, so make it work for you. You do not need to share this document with your team. | <Placeholder to embed document> |