

Welcome to the With Respect: Dignity in Homecare in Wales Training Programme. This Training Programme has been developed specifically for the domiciliary care sector in Wales with funding from the Welsh Assembly Government, via the Dignity in Care National Co-ordinating Group. It is designed to enable managers and care staff to provide services in a dignified and respectful manner and to assist organisations meet the Welsh Assembly Government's Dignity and Respect in Care Programme.

When you open the CD, you will find our files. The files are available in Adobe Reader, which you can download free of charge from the Adobe website and Microsoft PowerPoint.

The files consist of:

- **A Trainer's Guide** - this contains lesson plans with timings, materials required during the session and a corresponding set of tutor's course notes, to enable the trainer to run Dignity in Care training sessions.
- **A PowerPoint presentation** – to accompany the training programme that can be used through a computer and data projector or the slides can be printed off onto acetates for use with an overhead projector.
- **Exercise sheets** - to help to break up the training and check the understanding of delegates. Exercise sheets are numbered and these correspond to those referred to in the tutor's course notes.
- **Handouts** – to assist with the exercises and for delegates to keep as a future reference.

The training programme is modular in design allowing for complete flexibility in the way it is used, for example:

- You can carry out training module by module; these can range from 15 minutes to 90 minutes in length.
- The training can take place as an entire session using all the modules, which will take approximately 3½ hours.
- You can carry out training using several modules together, allowing you to choose which sessions to run in the time you have available. Each module plan in the trainer's guide gives an indication of the time required for each module.

The training programme is participative in nature, using exercises and other materials to challenge attitudes and behaviours and promote good practice.

Open the files and print off the trainer's guide, acetates and as many of the handouts and exercises as you wish prior to running your training session.