



Brothers of Charity Services LANCASHIRE

2009

Training and
Development Programme

CONTENTS

	<u>Page</u>
Welcome	2
News from the Training Department	3
Learning Agreement	4
National Vocational Qualifications in Care	6
Applying for a course	8
Mandatory Training	9
Course Descriptions	11
External Courses	26
Personal Development Fund	30
Staff Training and Development Information	32

WELCOME

Welcome

The service has always recognised that the quality of training we provide has a direct link to the quality of services we provide. It has also become increasingly clear that we need to re-direct some of our efforts around training especially into developing and supporting individual staff teams, preparing them for the specific requirements and demands of their job roles. This has begun and will continue during the coming year.

Our partnership work with South Lancashire Learning Disability Training Consortia (SLLDTC) has strengthened during the past year enabling the service access to their programme for additional training including new courses for continued personal and professional development, very popular this year were Epilepsy, Autism and Visual impairment courses.

The NVQ programme is progressing positively; many members of staff undertake Health and Social Care Awards which are closely linked to the care and support they provide and with the induction programme, defining a clear route for continued professional development. There are many established staff who could benefit from the NVQ programme we will be encouraging them to participate in the coming year.

We continually monitor courses and use the feedback from course participants as an aid to the development of future training; these remain very positive and constructive, with comments frequently praising the high standard and quality of the course content and the knowledge and skills of the presenters. Thank you to all course presenters on maintaining these high standards.

Nicola Howell
Director of Services

News from the training department.....

Welcome to the new training booklet for 2009, during the past year there have been several changes to our training programme mostly arising from the changes Skills for Care introduced with the Common Induction Standards (CIS), following this, City and Guilds introduce a new Learning Disabilities Qualification (LDQ), which we will be using to accredit our own induction programme. In line with the changes there will also be alterations to the names of some courses; these are highlighted throughout the booklet.

For the third consecutive year course attendance has maintained its high of 90%, together with training shortfalls in all areas now decreasing.

Well done and thanks to you all.

Again, we have included the courses available from our training partnership with South Lancashire Learning Disability Training Consortium (SLLDTC), these are often specialist courses or are in support of the induction programme. There are also some new courses available this year in line with the changing needs of service provision.

NVQ participation is continuing to grow, as the induction feeds directly into Health and Social Care at level 2, most staff are using this as a starting point for their future qualifications. Congratulations to those who have completed their awards during 2008.

Finally, the personal development fund is still available to support you to attend a course of your choice. This year has seen staff completing courses in Computing, Philosophy, Reiki, Jewellery making, Bakery Crafts, Spanish, Ceramics, Portrait painting, Art, Storytelling, Drumming, Carpentry, White Water Rafting and many others. As you can see the choice of courses is hugely varied. See details of how to apply in this booklet.

David Searle
Training Manager











Training Department Contact details:

Training Manager	David Searle	01257 248825 or ext 205
Training Officer	Doreen Pemberton	01257 248852 or ext 238
Administrative support	Diane Breheny	01257 248825 or ext 205









LEARNING AGREEMENT



The rationale for drawing up a learning agreement is to ensure that any training and development event which occurs within the Brothers of Charity Services in Lancashire meets the expectations and requirements of the course participant, the training provider and the participant's line manager.

Responsibilities of Trainers:








-  To arrive promptly and be well prepared.
-  To establish, where appropriate, the 'ground rules' pertinent to the course content
-  with participants at the beginning of each course.
-  To emphasise the confidential nature of information about service users.
-  To provide an environment and encourage an atmosphere in which learning will take place.
-  To be sensitive and responsive to individual needs – which could include individual learning difficulties.
-  To challenge thinking and practice constructively and with sensitivity.
-  To discuss any concerns about a participant's contribution on the course initially with the individual and then, if appropriate, with their line manager.
-  To raise issues of policy and practice with participants' line managers where necessary.
-  To produce an evaluation report on the training provided.

Responsibilities of the Course Participant:

-  To inform the training department if unable to take up a place which has been offered and to give a reason for this.
-  To be present for the duration of the full course.
-  To arrive **promptly** and be well prepared.
-  To be attentive, alert and willing to extend their skills and knowledge base.
-  To be open and receptive to new ideas and to discuss established thinking and practice.
-  To observe any agreed 'ground rules'
-  To contribute to the learning environment.
-  To be sensitive to the needs and views of other participants.






-  To complete the evaluation sheet at the end of the session/course and if requested the post course briefing or short interview.
-  To provide feedback on the content and usefulness of the course to her/his line manager and to other staff if required.

Responsibilities of the Participant's Line Manager;

-  To use the supervision process to identify staff training and development needs.
-  To be familiar with the aims and objectives of the training event and understand how these relate to the need of staff selected for training.
-  To ensure that participants are available for the full duration of the course.
-  To ensure participants are given the opportunity to put into practice any new learning skills and/or techniques which have been acquired on the training event.
-  To discuss and monitor, through supervision, any action plans which participants might have drawn up as a result of training.
-  To discuss during supervision any difficulties participants might have in applying their learning to the practice situation.
-  To feedback to the training department any relevant issues which have arisen as a result of any training event.

Throughout the year all mandatory courses will be reviewed for course content, feedback, service need and attendance.

The training department will;

-  Review the mandatory requirements of a course and the need for continuation or change of status.
-  Ensure the number of courses being held meets the needs of the service
-  Report back to the presenter the feedback from course participants since the last review, this will include both on the day sheets and the post course briefs
-  Discuss with the presenter(s) the course content to ensure the participant is given the level of knowledge to meet current regulations, legislation and the service needs
-  Survey the training database to ensure all staff meet their mandatory and service requirements.

NATIONAL VOCATIONAL QUALIFICATIONS

Since 1995, The Brothers of Charity Services (Lancashire) have been accredited by City & Guilds/ Affinity as an approved centre for the assessment of National Vocational Qualification. Consistently, the Centre has received very favourable assessment by City and Guilds personnel at their six-monthly external verification visits.

The Service makes a substantial resource commitment to the provision of NVQ training for staff, with the aim of contributing to their personal and professional development, the continuing improvement of the service, and compliance with government-recommended training targets and registration requirements.

Awards—Our assessment centre can offer Health and Social Care NVQ at levels 2 and 3, and through our links with other centres can offer Advice and Guidance, Health and Social Care Level 4, and the Registered Managers Award.

Candidate Commitment—National Vocational Qualification training is a work-based programme in which candidates are assessed on the competence of performance in their usual work setting. Successful completion of the award requires a high degree of commitment from the candidate. Although assessment is carried out in the workplace during normal duty hours, there will be a substantial amount of time spent in planning and preparation and in providing evidence of knowledge required to support performance assessment, and this must be done in the candidate's off-duty time. Assessors work very flexibly, and managers can sometimes make arrangements to assist in a small way, but the candidate is **not** entitled to extra payment or time-in-lieu for this time commitment. However, the Service does pay all registration and certification fees and time for attendance on some courses that directly support NVQ.

Entry to the Programme—Application for entry into the programme can be made at any time. The following is a brief outline of the NVQ process, and some frequently asked questions. If you wish to discuss the awards further please contact David Searle or any of the assessors, contact details below.

1. How do I find out about NVQ's?

- a. Complete an NVQ application form, (which is available from the training department)
- b. You will attend an informal discussion with an assessor, where the NVQ, its commitment and the procedure is explained
- c. You will be advised on how soon you can be enrolled and commence your award.

2. What happens next?

- a. You will be asked to briefly explain in writing your job role/ daily routines.
- b. The assessor will complete an induction observation of job role/ daily routine.
- c. An appointment will be arranged, with you, your Manager and the Assessor discussing your work role and its links to NVQ.
- d. The write up from you and the feedback from the induction observation will be used as

guidance when choosing an appropriate award and units.

3. *An induction /Portfolio session is arranged where:*

- a. Guidelines/Centre procedures explained and issued
- b. Appeals and Complaints Procedures explained and issued
- c. All support materials are issued

4. *What support will I get?*

- a. Candidates will be assisted in the initial stages of NVQ on how to log evidence and further into the award, giving support to their own logging.
- b. Additional courses are available to support NVQ units (i.e. Communication, abuse, drug admin). Dates are training booklet or sent as a memo to all candidates

5. *What If I have started an award elsewhere?*

- a. If, within the past two years, you have started an NVQ in Care through another Assessment Centre, it may be possible to complete your Award through our Centre.

NVQ Co-ordinator

David Searle (ext 205)

Internal Verifier

Doreen Pemberton (ext 238)

Assessors

Doreen Pemberton	ext 238
Heather Hindmarch	ext 246
Sue Scowcroft	ext 246
Sandra Walton	01257 224973
Sharon Swarbrick	01257 474209
Sandra Johnston	01257 234623

APPLYING FOR A COURSE

- If you are interested in applying for any course/workshop in this booklet first discuss the course with your immediate manager and then complete the appropriate In-Service or External Training Application Form.
- Before you apply for a course be sure that you can attend. If for some reason you are unable to attend a course let your manager/team leader and the Training Department know as soon as possible, this will allow us to offer your place to someone else.
- All applications for courses must be approved by your line manager and sent to the Training Department as early as possible.
- Confirmation of your acceptance on a course will be sent to you on receipt of your application. Please enter the dates of your courses in your personal and work area diary. Course information and a list of participants are sent out one to two weeks before the course date.
- If the course you apply for is full your name will be added to the next available course and you will be advised of this.
- Occasionally it is necessary to cancel a course due to insufficient participants or presenters being unavailable. If a course is cancelled we will let you and your team leader know as early as possible.

VOLUNTEERS/FAMILY CARERS

All courses are open to volunteers and family carers. If volunteers wish to apply for a course they should complete the training application form and return it to :

Pat Williams, Volunteer Co-ordinator.

Family carers wishing to attend a course should contact David Searle or Diane Breheny.

MANDATORY TRAINING

Protecting People All staff are required to attend this course once.
(from Abuse and Neglect
formerly Abuse Awareness)

Safeguarding Adults All support staff must have update training every
two
TUpdate raining years, which is to be delivered by their Line Manager in
their work place

Health and Safety All staff are required to attend this course once only

Risk Management for Mandatory for all Managers and Team Leaders
Managers to attend once

Risk Assessment Mandatory for all Managers and
Training Senior Support Workers once only

Fire Safety Lecture Mandatory for all staff. This lecture **must** be
attended annually.

Food Hygiene It is required that support staff who prepare food
for other
Awareness people to attend this course once

Food Hygiene It is required that support staff who have attended
a
Refresher Food Hygiene Awareness course or Basic Food Hy-
giene course attend this every three years thereafter.

Manual Lifting Mandatory for all support staff who are in any way
and Handling involved in lifting people or objects

Mandatory Lifting Mandatory for all support staff to attend every two years
and Handling Refresher after completing the full one day course.

<u>Wheelchair Handlers</u>	Attendance is required on this course by all staff who work with people who use a wheelchair
<u>Hoist Users Course</u> course of	Mandatory for all staff who are required to use hoists in the their work
<u>Medication Administration</u> attend	All staff who are involved in the administration of drugs must this course.
<u>Practical Medication Assessment</u> sor	Following attendance on a medication administration course a practical assessment must be carried out by the designated assessor for your work area. An assessment must then be undertaken on an annual basis.
<u>Medication Assessors Course</u> tended	This course is only for staff (Assessors) who carry out the Practical Medication Assessments and it is advised that the course is attended every two years.
<u>Emergency First Aid</u>	Mandatory for all residential and new staff. This course is also the first aid refresher requiring attendance every three years
<u>Induction</u>	In addition to the standard mandatory courses, all staff undertaking Induction are required to undertake the Learning Disability Course, Communication and Challenging Behaviour dates for these courses are detailed in the appropriate section.

If you are unsure whether or not you should attend a mandatory training course please either discuss this with your line manager/ team leader or contact the training department.

COURSE DESCRIPTIONS

Safeguarding Adults

Formerly Protecting People from Abuse and Neglect

This course is mandatory for all staff

Course Presenters: Paul Grime and David Livesey

This course is an introduction to awareness and prevention of abuse. Other associated policies will be explored including confidentiality and public interest disclosure. The course encourages interactive participation with an aim to gain a deeper understanding of the underlying causes of abuse and inequality. The course will meet the basic requirements of induction training and contribute knowledge towards the learning disability framework award.

The course is based on the organisation's guidelines in relation to abuse and provides an awareness of:

- ◆ The forms that abuse can take
- ◆ Indicators of abuse
- ◆ Preventing abuse within services
- ◆ Responding appropriately to disclosures of abuse,
- ◆ Guide to Policies and Procedures

This is a course that all staff are required to attend. It is recognised that this course deals with very sensitive issues. We would welcome discussing, in confidence, any concerns anyone may have about attending this course. If you have any concerns please contact Paul Grime on extension 261 or David Livesey on 01772 469022.

Course Dates: Friday 23 January 2009
Friday 24 April 2009
Friday 17 July 2009
Friday 16 October 2009

Venue: Training and Development Centre

Time: 9.30am—12.30pm

Values and Vision

Course Presenter: Kathleen Page

The presentation will consist of a brief history of the Brothers of Charity and will illustrate the ethos and values of the organisation.

(Following this course there will be an Induction Overview until 12.30pm presented by the HR Director, Philip Brown and Training Manager, David Searle)

Course Dates: Monday 19 January 2009
Monday 20 April 2009
Monday 13 July 2009
Monday 12 October 2009

Venue: Training and Development Centre

Time: 9.30am—11.30am
11.30am-12.30pm (Induction Overview for new members of staff)

Care Planning and the Principles of Care

Course Presenters: Paul Grime, David Livesey

AIMS OF THE COURSE:

- ◆ To understand the need to make sure that everything you do is based around the individual you are supporting
- ◆ To understand the need to enable the individual you support to control their own life and make informed choices about the services they receive.
- ◆ Understand the need to promote equal opportunities for the individual you are supporting.
- ◆ Understand the importance of confidentiality.

This session will provide the opportunity to explore the principles of care with a focus given to the importance of individual care planning.

Course Dates: Friday 23 January 2009
Friday 24 April 2009
Friday 17 July 2009
Friday 16 October 2009

Venue: Training and Development Centre

Time: 1.30pm—4.30pm

Fire Safety Training

**This short course (50 mins) is mandatory for all staff
and must be attended annually**

Course Presenter: Mike Warhurst

The lecture will focus on European legislation applicable to fire extinguisher colour codings, fire exits and directional signs. There will also be refresher training on general fire protection and prevention also brief updates on First Aid issues.

Course Dates:	Tuesday 13 January 2009	:	1.30pm—2.20pm
	Wednesday 18 February 2009	:	10.00am—10.50am
	Wednesday 12 March 2009	:	9.30am—10.20am
	" "	:	11.00am—11.50am
	" "	:	1.30pm—2.20pm
	" "	:	3.00pm—3.50pm
	Tuesday 28 April 2009	:	1.30pm—2.20pm
	*Wednesday 13 May 2009	:	8.45am—9.35am
	*Wednesday 20 May 2009	:	8.45am—9.35am
	Thursday 18 June 2009	:	10am—10.50am
	Tuesday 14 July 2009	:	1.30pm—2.20pm
	Wednesday 23 September 2009	:	10.00am—10.50am
	Thursday 29 October 2009	:	1.30pm—2.20pm
	Tuesday 10 November 2009	:	9.30am—10.20am
	" "	:	11.00am—11.50am
	" "	:	1.30pm—2.20pm
	" "	:	3.00pm—3.50pm
	Thursday 03 December 2009	:	10.00am—10.50am

Venue: Training and Development Centre

*** These courses have been scheduled to coincide with the end of night shifts, assisting staff to meet their annual mandatory fire safety training requirement.**

Health and Safety

This half day course is mandatory for all staff

Course Presenter: Mike Warhurst

This course will provide staff with basic understanding of the health and safety requirements pertaining to their role. The following subject areas are covered.

- Hazard, risk, risk control measures
- Risk assessments
- Fire
- Infection Control
- Security
- Safety Management
- Legislation
- Enforcement

Course Dates: Wednesday 21 January 2009
Thursday 23 April 2009
Thursday 16 July 2009
Thursday 15 October 2009

Venue: Training and Development Centre

Time: 9.30am—1pm

Risk Management for Managers

This half day course is mandatory for all Managers and Team Leaders

Course Presenter: Mike Warhurst

This course will provide managers with an insight into ways to manage risk within their areas.

The following subject areas are covered.

- Legal Aspects
- Accidents
- Identification of Risks
- Managing Risks
- Contractors
- Emergency planning
- Audit Inspections

Course Dates: Wednesday 17 June 2009

Venue: Training and Development Centre

Time: 9.30am—12.00

Risk Assessment Training

This course is mandatory for all Managers and Senior Support Workers, and an advisable option for all other staff

Course Presenter: Mike Warhurst

AIM: To enable participants to understand the legal obligations relating to risk assessments and to be able to carry out a risk assessment.

The following will be covered:

- Legal requirements - Risk, hazard, severity and likelihood
- Control measures - Risk evaluation
- Risk Assessment forms - Practical risk assessment

Course Dates: Tuesday 10 February 2009 : 1.30pm—4.30pm
Thursday 10 December 2009 : 9.30am—12.30pm

Venue: Training and Development Centre

Medication Administration

**This course is mandatory for all staff who administer medication.
A practical assessment is required following attendance on the course and
reassessment every 12 months thereafter.**

Course Presenter: Paul Jarrett

AIMS: 1. Safe handling and storage
 2. Safe Administration
 3. Routes of absorption of drugs

Course Dates: Tuesday 20 January 2009
 Tuesday 21 April 2009
 Tuesday 14 July 2009
 Tuesday 13 October 2009

Venue: Training and Development Centre

Time: 9.30am—12.30pm

Medication Assessors Course

**This course is for staff (Assessors) who carry out practical medication assess-
ments
and it is advised that the course is attended every two years**

Course Presenter: Paul Jarrett

Course Dates: Friday 30 January 2009
 Friday 09 October 2009

Venue: Training and Development Centre

Time: 9.30am—11.30am

Emergency First Aid

This course is mandatory for all new staff

The course can also be attended as Refresher to the First Aid course which requires attendance every three years.

*NB: If you are the **nominated** First Aid Appointed Person for your work area you will be contacted directly when you are required to attend a 'First Aid At Work' refresher course.*

Course Presenter: David Hopkins

The Emergency First Aid course will give you the knowledge on how to respond in an emergency situation. The course will give instruction on subjects such as resuscitation procedures and recovery enabling you to take action until qualified help can be called.

Course Dates:	Monday 19 January 2009	:	1.30pm-4.30pm
	Thursday 26 February 2009	:	9.30am—12.30pm
	Wednesday 18 March 2009	:	9.30am-12.30pm
	Thursday 23 April 2009	:	1.30pm—4.30pm
	Thursday 21 May 2009	:	9.30am—12.30pm
	Friday 19 June 2009	:	9.30am—12.30pm
	Monday 13 July 2009	:	1.30pm—4.30pm
	Wednesday 16 September 2009	:	9.30am—12.30pm
	Thursday 15 October 2009	:	1.30pm—4.30pm
	Wednesday 18 November 2009	:	9.30am—12.30pm
	Wednesday 09 December 2009	:	9.30am—12.30pm

Venue: Training and Development Centre

NB: Anyone having concerns about dealing with emergency situations, wounds etc please discuss this with your Line Manager.

FOOD SAFETY WEEK

Following the success of last year's 'Food Safety Road Show' in support of the Food Standards Agency '**Food Safety Week**' in June Doreen will, once again, be taking the Food Hygiene Refresher Course on the road.....

During the week she will be hosting the road show at Lisieux Hall, and its satellite sites, promoting food safety. The road show will contain videos, fact sheets and quizzes.

The really good news is that confirmed attendance at one of the events will be recognised as your Food Hygiene Awareness and Refresher training.

If you cannot attend one of these, there will be a number of dates in the training room as usual, for your Food Hygiene training.

Look out for the flyers and posters promoting the event.

There will be an Evening Road Show Presentation at Lisieux Hall particularly for the convenience of night staff and bank staff, however if any other member of staff wishes to attend this session they are welcome to do so.

(Times and Dates of all sessions to be advised)

Food Hygiene Awareness

Course Presenter: Doreen Pemberton

AIMS: The course is aimed at improving the awareness of food hygiene in the home. It is in line with new legislation (introduced January 2006) and will deal with the new Food Standards Agency strategy of the four 'Cs' **C**leaning, **C**ooking, **C**hilling and **C**ross Contamination.

It will focus on

- ◆ Raising awareness of food poisoning and the link between poor food hygiene and food poisoning.
- ◆ Promoting key hygiene messages
- ◆ Changing food hygiene attitudes, knowledge and behaviour.

Course Dates: Tuesday 20 January 2009
Tuesday 21 April 2009
Thursday 16 July 2009
Tuesday 13 October 2009

Venue: Training and Development Centre

Time: 1.30pm—3.30pm

Food Hygiene Refresher

Course Presenter: Doreen Pemberton

To update participants on the Basic Food Hygiene regulations (Food Safety Act 2006). The course will cover dangers of food poisoning, contamination, temperature control, compliance with new regulations.

Course Dates: Friday 30 January 2009 : 2.30pm—4.30pm
Wednesday 18 February 2009 : 2.30pm—4.30pm
Tuesday 28 April 2009 : 10.00am—12 noon
Wednesday 20 May 2009 : 2.30pm—4.30pm
Monday 07 September 2009 : 2.30pm—4.30pm
Thursday 29 October 2009 : 10.00am—12 noon
Wednesday 18 November 2009 : 2.30pm—4.30pm
Thursday 10 December 2009 : 2.30pm—4.30pm

Venue: Training and Development Centre

Manual Lifting and Handling

Mandatory for all staff who are involved in any way with lifting

Course Presenter: Alan Senior

AIMS: - To introduce the Health and Safety at Work Act as it relates to manual handling.

- To give guidance in the completion of Risk Assessments and Individual Care Plans

related to manual handling.

- To discuss the application of the "Lifting Policy" in the community.

- To discuss key points of safe manual handling and their application to the work setting.

The practical session will cover:

- Handling of boxes and furniture.

- Moving of clients - from sitting to standing,

- from chair to chair

- walking with supervision

- walking aids

- accessing vehicles

- lifting people who are dependant.

Course Dates: Thursday 22 January 2009

Wednesday 22 April 2009

Wednesday 08 July 2009

Wednesday 14 October 2009

Venue: Training and Development Centre

Time: 9.30am—4.30pm

Manual Lifting and Handling Refresher Course

This is the refresher course for the main Manual Handling Course which all staff who are involved in the handling of clients or objects and materials should have completed on commencement of their employment.

It is mandatory for staff to complete this refresher every two years.

Course Presenter: Alan Senior

- AIMS:
- To revise participant's knowledge of the Manual Handling Policy
 - To update the process of Risk Assessment in relation to manual handling.
 - To build on the participant's knowledge of the key principles of good manual handling.
 - To revise the participant's practical skills in relation to:
 - Moving small items of furniture and boxes,
 - Handling clients; when walking
moving from chair to chair
when dependant

Course Dates: Wednesday 28 January 2009
Wednesday 25 February 2009
Wednesday 25 March 2009
Thursday 30 April 2009
Thursday 28 May 2009
Thursday 25 June 2009
Wednesday 09 September 2009
Wednesday 07 October 2009
Wednesday 04 November 2009
Thursday 03 December 2009

Venue: Training and Development Centre

Time: 1.30pm—4.30pm

Wheelchair Handlers Course

This course is mandatory for all staff who, in the course of their work, are involved with wheelchair users.

Course Presenter: Alan Senior

- Background knowledge of wheelchair provision and maintenance
- Health and Safety responsibilities
- Practical training in
 - Roads and paths
 - Grass, gravel and sand
 - Use of transport vehicles
 - Ramps
 - Curbs and steps

Course Dates: Wednesday 25 February 2009
Wednesday 25 March 2009
Thursday 30 April 2009
Thursday 28 May 2009
Wednesday 09 September 2009
Wednesday 07 October 2009
Wednesday 04 November 2009

Venue: Physiotherapy Room

Time: 9.30am—11.30am

Hoist Users Awareness Course

This course is essential for all staff who are required to use hoists in the course of their work

Course Presenter: Alan Senior

This short course will run on the dates detailed below and immediately prior to the lifting refresher course. The course will last approximately two hours and can be attended either as an extension to the lifting refresher course or as a stand alone course.

Course Dates: Wednesday 28 January 2009
Thursday 25 June 2009
Thursday 03 December 2009

Venue: Physiotherapy Room

Time: 9.30am—11.30am

Challenging Behaviour

This course is a mandatory training requirement for all new staff.

Course Presenter: Heather Hindmarch

The aim of the course will be to provide staff with a greater understanding of challenging behaviour.

The key objectives are:

- ◆ To define the term 'challenging behaviour'
- ◆ Acknowledge the significance of the 'Time intensity model of aggressive incidents' when supporting people who's behaviour is challenging
- ◆ Discuss what factors can influence difficult and challenging behaviours.
- ◆ Discuss the relationship between reactive strategies, physical intervention and the law,
- ◆ Acknowledge the need for pro-active planning.

Course Dates: Wednesday 21 January 2009

Monday 20 April 2009

Monday 20 July 2009

Monday 12 October 2009

Venue: Training and Development Centre

Time: 1.30pm—4.00pm

Autism Awareness

Course Presenter: Heather Hindmarch and David Searle

The key objectives are:

This short course will give an insight into autism, its many and varied characteristics, together with research from some of the specialists that have studied the syndrome, and life experiences from a parent's point of view.

Course Dates: Wednesday 28 January 2009 : 9.30am—12.30pm
Wednesday 18 March 2009 : 1.30pm—4.30pm

Venue: Training and Development Centre

Time: 1.30pm—4.00pm

Zest for Life

Course Presenter: Kathleen Page

This is an experiential day which aims to help us explore those things which give life and meaning to our lives. Which help to nurture our spirit, energise us and deepen our sense of self.

We will relate this to developing an understanding of spirituality in its broadest sense, and to reflect on how we meet the spiritual needs of people within the service.

Course Dates: 17 February 2009

Venue: Training and Development Centre

Time: 10.00am—4.00pm

EXTERNAL COURSES

The courses on the following pages are provided by the South Lancashire Learning Disability Training Consortia (SLLDTC) and are available to all staff following authorisation from Line Manager/Director and application via the Training Department and the necessary course fees being available from the Director's budget.

As there are financial implications applicable to external courses, it is essential that staff ensure they attend any courses applied for. If it becomes necessary to cancel attendance on a course the Training Manager must be informed and given sufficient notice to enable cancellation.

To obtain an application form please contact the Training Department on Extension 205.

External Training Courses January – May 2009

ASD Awareness Training Course

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Tuesday 10 th February 4.15	T Burns/ P. Hickson	Bankside	9.15 –
Monday 23 rd March	P. Hickson/D. Bird	Bankside	9.15 – 4.15
Friday 8 th May	P. Hickson/ D. Bird	Bankside	9.15 – 4.15

Communication Awareness – Mild / Profound

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Tuesday 7 th April – Mild	Priscilla Reed	Bankside	9.15 – 4.15
Tuesday 26 th May – Profound	Priscilla Reed	Bankside	9.15 – 4.15

Challenging Behaviour Course

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Wednesday 4 th February 4.15	P. Hickson & T. Burns	Skem CC	9.15 –
Wednesday 11 th March	T.Burns & H. Eccles	Bankside	9.15 – 4.15
Thursday 21 st May 4.15	P. Hickson & H. Eccles	Bankside	9.15 –

Dementia & Learning Disability Course

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Monday 23 rd February 4.15	A Wilson/S Bellingall	Bankside	9.15 –
Monday 23 rd March	A Wilson/S Bellingall	Skem CC	9.15 – 4.15
Monday 20 th April	A Wilson/S Bellingall	Bankside	9.15 – 4.15

Diabetes & Learning Disability Course

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Friday 30 th January	Andrea Seed	Bankside	9.15 – 4.15
Friday 20 th March	Andrea Seed	Bankside	9.15 – 4.15

Epilepsy & Learning Disability Course for Carers – Full day course

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Wednesday 28 th January	J Allin/ A Lawton	Bankside	9.15 – 4.15
Wednesday 15 th April	J Allin/ A Lawton	Bankside	9.15 – 4.15

Epilepsy LD Refresher Course for Carers – 1/2 day course

CANDIDATES MUST HAVE COMPLETED THE FULL DAY TRAINING COURSE PRIOR TO ATTENDING THIS COURSE

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Wednesday 25 th February	J Allin/ A Lawton	Bankside	9.15 –

External Training Courses continued

Health Action Planning Issues

[People attending this course must attend the ½ day follow up session]

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Wednesday 11 th February	Viv. Banner & Jill Arrowsmith	Skem CC	9.15 – 4.15
Wednesday 1 st April	Viv. Banner & Jill Arrowsmith	Skem CC	9.15 – 12.30
Follow up session			
Wednesday 25 th March	A. Wilson & K.Agg	Bankside	9.15 – 4.15
Tuesday 12 th May	A. Wilson & K.Agg	Bankside	9.15 – 12.30
Follow up session			

Infection Control

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Tuesday 27 th January	Philippa Sellers	Bankside	9.15 – 2.30
Tuesday 17 th March	Philippa Sellers	Bankside	9.15 – 2.30

Mental Health Issues in Learning Disabilities

<u>Date</u>	<u>Trainer/s</u>	<u>Venue</u>	<u>Time</u>
Tuesday 24 th February 4.15	T Burns/J Arrowsmith	Bankside	9.15 –
Tuesday 5 th May 4.15	T Burns/J Arrowsmith	Bankside	9.15 –

PCP – Person Centred Thinking - Beginning Person Centred Thinking Day 1

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Wednesday 21 st January	Max Neill	Bankside	9.15 – 4.15
Monday 16 th February 4.15	Helen Smith	Skem CC	9.15 –
Wednesday 4 th March 4.15	Max Neill	Bankside	9.15 –
Monday 9 th March	Helen Smith	Skem CC	9.15 – 4.15

PCP – Person Centred Thinking – Developing Person Centred Thinking Day 2

[Must have attended PC Thinking day 1 course]

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Wednesday 18 th March	Max Neill	Bankside	9.15 – 4.00
Tuesday 21 st April	Helen Smith	Skem CC	9.15 – 4.00
Tuesday 28 th April	Max Neill	Bankside	9.15 – 4.00
Wednesday 6 th May	Helen Smith	Skem CC	9.15 – 4.00

PCP – Building Community Connection

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Thursday 26 th February	Helen Smith	Skem CC	9.15 – 4.15

External Training Courses continued

PCP – Person Centred Approach to Risk (Attendees must have already attended Thinking Day 1)

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Monday 26 th January	Max Neill	Bankside	9.15 – 4.15
Tuesday 31 st March	Helen Smith	Skem CC	9.15 – 4.15

Pressure Area Management

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Wednesday 4 th February	Lee-Anne Seddon	Bankside	9.15 – 4.15
Wednesday 22 nd April 4.15	Lee-Anne Seddon	Bankside	9.15 –

Safe Swallowing for LD Carers

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Wednesday 18 th February	Priscilla Reed	Bankside	9.00 – 1.00
Wednesday 8 th April	Priscilla Reed	Bankside	9.00 – 1.00

Sexual Health & Awareness

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Monday 2 nd March	Maria Pollitt	Bankside	9.15 – 4.15
Thursday 28 th May	Maria Pollitt	Bankside	9.15 – 4.15

Signalong for LD Carers [Must attend all 5 sessions]

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Wednesday 29 th April	Priscilla Reed	Bankside	9.15 – 1.00
Wednesday 6 th May	Priscilla Reed	Bankside	9.15 – 1.00
Wednesday 13 th May	Priscilla Reed	Bankside	9.15 – 1.00
Wednesday 20 th May	Priscilla Reed	Bankside	9.15 – 1.00
Wednesday 27 th May	Priscilla Reed	Bankside	9.15 – 1.00

Introduction to Signalong

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Tuesday 17 th February	Priscilla Reed	Bankside	9.15 - 4.15

Visual Awareness - supporting people with a visual impairment

<u>Date</u>	<u>Trainer</u>	<u>Venue</u>	<u>Time</u>
Friday 27 th February	Peter Taylor	Bankside	9.15 – 1.00
Friday 1 st May	Peter Taylor	Bankside	9.15 – 1.00

Personal Development Fund

The service can help with financial support for staff wishing to take part in self development courses. The fund is for courses of particular personal interest, for example hobbies, languages, or any of the numerous local college courses available.

The service will pay 50% of the course fees up to a maximum of £50 per person.

As the scheme fund is limited, the granting of funding will be on a first come first served basis.

To apply:

- ◆ Request an application form from the training department, complete it and return.
- ◆ You will then shortly be notified of the amount of your award.
- ◆ The service will then issue a cheque for the amount agreed, on production of the course booking payment receipt.

To request your application form please contact the Training Department on Extension 205.

Staff Training and Development Information

EVALUATION OF TRAINING - In order to assist us in monitoring the quality and effectiveness of training we ask all participants to complete an evaluation form at the end of each course. The information provided is valuable to us in the planning and development of future courses.

Six weeks following the completion of a course a Post-Course Briefing Evaluation Form will be sent previously to a number of course participants. This is an important way for us to monitor the effectiveness of training within the organisation. A small number of course participants may be requested to take part in a short structured interview.

We appreciate your support in completing these evaluations.

CERTIFICATE OF ATTENDANCE - A Certificate of Attendance is provided for all courses. Where a course is accredited you will receive a competence certificate on successful completion.

EXTERNAL COURSES/CONFERENCES - Application to attend external courses, conferences or seminars should first be discussed in detail with your team leader. These must be approved by the director of the area where you work before being sent to the Training Department. It is essential to give as much information as possible when applying for an external course or conference including travel and accommodation costs.

LIBRARY - The Library is located in St Teresa's, and staff, volunteers, family members of people using our services and students on placement are able to borrow books and other material from the library and use the computer facilities. It is generally open Monday to Friday from 9.00 am to 4.30 pm. Further information on the library facilities are available from Reception.

FURTHER INFORMATION - Wherever possible we will try to fulfil additional requests for training.

Further information on staff training opportunities are circulated regularly through 'Directorate News' and 'Voice BOCS'.

A notice board located in St Therese's also gives up-to-date information on internal and external courses, conferences and other staff development information.