

## Instructions to access Leadership Training

This training is completed via a learning management system called Moodle where workbooks, coursework, Zoom links, case study and certificates are accessed.

1. Go to the [CofE Training Portal](#).
2. Register or login on the portal if you have not already done so (if you have already completed Basic and Foundation training, you will already have an account on the Portal). You will need your previous username and password. **Do not re-register with a new email address, as the accounts will not be linked and you won't be able to access previous training details.**
3. Click on 'online courses' where you will see the 'All Courses' screen.
4. Click on the Courses tab/Core Pathways/Leadership to reach 'Canterbury'.
5. Click on 'enrol me'. We will then email you as soon as possible to confirm your enrolment. (You may see a statement reminding you that applications for a diocese other than your own will be refused. This does not mean you are not recognised as a member of our diocese; it is just a reminder for everyone.)
6. Click on 'Preparing to Learn'.
7. Choose your preferred style of delivery (please note that only a few face-to-face sessions are available each year for those who are unable to access the online sessions. Wherever possible, please choose Zoom.)
8. Click on 'choose a learning group' – choose a date that suits your diary, make a note of the two dates and times (via Zoom only).
9. Click on 'Preparation Task'.
10. Complete the written and reading tasks listed on this page. Once you have completed all sections, use the button 'submit' to finish this section. You will not be able to join the first Zoom session until this is done.
11. Join the first Zoom Groupwork session on the date you have chosen using the button with the Zoom link shown on the portal.
12. Between the first and second sessions, complete the coursework task via the portal and complete the questions. Use the 'submit' button to complete this section. You need to do this via the portal in order to join Zoom session 2.
13. Join the second Zoom Groupwork session for the 2nd session of your module.
14. Complete the final evaluation and 'submit assignment'.
15. You will receive an email to say that your certificate is available in your profile once the Tutor has marked all parts of your participation as complete.