



Worcestershire Co-production Training Offer

We are delighted to announce the launch of the **Worcestershire Co-production Training Offer**, designed to support meaningful participation and co-production across education, health, social care, and voluntary sector services.

All sessions are **free of charge** and open to:

- Staff and volunteers working in the Local Area Partnership, across education, local authority, health, social care, and the voluntary sector in Worcestershire
- Young people and parent carers who wish to attend and contribute

Edition 2

Date: 09 March 2026

Contents

Worcestershire Co-production Training Offer	1
Purpose of the Co-production Training Offer	2
Our Training Offers.....	3
Level 1: Online Training Materials	3
Level 2: Co-production Core Offer	3
Introducing participation and co-production	4
What are different methods to gather the authentic voice of young people?	4
How can I make sure everyone is able to contribute?.....	4
What could I introduce in my organisation?	4
How to book Level 2: Co-production Core Offer	5
Support with using CPD	5
Level 3: Bespoke Co-production Offer	6
Process to organise Step 1 of your bespoke training	6
Further support and enquiries	6

Purpose of the Co-production Training Offer

This training aims to support participants to:

- Understand the **different levels of participation**
- Develop a clear understanding of the **principles of co-production**
- Hear and learn from the **lived experiences of parent carers and young people**
- Reflect on **current practice** within a service or setting
- Identify **practical next steps** to strengthen co-production and participation

Our Training Offers

We offer three different levels of training.

Level 1: Online Training Materials – in development

We are in the process of finalising our Level 1 Online training materials. These will be a range of short training videos, which can be completed individually or used within team meetings and CPD sessions to develop shared understanding of co-production and participation.

Potential topics include:

- Introduction to co-production: vision, commitment, and outcomes
- The Flower of Participation
- What is co-production? (overview)
- Top tips for engaging children and young people
- Alternative methods of communication

Once the Level 1 Online Training is available to book, please look out updated details on how to do this.

Level 2: Co-production Core Offer

The Core Offer provides structured 1 or 2-hour online training sessions focused on building a shared understanding of co-production across services and settings. The sessions will run once each term.

The sessions:

- Are delivered by Co-production Officers - Amy and Chanika
- Include contributions from parent carers and/or young people sharing lived experience
- Combine information, discussion, and reflective activities
- Support participants to consider how co-production can be embedded in everyday practice

The Core Offer is suitable for:

- Teams, settings or services new to co-production
- Staff seeking to refresh or strengthen existing practice
- Multi-agency groups working together

Introducing participation and co-production

This is the initial course for all practitioners wanting to increase voice within their organisation. Introduced through the lens of young people with SEND, but applicable for all young people and adults, it explains and exemplifies

- 15 April, 3.45pm to 5.45pm, virtual delivery, Course code: 10698 / 93131
- 28 April, 3.45pm to 5.45pm, virtual delivery, Course code: 10698 / 93132
- 11 June, 3.45pm to 5.45pm, virtual delivery, Course code: 10698 / 93133

What are different methods to gather the authentic voice of young people?

Following on from the Introducing Participation and Co-production course, this course focuses on different techniques to capture the opinions of people. This will primarily focus on methods that can be used with young people with SEND but is suitable for all young people and adults too. What are the dos and don'ts of holding a meeting? How can you creatively capture their opinions? How can stories help to understand their experiences?

- 05 May, 3.45pm to 4.45pm, virtual delivery, course code: 10699 / 93134
- 23 June, 3.45pm to 4.45pm, virtual delivery, course code: 10699 / 93135

How can I make sure everyone is able to contribute?

As a follow on from the Introducing Participation and co-production course, this course will focus on making sure that you have considered how you will capture the opinions of all stakeholders. Children and young people have many opinions to share that are useful to your organisation, as have the adults in their lives. How can you ensure they contribute in a way that is effective for them and for your organisation? Who should you invite to a meeting? How do you make sure that they can share openly? What can you do with that information?

- 14 May, 3.45pm to 4.45pm, virtual delivery, course code: 10700 / 93136
- 01 July, 3.45pm to 4.45pm, virtual delivery, course code: 10700 / 93137

What could I introduce in my organisation?

As the final course in the core offer about Co-production and participation, this course allows you to think in more depth about an action plan for participation for your situation. Through the creation of an action plan you will answer questions like, what needs to be added regarding voice? How will you do it? How does this link to school priorities? How can you make sure that is suitable for all people involved?

- 19 May, 3.45pm to 4.45pm, virtual deliver, course code: 10701 / 93138
- 09 July, 3.45pm to 4.45pm, Virtual delivery, course code: 10701 / 93139

How to book Level 2: Co-production Core Offer

1. All bookings are to be made via CPD
2. Visit [WCC CPD](#)
3. Use your school CPD Leader login details
4. Search the course via the keyword or enter the course code i.e. 10699
5. Find the course and press select on the date you wish to book.
6. Press Book on Course
7. Confirm if the place is for the CPD leader or another member of staff and press next
8. If it's for the CPD leader, then skip to step 10.
9. If it's for another member of staff, select the name from the colleague list
10. Check the details of the person being booked are correct and amend any fields
11. Press submit
12. Confirmation is immediately issued to the delegate email provided from cap-donotreply@worcestershire.gov.uk

Support with using CPD

- Confirmations: Are issued at the point of booking and are sent to the email address linked to the booking.
- Reminders: Are issued approx. 10 days before the course date
- Transfer: If you wish to transfer to an alternative course date, please contact the Training & Conference Team
- Contact details: The training & conference team can be contacted on 01905 844420 or email workforcesupport@worcestershire.gov.uk

Level 3: Bespoke Co-production Offer

Our **Bespoke Offer** is tailored to the specific needs of your service, team, or setting. Bespoke sessions are developed collaboratively to ensure they are relevant, practical, and aligned with your priorities.

Here is a list of tailored training we can deliver:

- How can I set up and run a group of young people e.g. SEND Council or forum?
- How to teach children and young people the skills to contribute and participate
- Creating a detailed action plan; this is specific to your service area

If there is something you would like support with that is not listed above, please do get in touch. We are happy to tailor sessions to meet the specific needs of your service, setting or team.

What this offer looks like:

Step 1: Planning and consultation

- Initial 1-hour Microsoft Teams meeting to discuss your training needs and priorities
- Agreement on the focus and content of the session
- Booking a date and time
- Discussion of delivery method (e.g. in person or online)

Step 2: Delivery

- Delivery of a tailored co-production training session, designed in collaboration with your service or setting

Process to organise Step 1 of your bespoke training

Contact the training & conference team on workforcesupport@worcestershire.gov.uk and they will:

- Check diary availability of Amy Knight / Chanika Benain
- Book the initial 1-hour meeting via MS Teams

Further support and enquiries

If you have any questions or want to discuss training options, request access to materials, or explore bespoke support, please contact: **sendco-productionteam@worcestershire.gov.uk**