

Building a Better Business Workshop

Diversity and Equality

Thursday 23rd September 2010

Group House, Sutton, Surrey, SM1 4SL



Workshop presenter: **Wosiela Bobie**

The Equality Bill is due to become law in 2010. This will make major changes to discrimination law including permitting positive action in recruitment and promotion. There will also be substantial amendments to the law on disability discrimination.

Discussions during this workshop will focus on how you can incorporate practices into the workplace to ensure you are not in breach of age, race, religious, disability, gender, sexual orientation, bullying, harassment and the recruitment of ex-offenders legislation.

The workshop will help you to understand how to eliminate discrimination, reduce inequality, protect human rights and build good relations with staff and service users for a fairer and more equal work place.

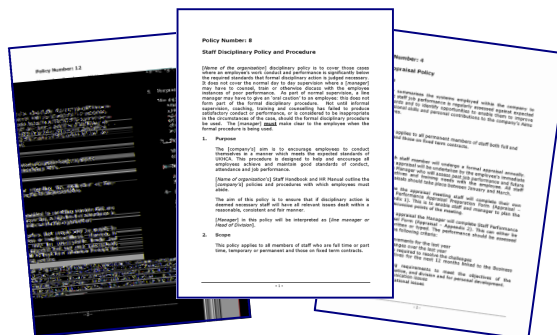
It will also help you understand how to put together policies that will help increase transparency and coherence in your organisation as well as provide an overview of the basic legal position, and giving suggestions for good employment practices.

There will an opportunity to ask questions

about the current market during the workshop and afterwards you are invited to follow up any local issues you might have over the phone.

Wosiela Bobie is UKHCA's Human Resource Manager and has had significant experience in dealing with human resource issues.

Wosiela writes regularly for UKHCA's Homecarer and has written many of the human resource publications for the website.



A selection of relevant policies will be made available at this workshop.

Workshop price

UKHCA Members £45+vat (£52.88): Non-members £70+vat (£82.25)

In addition to our range of services, UKHCA's member organisations enjoy substantial discounts on conference fees and publications. For more information visit: www.ukhca.co.uk/joining.aspx.

UKHCA, Group House, 52 Sutton Court Road, Sutton, SM1 4SL

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Aims of the workshop

To gain a better understanding of the law and best practice.

To gain ideas on how to facilitate the positive handling of these aspects of employing people with a view to creating harmonious workplaces, and fair treatment.

Objectives

To identify positive and negative issues associated with these areas; successful strategies and policies to cope with conflict resolution, the role of third parties (service users).

To know where to get advice and information needs in these areas, including awareness of the law and support services such as ACAS.

Learning outcomes

Delegates will be able to handle day to day issues and challenges in relation to discrimination, accommodate employee requests, handle complaints and grievances and build knowledge and understanding.

Managers will know the role they play in tackling discrimination and help sustain a cultural change in the organisation from the recruitment process to organisational policies.

Workshop programme

09:00 **Registration and refreshments**

09.45 The morning session will cover:

- Key issues in Diversity and Equality—The law
- (Age, Race, Sex & Sexual Orientation)
- Direct and Indirect discrimination
- Bullying, Harassment, Victimisation
- Part-time workers, Fixed Term workers

Refreshments will be served during the morning session

13:00 **Lunch—a valuable opportunity to network over lunch**

14.00 The afternoon session will cover:

- Disability Discrimination
- Religious Discrimination

Refreshments will be served during the afternoon session

16:00 **Close of workshop**

The programme may be subject to change without notification

UKHCA Resource Packs

Below are some of the training resources available from UKHCA. To view further resources

Caring for People with Dementia: A Training Guide for Domiciliary Care Workers

This training guide has been written using the principles within the Skills for Care Knowledge Set for dementia. The training guide contains information about the different types of dementia and how people with dementia can be supported at home. The training guide can be used as a management resource, as a self-directed learning tool or as a framework for an in-house training course.

Included in the pack is a training guide, a set of acetates, exercises, competency tests and some aide memoirs designed for care workers to take home as a reference.

A4 File 138pp. £40 (UKHCA members) £95 (non-members)



Infection Control Train the Trainer Programme

This training programme has been written specifically for domiciliary care staff using the principles within the Skills for Care Knowledge Set for infection control. The programme is designed to help organisations raise awareness of the control of infection, how it spreads and what can be done to prevent or reduce infection. The training guide has been designed to help you run your own in-house infection control training programme.

Included in the pack is a training guide, a set of acetates, exercises and a list of resources.

A4 File 80pp. £28.75 (UKHCA members) £53.75 (non-members)

Food Hygiene Train the Trainer Programme

This training programme has been written specifically for domiciliary care staff, using the food hygiene principles within the Skills for Care Knowledge Set for nutrition and well-being. The pack allows staff to be trained in-house in good hygiene techniques during food preparation, storage and cooking.

Included in the pack is a training guide, a set of acetates, exercises, a set of basic food hygiene test papers and a list of resources.

A4 File 147pp. £40 (UKHCA members) £95 (non-members)

Nutrition Resource Guide and Training Programme

This resource pack and training programme has been written specifically for domiciliary care staff, using the principles within the Skills for Care Knowledge Set for nutrition and well-being. The pack allows staff to be trained in-house in the principles of nutrition, menu planning and food preparation.

Included in the pack is resource guide, a training programme, exercises and handouts.

A4 File 168pp. £37.50 (UKHCA members) £85.00 (non-members)

