

North Lancashire Induction Training Calendar 2011 - 2012

Please note. For all courses delegates will be required to register no later than 9.15am.
All Courses will start at 9.30am prompt. Courses will finish at 4.00pm with half an hour for lunch unless otherwise stated.

Courses will be held at Morecambe Office, York House, 76 Lancaster Road, Morecambe, Lancashire, LA4 5QN unless otherwise stated.

TRAINING	Time	Provider	Trainer	Target Staff	Update	Mandatory	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012
7 DAY INDUCTION PROGRAMME (for staff from all services)																		
Common Induction Standards Training initial 4 day course See Common Induction Standards breakdown for full details of trainers and when specific sessions need to be updated.	9.30am – 4.00pm	Creative Support	Various	New staff	Only need to do full programme once – see breakdown for details	Yes for all staff	10, 11, 12, 13	7, 8, 9, 10				4, 5, 6, 7				7, 8, 9, 10		
Medication Awareness (Boots Accredited and Creative Support Policies and Procedures)	9.30am – 4.00pm	Boots and Creative Support	Boots Pharmacist & Gina Menzies/ Lisa Coulton	All Staff	Does not need updating	Yes for all staff who deal with meds at any level	16	13				10				13		
Manual & People Handling Awareness	9.30am – 4.00pm	Creative Support	Paul Unsworth/ Sariya Sinzara	All Staff	Annual Update	Yes for all staff	17	16				11				14		
Emergency First Aid in the Workplace 1 day course	9.30am – 4.00pm	Imperative Training	Various	All Staff	3 year update	Yes for all staff	18	15				12				15		

Challenging Behaviour & Personal Safety/De-escalation Training will be held at the Morecambe Office
Breakaway and Physical Intervention Training will be held at the Clarendon Hotel in Morecambe

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ADDITIONAL INDUCTION TRAINING FOR LEARNING DISABILITY STAFF – If you need this training you will have been informed by your manager																		
Challenging Behaviour and Personal Safety/De-escalation Training 1 day course	9.30am – 4.00pm	Creative Support	CITRUS Team	LD Staff	3 year refresher	For identified services			8				4				2	
Breakaway Techniques CITRUS Model	9.30am – 4.00pm	Creative Support	CITRUS Team	Identified LD Staff	Annual Update	For identified services			15				10				9	
Physical Intervention CITRUS Model	9.30am – 4.00pm	Creative Support	CITRUS Team	Identified LD Staff	Annual Update	For identified services			22				18				16	

Day 1	CIS	Day 2	CIS	Day 3	CIS	Day 4	CIS
Am - Principles of Care - Role of the Worker Trainers – Lesley Alston & Charlotte Rasmussen		Am - Health & Safety Trainers – Jonathan McGrath, Tom Jones & Michala Kerton		Am - Equality & Diversity and Professional Development Trainers – Lisa Coulton & Julie Cairns		Am - Person Centred Approaches Trainers – Garry Lumb & Allan Burton	
Responsibilities and limits of your relationship with an individual.	1.1.1	Know how to recognise and handle adverse events incidents, errors and near misses.	5.4.1 5.4.2 5.4.3	Competence in your own work role within the sector.	2.1.2 2.1.3 2.3.3	Provide inclusive support.	4.2.1 4.2.2
Working in ways that are agreed with your employer. Policies and procedures of the organisation	1.1.2 1.2.1	Roles and responsibilities relating to health and safety in the work setting.	8.1.1 8.1.2 8.1.3 8.1.4 8.1.5	Understand the importance of reflective practice	2.2.1 2.2.2	Understand how duty of care contributes to safe practice.	5.1.1
The importance of working in partnership with others, carers, families, advocates. The importance of working in teams Ways of working that help improve partnership with others	1.3.1 1.3.2 1.3.3	Health and safety risk assessments	8.2.1 8.2.2	Evaluate own performance Produce a personal development plan.	2.4.1 2.4.2 2.4.3	Promote person centred values in everyday work.	7.1.1 7.1.2 7.1.3
Competence within your own work role within the sector Professional boundaries GSCC codes of practice	2.1.1	Responding to accidents and sudden illness.	8.4.1 8.4.2	Use learning opportunities and reflective practice to contribute to personal development.	2.5.1 2.5.2 2.5.3 2.5.4	Work in a person centred way. Recognise the features of person centred support Understand why it is important to find out the history and preferences of individuals. Understand how the changing needs of individuals are reflected in the support plan.	7.2.1 7.2.2 7.2.3
		Handling hazardous substances.	8.6.1 8.6.2	The value and the importance of equality and inclusion.	4.1.1 4.1.2 4.1.3 4.1.4	Understand the importance of consultation with individuals	7.2.4
		Preventing the spread of infection.	8.7.1 8.7.2 8.7.3 8.7.4 8.7.5	Access information, advice and support about equality and inclusion.	4.3.2	Supporting active participation.	7.4.1 7.4.2 7.4.3 7.4.4
		Promoting fire safety in the work setting.	8.8.1 8.8.2	Know how to recognise and handle adverse events, incidents, errors and near misses.	5.3.1 5.3.2 5.3.3 5.3.4	Supporting individual's rights to make choices.	7.5.1 7.5.2 7.5.3 7.5.4
		Security measures in the work environment.	8.9.1 8.9.2	Ways to reduce likelihood of abuse	6.2.2	Promoting spiritual and emotional well being.	7.6.1 7.6.2 7.6.3

Pm - Safeguarding Adults & Children	CIS	Pm - Good Record Keeping	CIS	Pm - Dementia Awareness Stress & Nutrition	CIS	Pm - Effective Communication	CIS
Pm - Safeguarding Adults & Children Trainers – Heather Dale-Ball, Debby Rodwell, Allan Burton		Pm - Good Record Keeping Trainers – Allan Burton & Ray Mowat		Pm - Dementia Awareness Stress & Nutrition Trainers – Lesley Alston		Pm - Effective Communication Trainers – Garry Lumb & Allan Burton	
Provide inclusive support.	4.2.3	Be able to handle information in agreed ways. Be aware of how to keep records that are up to date, complete, accurate and legible.	1.4.1 1.4.2	Recognising possible signs of dementia. Be aware of the differences between depression, confusion and dementia. Understand the importance of early diagnosis. Know who to tell if you suspect the symptoms are associated with dementia	7.3.1 7.3.2	Importance of effective communication in the work setting. Be aware of the reasons why people communicate Understand how communication affects relationship in the work setting. Know why it is important to observe an individuals reactions when communicating with them.	3.1.1 3.1.2 3.1.3
Understand how duty of care contributes to safe practice.	5.1.2	Be aware of agreed procedures for: recording information, storing information and sharing information.	1,4,3	Managing stress. Recognise common indicators of stress in yourself and others. Be aware of circumstances that tend to trigger stress in yourself and others. Know ways to manage stress	7.3.3 7.3.4	Meeting the communication and language needs, wishes and preferences of individuals.	3.2.1
Know how to address dilemmas that may arise between an individual's rights and duty of care.	5.2.1 5.2.2 5.2.3	Be aware of how to and to whom to report if you become aware that agreed procedures have not been followed	1.4.4	Food safety, nutrition and hydration Understand the importance of food safety. Understand the importance of good hydration and nutrition. Recognise signs and symptoms of poor nutrition and hydration. Be aware of ways in which to promote good nutrition and hydration.	8.10.1 8.10.2 8.10.3	Understand a range of communication methods and styles that could help meet an individuals communication needs. Non verbal communication	3.2.2 3.22
Recognising signs of harm or abuse	6.1.1 6.1.2 6.1.3 6.1.4	Understand principles and practices relating to confidentiality.	3.4.1 3.4.2		8.11.1 8.11.2		3.3.1 3.3.2 3.3.3
Ways to reduce likelihood of abuse.	6.2.1 6.2.2	Recognise barriers to effective communication. Be aware of ways to reduce barriers to effective communication.	3.4.3 3.4.4		8.11.3 8.11.4	Overcoming difficulties in promoting communication. Recognise barriers to communication Be aware of methods to reduce barriers to communication Be aware of sources of support and information that are available	
Responding to suspected or disclosed abuse.	6.3.1 6.3.2 6.3.3	Know how to check communication has been understood to minimise misunderstandings. Be aware of sources of information and support or services to enable more effective communication					
National and local context of protection from harm and abuse	6.4.1 6.4.2 6.4.3						

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STAND ALONE STAFF DEVELOPMENT SESSIONS																		
HEALTH & SAFETY TRAINING																		
Manual & People Handling Awareness Refresher	9.30am - 4.00pm	Creative Support	Paul Unsworth & Sariya Sinzara	Staff who need to update	Annual Update	Yes for all staff				15			14		23			
Basic Food Hygiene Level 2	9.30am - 4.00pm	Trafford Borough Council	Martin Ford	Staff directly responsible for storage & preparation	Recommended refresher course once every 3 years	Yes – for staff who handle food/cook meals regularly	26				22			8			15	
Electrical Safety Workshop	1.00pm – 4.00pm	Creative Support	Trevor Stringer	All staff	No update needed	Yes for all staff							22					
Infection Control in the Workplace	9.30am – 12.30pm	Creative Support	Allan Burton	All staff	Needed only if law changes	Yes for all staff			6			19			11			11

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STAND ALONE STAFF DEVELOPMENT SESSIONS																		
WORKING WITH PEOPLE WITH LEARNING DISABILITIES																		
Learning Disability Assessment, Support Planning & Risk Assessment 2 Day course	Staff must attend both days to be awarded a certificate of attendance																	
Assessment, Support Planning & Risk Assessment (Learning Disability)	9.30am – 4.00pm	Creative Support	Margareta Whipday	All Learning Disability Staff	No need to update	Mandatory for all Learning Disability staff. To receive certificate people will also need to attend Person Centred Planning & Thinking				23								20
Person Centred Planning & Thinking (Learning Disability)	9.30am – 4.00pm	Steve Winfield	Steve Winfield	All Learning Disability Staff	No need to update	Mandatory for all Learning Disability staff. To receive certificate people will also need to attend Assessment, Supporting Planning & Risk Assessment				24								21
Introduction to Learning Disability	9.30am – 4.00pm	Steve Winfield	Steve Winfield	All staff new to learning disability	No update needed	Yes - For all learning disability staff		14			8				19			26
Successfully Supporting People on the Autistic Spectrum	9.30am – 4.00pm	Creative Support	Darrell Groves & Midge Dowthwaite	Identified Staff	No need to update	Mandatory for identified autism specific projects. Recommended if you work in learning disability					1 & 2							5 & 6

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STAND ALONE STAFF DEVELOPMENT SESSIONS																		
WORKING WITH ALL SERVICE USERS																		
Mental Capacity Act, Deprivation of Liberty Safeguards & The Essential Standards	9.30am - 12.30pm	Creative Support	Ray Mowat	All staff	No need to update	Yes for Senior Support Worker and above. Recommended for Support Workers						26		14		22		18

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STAND ALONE STAFF DEVELOPMENT SESSIONS																		
MANAGEMENT AND LEADERSHIP WORKSHOPS																		
Train the Trainer (2 Day Course)	9.30am - 4.00pm	Creative Support	Michael Johnson	Trainers/ Tutors	No need to update	Mandatory for all staff who deliver training	Dates to be confirmed											

