

Delivering Successful Training Workshop



Wednesday 19th September 2012

London—Venue to be confirmed

Tuesday 20th November 2012

Chester—Venue to be confirmed

Workshop presenter: Sarah King

In house training is increasingly becoming the preferred method of delivering training within domiciliary care organisations.

There are many benefits of having an in-house trainer including:

- Cost saving
- Having a peer trainer
- Being able to deal with staff turnover quickly
- The development of internal staff
- Matching the training style to the organisation
- Having an internal resource.

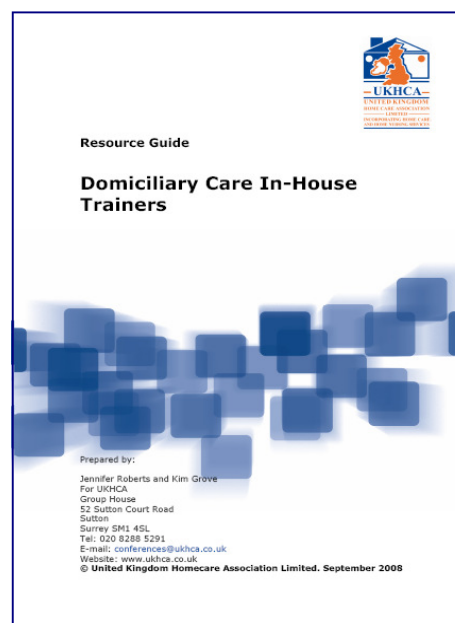
Training, like any other skill, can be learnt.

The Delivering Successful Training Workshop will:

- Take you on a whistle stop tour of how to develop and deliver successful in-house training;
- Include an overview of the Qualification Credit Framework;

- Provide information about funding and other resources that are available to you when delivering training.

Delegates will receive a training resource pack to accompany this workshop.



Workshop prices

UKHCA Members: £102.00 (Inc. VAT): Non-Members: £192.00 (Inc. VAT)

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.

Aims of the workshop

This workshop is aimed at staff who are not qualified trainers, are new to the role of in-house trainer or have minimal training experience.

The workshop will cover all aspects of training, including the new Qualifications and Credit Framework (QCF) as specified within the programme, and will assist staff in preparing for the role of in-house trainer.

At the end of the workshop staff will feel more confident with their in-house training role and will be prepared for more intensive training.

Workshop programme

09.30 **Registration and refreshments**

10.00 Training definitions—what constitutes training

The role of the trainer—the skills and key requirements of the role;
what the training role includes; internal vs. external trainers; training qualifications

Training and development plans—organisational, team and individual plans

Funding training—sources of funding

Training budgets—developing, costing and monitoring training budgets

Quality and Credit Framework—explanation and update

Morning session to include refreshments

13.00 **Lunch - a valuable opportunity to network**

13.45 Learning styles—understanding how people learn and their preferred learning styles

Communication—what constitutes communication; verbal and non-verbal communication

Training preparation—session planning; producing materials; publicity

Training delivery—styles of delivery

Presentation skills—gaining attention; good and bad presentational skills; use of equipment

Training evaluation—the benefits of evaluation; evaluation tools

Afternoon session to include refreshments

16.00 Close

The programme may be subject to change without notification

Who should attend?

Newly or recently appointed, unqualified in-house training staff from organisations providing domiciliary care from the private sector; voluntary sector or public sector.

It will also be of benefit to sheltered housing organisations; extra care organisations or housing associations that may provide care.

UKHCA Resource Packs

Below are some of the training resources available from UKHCA. To view further resources please go to www.ukhca.co.uk/productlist.aspx.

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 PowerPoint presentation, exercises, competency tests and some aide memoirs designed for care workers to take home as a reference.

A4 File 138pp. £25.00 (UKHCA members) £50.00 (non-members)

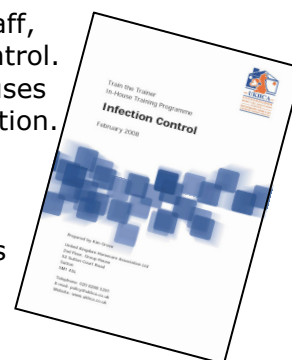


Infection Control Train the Trainer Programme

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 causes 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 PowerPoint presentation, exercises and a list of resources.

A4 File 80pp. £25.00 (UKHCA members) £50.00 (non-members)

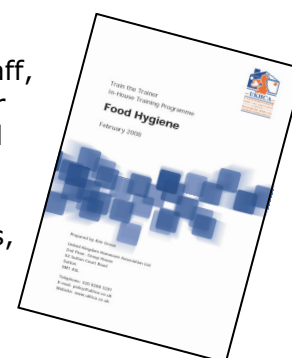


Food Hygiene Train the Trainer Programme

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 PowerPoint presentation, exercises, a set of basic food hygiene test papers and a list of resources.

A4 File 147pp. £25.00 (UKHCA members) £50.00 (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 hand-outs.

A4 File 168pp. £25.00 (UKHCA members) £50.00 (non-members)

