

Training Brochure

January to December 2009

Welcome

Welcome to our new look training brochure for 2009.

We hope that you are able to plan and budget your training needs against the courses we are able to provide you with. We always ensure that our services meet the changing needs of your organisation and our friendly and helpful staff are on hand to discuss your specific requirements.

We pay particular attention to the quality and experience of our trainers who are all highly qualified and experienced in their fields of knowledge.

We will continue to offer open, in-house and flexible courses at affordable prices.

Please look through our brochure and chose a course which suits your needs. For further information or if you cannot find what you are looking for please contact us on 01245 357132 or info@totalwellbeing.org.uk.

In House Training

In-house training are aimed at care organisations with a group of staff who all need training on the same topic. We are able to offer all the events listed in this brochure plus many other titles of your choice.

This is a cost effective way of training eight or more of your staff.

Our flexible training solutions allow organisations to place a minimum of three delegates onto a course whilst we promote the event to other organisations and care homes with a view to recruiting a minimum of eight delegates.

Prices start from £400 per day fully inclusive.

Certificates of attendance are provided to evidence continuous professional development.

Further information is available by contacting us on 01245 357132 or info@totalwellbeing.org.uk

Management

Our suite of management courses focus on enhancing organisational performance through individuals.

These short courses have been designed to give you the tools needed to improve your skills and underpinning knowledge. The content is based on current and developing management practices.

Our one day management 'taster' will give aspiring managers or senior staff the opportunity to explore what being a manager could mean for them. Delegates on the day will acquire some practical skills which will benefit them immediately.

Below is a list of management courses we provide:

- Motivational skills for staff
- Performance monitoring
- Supervision and coaching
- Dealing with challenging behaviour in the workplace
- Introduction into marketing your business
- Customer care and leadership
- Time and Stress Management
- Effective Record Keeping
- Communication and presentation skills
- Report writing
- Mentoring
- Understanding organisational culture and its effect on the business
- Managing difficult people
- Modern Management in the Care Sector
- Effective Recruitment and Selection
- Financial Management
- Equality in the Workplace

Cost: from £110 per delegate. These courses can be delivered as part of the in house training package.

Full course descriptors are available. Contact us on 01245 357132.

Care and Wellbeing

Our care and wellbeing courses are aimed at those involved in providing direct care services particularly to older people. These packages have been designed for delegates from all care settings, residential, nursing, sheltered housing, hospital, day care and domiciliary.

Our training courses provide up to date information and offer suggestions, solutions and practical tips for good practice. Each course can be used to evidence quality training for the Commission for Social Care Inspection.

Below is a list of care and wellbeing courses:

- Challenging behaviour – working safely with adults
- Crafts and older people
- Working with chronic illnesses
- Falls and older people
- Mobility and chronic illnesses
- Mobility and exercise
- Nutrition and older people
- Person centred care
- Back Care
- Bereavement, loss and change
- Moving and Handling for Carers
- The ageing process
- Mental capacity act
- Communicating effectively
- Creative activities and older people
- Understanding the principles of care
- Moving and Handling update
- Reminiscence
- Safeguarding Vulnerable Adults
- Depression in older people
- Mental health in later life
- Palliative care for end of life
- Moving and Handling (Train the Trainer)
- Handling stroke patients
- Exercise and obesity
- First aid at work

Cost: £85 per delegate. These courses can be delivered as part of the in house training package. Full course descriptors are available. Contact us on 01245 357132.

Dementia

Our dementia training courses are aimed at those involved in providing direct care services. These packages have been designed for delegates from all care settings, residential, nursing, sheltered housing, hospital, day care and domiciliary.

These specific courses have been developed with the National Dementia Strategy in mind and compliment the recommendations laid out in the Strategy.

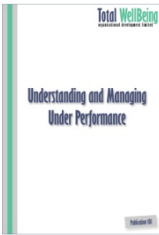



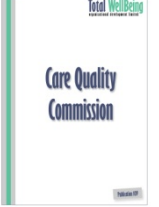
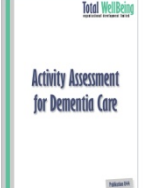
Below is a list of generic courses available. For a more bespoke review of what dementia training is required for your organisation please contact us to discuss our training need analysis package.

- Dementia Awareness for Adults and Older People
- Activities that Support Dementia Needs
- Dementia Awareness – People with Learning Disabilities
- Individual Goal Setting for Older People with Dementia and Risk Assessment
- Care Planning for Older People with Dementia
- Eating, Food & Nutrition for Older People with Dementia
- Depression and Dementia
- Personal Care and Continence for Older People with Dementia
- Dementia Awareness – Younger People with Dementia
- Responding to Behaviours that Challenge
- Effective Communication and Mobility for People with Dementia
- Medication and Dementia
- Palliative Care for Older People Living with Dementia, End of Life

Cost: £85 per delegate. These courses can be delivered as part of the in house training package.

Full course descriptors are available. Contact us on 01245 357132.

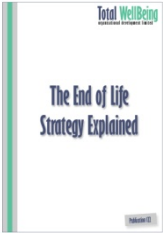
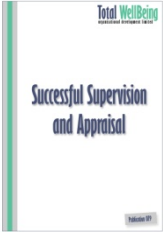

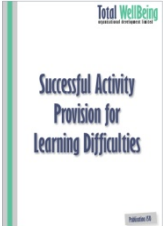
To order your publication visit www.totalwellbeing.org.uk

Publication	Price excluding postage and packing £	
	<p>Understanding and Managing Underperformance</p> <p><i>Looks at the types and causes of underperformance and how to successfully deal with underperforming employees.</i></p>	£19.50
	<p>Equality in the Care Sector</p> <p><i>Focuses on the need for equality in the care sector, the various Acts of Law in force and their basic principles and how these affect those working the care sector.</i></p>	£22.95
	<p>Successful Goal Setting</p> <p><i>Identifies the role of goals in improving general performance for both individuals and organisations. Additionally it highlights how to set and evaluate goal successfully.</i></p>	£19.50
	<p>Falls Prevention</p> <p><i>This short report assists managers in implementing a programme to reduce the number of falls experienced by those in their care. It focuses on the main causes and prevention of falls and what to do after a fall.</i></p>	£12.50
	<p>Care Quality Commission</p> <p><i>This short publication highlights the role of the Care Quality Commission, their requirements for social care, assessment criteria and future developments.</i></p>	£22.95
	<p>Activity Assessment for Dementia Care</p> <p><i>This assessment document can be used to measure the general abilities of those with dementia. It allows care workers and activity co-ordinators to offer person centred activities for those with dementia avoiding the trap of providing batch activities.</i></p>	£12.95



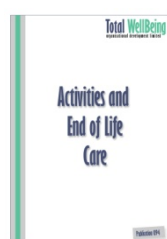
Top Floor, 53a Woodhall Road, Chelmsford, Essex, CM1 4AE

Tel: 01245 357 132 Email: info@totalwellbeing.org.uk Website: www.totalwellbeing.org.uk

Publication	Price excluding postage and packing £
	<p><i>The End of Life Strategy Explained</i> <i>A summary of the key points of the End of Life Strategy.</i></p> <p>£22.95</p>
	<p><i>Successful Supervision and Appraisal</i> <i>This report identifies the need for supervision, what inspectors are looking for, the needs of staff and how to undertake a supervision and/or appraisal.</i></p> <p>£25.95</p>
	<p><i>The Importance of Leadership</i> <i>An informative report exploring the nature of leadership, its importance within organisations, identification of different leadership styles and techniques to help improve leadership skills.</i></p> <p>£21.50</p>
	<p><i>Successful Seated Exercise for Older People</i> <i>Demonstrates a range of simple but effective exercises that can be used with older people.</i></p> <p>£12.50</p>
	<p><i>Condition Specific Activities</i> <i>These range of reports cover Parkinson's, Stroke, Huntington's, MS, chronic pulmonary airways disorders, dementia, back care, arthritis, cardiac disorders, hypertension, obesity and diabetes. The report highlights the adaptations to activities which need to be made to work with these conditions safely.</i></p> <p>£12.50</p>
	<p><i>Successful Activity Provision for Learning Difficulties</i> <i>This report allows support workers and activity co-ordinators to offer person centred activities for those with learning difficulties avoiding the trap of providing batch activities.</i></p> <p>£12.95</p>

Publication

Price excluding
postage and packing
£



Activities and End of Life Care

£12.95

This report discusses the need for activities and how these can be combined with end of life care.



Health and Safety in the Care Sector

£19.50

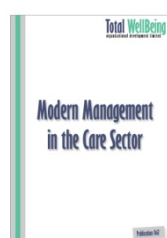
Health and Safety has become integral to modern organisations. This report explains in general terms the key points of the Health and Safety at Work Act 1974 and other subsequent regulations. Additionally it highlights the main considerations for those working within the care sector.



Human Rights in the Care Sector

£22.95

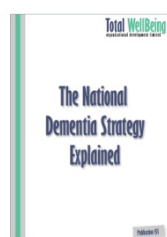
Focuses on the need for human rights in the care sector, the Human Rights Act, its basic principles and how to these affect those working in the care sector.



Modern Management in the Care Sector

£25.95

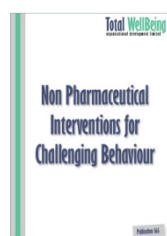
This report looks at essential management skills for those working within the Care Sector. It highlights the need for effective human resource management, financial management, stress and time management and identifying customers needs and requirements.



The National Dementia Strategy Explained

£22.95

A summary of the key points of the National Dementia Strategy and how this will affect care organisations.



Non Pharmaceutical Interventions for Challenging Behaviour

£12.95

This report discusses the role of person centred activities in reducing challenging behaviour

Publication

Price excluding
postage and packing
£



Reminiscence

A short report on how to run successful reminiscence sessions for older people, those with dementia and/or learning difficulties. It discusses the role of reminiscence and the tools which can be used to reminisce effectively.

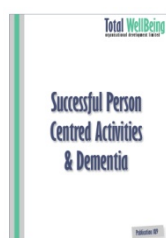
£12.95



Successful Presentation Skills

A short report explaining the role of presentation and practical skills required for effectively giving a presentation.

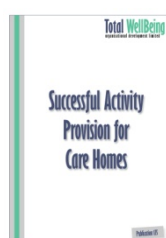
£15.00



Successful Person Centred Activities and Dementia

A selection of activities which can be used successfully for the different stages of dementia.

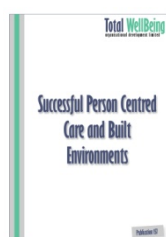
£12.50



Successful Activity Provision for Care Homes

This report explores person centred care and provides a selection of activities which can be used within care organisations.

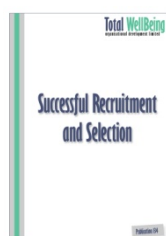
£12.95



Successful Person Centred Care and Built Environments

This report explores the need for person centred care and how the built environment can be adapted to provide this.

£12.95



Successful Recruitment and Selection

A highly sought after report which explores different recruitment and selection techniques to help those recruiting make sure they select the right person first time.

£22.95

Publication

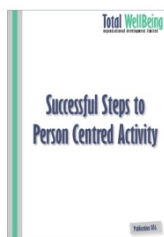
Price excluding
postage and packing
£



Record Keeping in the Care Sector

£12.95

This publication provides those working within the care sector the knowledge to effectively keep records. It explores the requirements under the Care Standards Act 2000 and Data Protection Act 1998 and how these affect those working in social care. Additionally examples are given which highlight how to effectively keep records.



Successful Steps to Person Centred Activity

£12.95

This report explores person centred care and provides a selection of activities which can be used within care organisations.



Successful Stress Management

£12.95

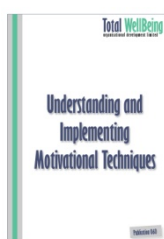
Proven techniques to help you manage stress within your organisation.



Successful Time Management

£12.95

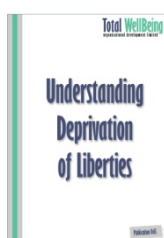
Proven techniques to help you manage your time more effectively. This short report will give you practical solutions to implement. Once you have read this report and implemented the solutions you will never be short of time again!



Understanding and Implementing Motivational Techniques for Managers

£15.00

This short report offers some practical suggestions on motivating staff.



Understanding Deprivation of Liberties

£22.95

A summary of the key points of deprivation of liberties and how this will affect care organisations.

Publication

Price excluding
postage and packing
£



Successful Safeguarding

This report offers the reader an understanding of safeguarding, its role and the requirements for those working within social care.

£22.95



Financial Management in the Care Sector

An interesting read for those wanting to know more about financial management. This report explores the need and role of planning and financial management.

£22.95