

Training Programme

February-April 2012

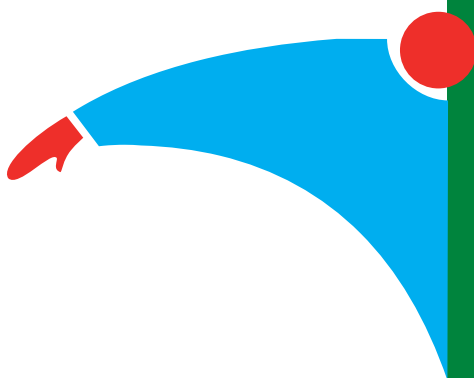
Free training for care workers, volunteers and unpaid carers



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About Borders Care Learning Network (BCLN)

Borders Care Learning Network (formerly Borders Learning Network) was formed in 2009 following a training audit of care providers. It aims to:

- support training and development needs in partnership across health and social care
- commission training that is tailored and responsive to evolving priorities
- provide free, inclusive training for those working and volunteering in health and social care, and for service users and carers.
- arrange network meetings, on a locality basis, open to those who work in, or have an interest in, the sector
- conduct a training audit regularly to help to plan training and to support organisations in sharing resources.

Courses and workshops are provided by our in-house experienced staff, or by external trainers.

We will be organising other special and one-off training events, in addition to the courses listed in this publication. A networking day for activity co-ordinators will be held at a date to be announced. In addition, we are happy to discuss your own training needs – please get in touch.

For further information, contact Mary or Meg at BCLN on 01896 757290, email training@bvccf.org.uk or visit www.bvccf.org.uk/borders-learning-network

Who is the training for?

Training for care workers, volunteers and unpaid carers

The training is open to staff and volunteers in the care sector, and to unpaid carers. All of the courses were requested through the BCLN training audit and are aimed at developing capacity. Topics for the workshops cover underpinning knowledge for care workers, and are linked to the continuous learning framework, supporting learning, development and improved practice.

Training for care sector managers

The training is aimed at increasing the capabilities of managers, and those new to, or looking to move into, management across the spectrum of health and social care services. It will build into a comprehensive package, introducing attendees to the skills needed for competent management.

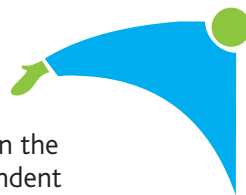
Training for family carers

This training, funded by NHS Borders, is aimed at people who care for a family member, friend or neighbour. The courses aim to help carers to build on and develop their skills and to increase their confidence.

Improving mental wellbeing in older age

A series of awareness raising workshops to improve the mental wellbeing of older people, delivered to community groups, lunch clubs, etc, around the Borders. Funded by NHS Borders, these workshops have been designed to promote positive mental wellbeing and create 'Mental Wellbeing Champions' to take forward awareness-raising programmes.

Training for Care



Eligibility: Open to anyone working or volunteering in the care sector (in statutory, third sector and independent organisations), and unpaid carers.

Location: Seton Care Offices, Duns (Old Borders College)

Cost and Level: Free (however those who book for a training day and fail to turn up will be charged £20 to cover administration costs. Under special circumstances, the costs for unpaid carers will be met by BCLN). Training will be delivered at an appropriate level to build confidence and promote good working practice. Tea/coffee will be provided.

Date	Time	Course
Tuesday 7th February	1.30- 3.30pm	Communication Skills <ul style="list-style-type: none">■ spoken communication■ non verbal communication■ personal space.
Thursday 23rd February	10am- 3pm	Coping with Stress <ul style="list-style-type: none">■ understand and recognise particular stresses■ assessing our own stressors■ adaptive ways of working with our stress■ coping strategies■ new approaches for working actively with our own situations.
Tuesday 6th March	1.30- 3.30pm	Looking at Our Working Practice <ul style="list-style-type: none">■ how we affect others■ better ways of working■ consequences of good practice.
Monday 19th March	1.30- 3.30pm	Basic Food Safety <ul style="list-style-type: none">■ handling food■ storing food■ basic food hygiene.

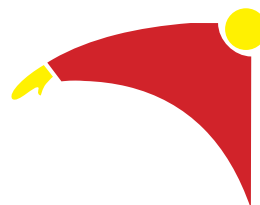
Date	Time	Course
Tuesday 22nd March	10am- 3.30pm	Values and Recording <ul style="list-style-type: none"> ■ our own values and their impact on our work ■ how best to work with clients' values and choices ■ best practice in recording, accurately, objectively and with respect...
Wednesday 4th April	1.30- 3.30pm	Dealing with Difficult Situations <ul style="list-style-type: none"> ■ causes of conflict ■ skills for coping with difficult situations ■ conflict-resolving styles ■ reflect and learn from personal experience.

Further training courses will delivered during April-July and September-December 2012 in Hawick, Galashiels and Duns.
Topics will include:

Introduction to Autism	Assertiveness
Advanced Autism	Body Language
Bereavement Awareness	Learning Styles
Care Planning	Listening Skills
Dementia and Learning Disabilities in Older Age	Telephone Skills
Falls Prevention	Working in Groups
Palliative Care	Promoting Mental Wellbeing
Infection Control	Health and Safety
Introduction to Dementia	Managing Risk
Recognising Depression	Moving and Handling
Medication Handling	

Training for Care Sector Managers

Eligibility: Open to those who are new to, or have an interest in, management in the care sector, or managers who wish to update their skills.



Location: Galashiels

Cost and level: Free, however those who book for a training day and fail to turn up will be charged £20 to cover administration costs. All courses will be tailored to fit the skills and experience of the attendees. Tea/coffee will be provided.

Date	Time	Course	Venue
Monday 6 th February	9am-4pm	Introduction to Management <ul style="list-style-type: none">■ the role of the manager■ effective communication skills.	Old Gala House, Galashiels
Tuesday 14 th February	9am-4pm	Personal Effectiveness <ul style="list-style-type: none">■ interpersonal effectiveness■ assertiveness■ time management■ emotional intelligence.	Old Gala House, Galashiels
Wednesday 22 nd February	9am-4pm	Working in Teams <ul style="list-style-type: none">■ team building■ decision making■ problem solving.	Old Gala House, Galashiels
Thursday 1 st March	9am-4pm	Leadership <ul style="list-style-type: none">■ engagement through motivation and leadership	Old Gala House, Galashiels
Friday 9 th March	9am-4pm	Managing Change <ul style="list-style-type: none">■ project and change management■ presentations of key learning.	Old Gala House, Galashiels

Date	Time	Course	Venue
Monday 12 th and Tuesday 13 th March	9am- 4pm	CALM (Crisis & Aggression Limitation Management) Managing Challenging Behaviour <ul style="list-style-type: none"> ■ explore obligations in regard to the safety of staff and service users ■ organisational arrangements for the assessment and management of challenging behaviour. 	Langlee Community Centre, Galashiels
Tuesday 20 th March	9am- 5pm	Coping with Stress <ul style="list-style-type: none"> ■ recognise stress ■ adaptive ways of working with your own stress ■ coping strategies ■ new approaches. 	Old Gala House, Galashiels
Monday 26 th March	9am- 4pm	CALM (Crisis & Aggression Limitation Management) Personal Safety <ul style="list-style-type: none"> ■ identify factors contributing to aggressive behaviour and 'high risk' situations ■ key elements of a 'safe system' of work. 	Old Gala House, Galashiels
Tuesday 27 th March	9am- 4pm	Equality and Diversity <ul style="list-style-type: none"> ■ attitudes to difference and prejudice ■ key terms and concepts ■ key features of the Equality Act 2010 ■ unlawful discrimination. 	Old Gala House, Galashiels
Thursday 29 th March	9am- 5pm	Training Skills <ul style="list-style-type: none"> ■ engaging with learners ■ learning styles ■ presenting information. 	Old Gala House, Galashiels

Training for Family Carers

Eligibility: Open to residents of the Scottish Borders, who care for a family member, friend or neighbour.

Location: Various locations

Cost and Level: Free. Assistance with travel costs available if required. Lunch will be provided for all-day courses.

Date	Time	Course	Venue
Wednesday 15th February	10am- 3pm	Coping with Stress Day 1 <ul style="list-style-type: none"> ■ emotional, physiological and cognitive effects of stress ■ short term and long term stress and its impact ■ reducing stress ■ developing an action plan. 	Community Centre, Peebles
Wednesday 29th February	6pm - 8pm	Adults with Incapacity <ul style="list-style-type: none"> ■ How to safeguard your interests and those of the person you care for. 	The Hive, Low Buckholmside, Galashiels
Thursday 1 st March	10am- 3pm	Assertiveness Day 1 <ul style="list-style-type: none"> ■ distinguish between assertiveness and aggression ■ practice techniques ■ group dynamics ■ technique used to inhibit others and ways to counteract them. 	Quaker Meeting House, Kelso
Wednesday 14th March	10am- 3pm	Coping with Stress Day 2 <ul style="list-style-type: none"> ■ This will give those who attended Day 1 an opportunity to look at the impact of the training and to practice their skills 	Old Gala House, Galashiels

Date	Time	Course	Venue
Wednesday 28 th March	10am-3pm	Assertiveness Day 2 ■ This will give those who attended Day 1 an opportunity to continue to develop their skills.	Langlee Community Centre, Galashiels
Thursday 31st May	10am-3pm	Dealing with Difficult Situations ■ personal values ■ assessing risk for ourselves and others ■ coping mechanisms.	Red Cross, Galashiels
Thursday 14 th June	10am-3pm	Developing Confidence with Others and in a Group ■ gaining the skills and confidence to speak up for yourself or others ■ how others get involved.	Red Cross, Galashiels

We are now planning courses on the following subjects, which will take place later in the year – please get in touch for more information:

- Basic Computing Skills
- Managing Money
- Employment Skills



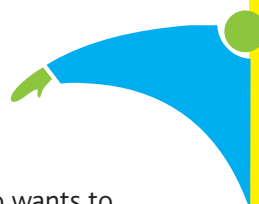
Other courses can be arranged on request.

Borders Carers Centre

The Princess Royal Trust Borders Carers Centre in Galashiels - which is committed to providing appropriate training for carers who live in the Scottish Borders and who care for a family member, partner or friend - also provides a range of free courses. Details of forthcoming courses are listed below, and for information on these and other training events, please call 01896 752431.

Dates	Times	Course	Venue
8th February	10.30 - 11.30am	Falls Prevention	Borders Carers Centre, Galashiels
20th February	10am - 1pm (followed by sandwich lunch)	Managing Guilt	Borders Carers Centre, Galashiels
At your convenience	To be arranged with Moving and Handling Instructor	Moving and Handling	In your own home
29th February 7th March 14th March 21st March 28th March 11th April	10am - 1pm (followed by a sandwich lunch)	Wellness Recovery Action Planning (Participants will attend 6 weekly sessions)	Borders Carers Centre, Galashiels
Oral Health	1.30 - 2.15pm	21st March	Borders Carers Centre, Galashiels

Improving Mental Wellbeing in Older Age



Eligibility: Open to anyone in the Scottish Borders who wants to think about what promotes good mental wellbeing in old age.

Location: Various locations throughout Borders

Cost and Level: Free. Tea and coffee will be provided.

This programme of events aims to raise awareness of maintaining mental wellbeing into older age. It will run through the first half of the year and will consist of three tiers:

Tier 1 - In February and March there will be a series of roadshows around the Borders, looking at what promotes and maintains good mental wellbeing in older age. These will be two hour sessions that anyone within the community can attend.

Dates	Times	Roadshow Venue
1 st February	10am-noon	Langlee Community Centre, Galashiels
1 st February	2pm-4pm	Corn Exchange, Melrose
1 st February	6pm-8pm	Abbotsford Arms, Galashiels
8 th February	10am-noon	Abbey Row, Kelso
8 th February	2pm-4pm	Town Hall, Greenlaw
8 th February	6pm-8pm	Village Hall, Gordon
8 th March	10am-noon	Town Hall, Stow
8 th March	2pm-4pm	Public Hall, Lauder
15 th March	10am-noon	Volunteer Hall, Duns
15 th March	2pm-4pm	Ark Community Centre, Whitsome
15 th March	6pm-8pm	Rodger Hall, Coldstream

Dates	Times	Roadshow Venue
21 st March	10.00-12.00	Community & Arts Centre, Jedburgh
21 st March	14.00-16.00	New Horizons, Hawick
21 st March	18.00-20.00	Rugby Club, Selkirk

Tier 2 – In February and March, we will be working with groups, organisations and workplaces to help them consider their work practices and whether they are promoting wellbeing for their clients. Those taking part will get support to develop tailored action plans for promoting good mental wellbeing

Tier 3 – After March, we will train and support volunteers to become wellbeing champions. These volunteers will continue the work within their communities and groups.

Any organisation who would like support and training to develop an action plan to promote good mental wellbeing is asked to get in touch.

PLEASE READ BEFORE COMPLETING FORM OPPOSITE

CONDITIONS OF BOOKING:

- Borders Care Learning Network reserves the right to alter the contents or delivery of a course.
- Borders Care Learning Network reserves the right to cancel any advertised courses.
- Borders Care Learning Network cannot guarantee full accessibility, or the use of special equipment, unless notified of requirements when booking.

BOOKING FORM

Course Title	Course Date

YOUR DETAILS

Contact Name	
Company <i>(if appropriate)</i>	
Address:	
Town:	
Postcode:	
Tel No.:	
E-mail:	

Any special requirements? _____

Signature: _____ Date: _____

Is there any other training you would like to find out more about, or would like us to develop? *(use overleaf if required)* _____

If you would like to book a place on more courses, please call or e-mail us and we will send you more booking forms.

Please return this completed form before the course begins to:

Borders Care Learning Network, Roxburgh House Court,
Roxburgh Street, Galashiels TD1 1NY

Call 01896 757290 or e-mail training@bvccf.org.uk





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