

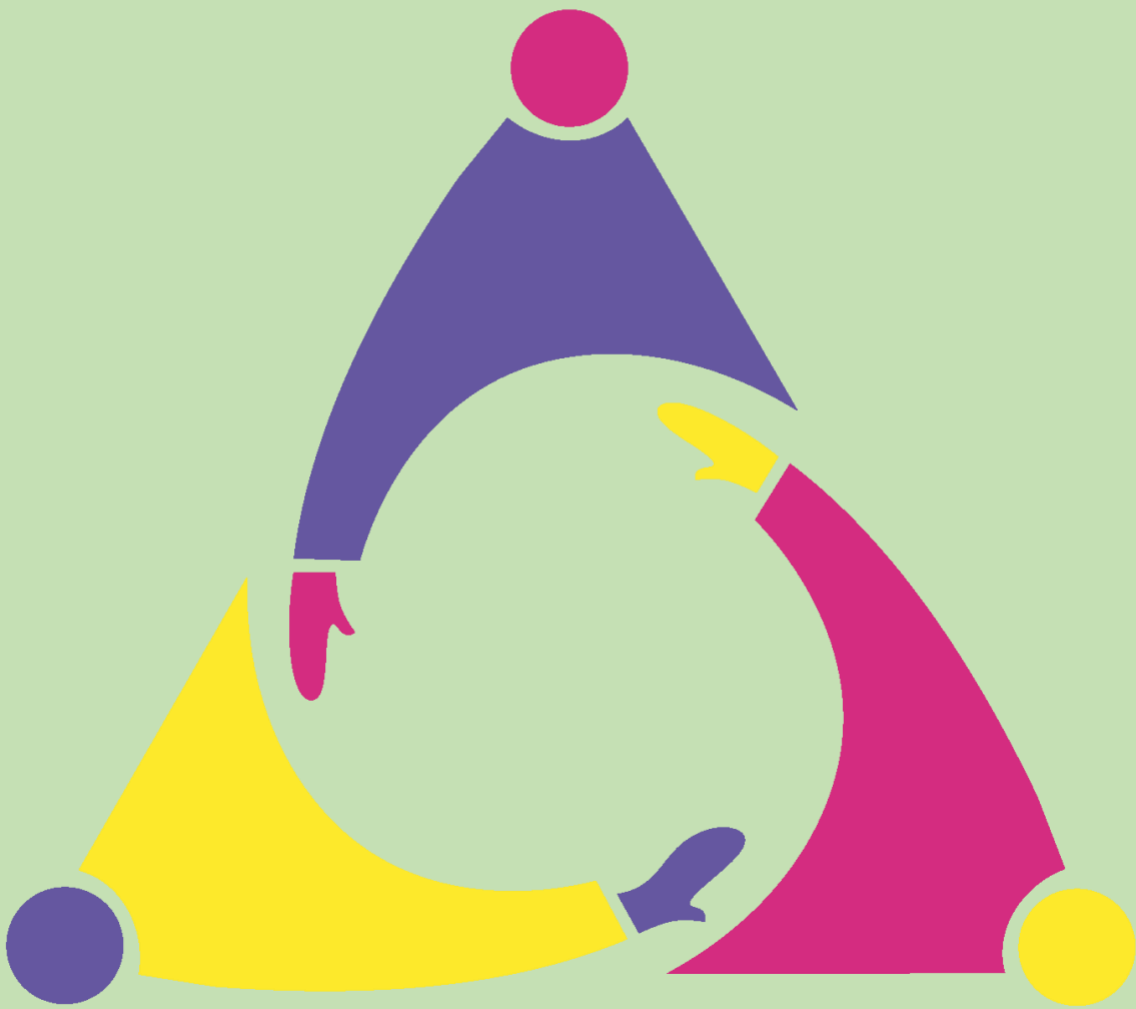
Borders  
Care  
Voice



Learning Network

# Training Programme

April – June 2021



All of our courses are now being delivered remotely, on Microsoft Teams or Zoom. Only essential training – Emergency First Aid in the Workplace and Manual Handling - are taking place face to face.

If you are unfamiliar with Zoom or Microsoft Teams, but would like to join in, talk to your manager or let us know and we can offer support.

We have lowered the number of people in our face-to-face training sessions to allow for more space and Covid-19 measures are in place.

Should you have any symptoms of Covid-19 please inform us as soon as possible (which we know can be the morning of the training) and do not attend. We will save you a space on the next session, should you have to cancel. You will not be charged for non-attendance in these circumstances.

This programme is subject to change.



**Borders Care Voice**

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Email: [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk) [www.borderscarevoice.org.uk](http://www.borderscarevoice.org.uk)

Borders Care Voice is a Scottish Charitable Incorporated Organisation (SCIO): SC043731

**Please contact us if you would like to receive this booklet in an alternative format.**

# About Borders Care Learning Network



The Learning Network is part of Borders Care Voice. We aim 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 specialist training for those working and volunteering in health and social care, and for unpaid carers in the Scottish Borders
- gather intelligence and data on training needs regularly to help to plan training and to support organisations in sharing resources.

Third sector, statutory and private organisations, and individuals who do not meet the above criteria can access training, if places are available, at a cost - email [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk) for details.

## In-house training

Places in our programme are initially limited to two per organisation. If you have more members of staff who would benefit from training, talk to us about bringing our training to you. We can be commissioned to provide courses on a wide range of care topics – those included in this programme, or others tailor-made for your organisation. This is available at a reduced rate for third sector groups and members of Borders Care Voice. Please contact us to have a discussion about your training needs.

# About Borders Care Voice



Involving you to improve  
health and social care

We work with people and providers to promote equality and support change in health and social care. The following service user groups meet throughout the year:

- Service User and Carer Working Group
- Mental Health and Wellbeing Forum
- Borders Dementia Working Group.

Membership of Borders Care Voice is open to any third sector organisation with links to health and social care, and to individuals including service users and unpaid carers. Benefits of membership are:

- it is free and ongoing
- it helps our sector to speak with a common voice
- access to the latest information, news and events relevant to the sector
- the opportunity to contribute to the planning and delivery of health and social care
- the chance to influence campaigns.

To find out more about the groups, or for information about becoming a member, please call 01896 757290 or email [admin@borderscarevoice.org.uk](mailto:admin@borderscarevoice.org.uk)



# Dementia

## **“Promoting Excellence” Framework**

NHS Education for Scotland and the Scottish Social Services Council developed “Promoting Excellence” – a framework for all health and social care staff who work with people with dementia, their families and carers. It has been designed across four levels. We will be running the training for the informed practitioner level and the skilled practitioner level.

**Informed Practice Level – Microsoft Teams**

**Tuesday 25<sup>th</sup> May, 10am-noon**

This session will give you a basic awareness of dementia and how it affects individuals. Discussion and professional reflection will be part of the course. This training provides the baseline knowledge and skills required by all workers in health and social care settings, including working in a person's home. It will cover:

- common signs and symptoms of dementia
- individual needs of the person with dementia
- awareness of the relevant legislation.

# Management

Date	Time	Course	Platform
Wednesday 5 <sup>th</sup> May	10am-noon	<b>Developing good supervision skills</b> <ul style="list-style-type: none"> <li>• Purpose of supervision</li> <li>• The process of supervision</li> </ul>	MS Teams
Wednesday 2 <sup>nd</sup> and Thursday 3 <sup>rd</sup> June	10am-12.30pm	<b>Introduction to leadership (held over 2 sessions)</b> <p><b>Day 1 10am-noon</b></p> <ul style="list-style-type: none"> <li>• Understanding values of care and how they underpin service delivery</li> <li>• Improving self-awareness</li> <li>• Recognising boundary issues</li> <li>• Supporting individuals in following Covid-19 protocols.</li> </ul> <p><b>Day 2 10am-12.30pm</b></p> <ul style="list-style-type: none"> <li>• Understanding key principles for good leadership</li> <li>• Introduction to emotional intelligence</li> <li>• Skills to build trust and promote dignity and inclusion.</li> </ul>	MS Teams
Thursday 24 <sup>th</sup> June	10am-noon	<b>Team building and motivation</b> <ul style="list-style-type: none"> <li>• Understand models of team building</li> <li>• How to motivate staff</li> <li>• Working with different personalities</li> <li>• Support staff to work in a changing environment.</li> </ul>	MS Teams

## Mental health and wellbeing

Date	Time	Course	Platform
Wednesday 14 <sup>th</sup> April	10am-noon	<b>Mental health awareness</b> <ul style="list-style-type: none"> <li>• Introduction to understanding mental health issues</li> <li>• Introduction to mental health conditions</li> <li>• Understanding the social and environmental model and the impact of trauma</li> <li>• Good communication skills for working with individuals who have poor mental health.</li> </ul>	MS Teams
Thursday 29 <sup>th</sup> April	10am-noon	<b>Bereavement awareness</b> <ul style="list-style-type: none"> <li>• Models of bereavement</li> <li>• The impact of bereavement</li> <li>• The impact of Covid-19 on bereavement patterns.</li> </ul>	MS Teams
Thursday 24 <sup>th</sup> June	10am-noon	<b>Understanding trauma</b> <ul style="list-style-type: none"> <li>• Understanding childhood trauma – adverse childhood events</li> <li>• Trauma in adulthood</li> <li>• Long term impact of trauma</li> <li>• Skills for working with victims of trauma.</li> </ul>	MS Teams

## All other training

Date	Time	Course	Platform
Tuesday 6 <sup>th</sup> April	9am-4pm	<b>Emergency first aid at work</b> <ul style="list-style-type: none"> <li>• Responsibilities and reporting</li> <li>• Dealing with an unresponsive casualty</li> <li>• Resuscitation</li> <li>• Bleeding control</li> <li>• Other first aid scenarios.</li> </ul>	Essential training – face to face Galashiels
Wednesday 7 <sup>th</sup> and Thursday 8 <sup>th</sup> April	10am-11.30am	<b>Infection control (held over 2 sessions)</b> <ul style="list-style-type: none"> <li>• The general principles of infection control</li> <li>• Covid-19 precautions and management</li> <li>• How to achieve effective hand hygiene</li> <li>• The use of personal protective equipment</li> <li>• Selected conditions and their management.</li> </ul>	MS Teams
Tuesday 13 <sup>th</sup> April	1pm-3pm	<b>Understanding autism</b> <ul style="list-style-type: none"> <li>• What is meant by the term 'autism'</li> <li>• Gain an increased awareness and understanding of people with autism</li> <li>• Have a better understanding of equality and discrimination</li> <li>• Share knowledge to improve experiences for people with autism.</li> </ul>	Zoom
Monday 19 <sup>th</sup> April	9am-4pm	<b>Moving and handling</b> <ul style="list-style-type: none"> <li>• Identify the principles of safe moving and handling</li> <li>• Identify unsafe techniques</li> <li>• Safe techniques relevant to your work setting</li> <li>• Legal and safe back care guidance</li> <li>• Safe use of moving and handling equipment.</li> </ul>	Essential training – face to face Galashiels
Tuesday 11 <sup>th</sup> May	9am-4pm	<b>Emergency first aid at work</b> <ul style="list-style-type: none"> <li>• Responsibilities and reporting</li> <li>• Dealing with an unresponsive casualty</li> <li>• Resuscitation</li> <li>• Bleeding control</li> <li>• Other first aid scenarios.</li> </ul>	Essential training – face to face Galashiels



Thursday 13 <sup>th</sup> May	1pm-3pm	<b>Easy read – Session 1</b> <ul style="list-style-type: none"> <li>• What is easy read?</li> <li>• Who does it help?</li> <li>• How to produce easy read documents.</li> </ul>	Zoom
Thursday 20 <sup>th</sup> May	1pm-3pm	<b>Easy read – Session 2</b> <ul style="list-style-type: none"> <li>• Practical session – for anyone who has attended Easy read Session 1.</li> <li>• You'll get a chance to put the learning from Session 1 into practice.</li> <li>• Creating an Easy Read document using Microsoft Word.</li> </ul>	Zoom
Monday 17 <sup>th</sup> May	9am-4pm	<b>Moving and handling</b> <ul style="list-style-type: none"> <li>• Identify the principles of safe moving and handling</li> <li>• Identify unsafe techniques</li> <li>• Safe techniques relevant to your work setting</li> <li>• Legal and safe back care guidance</li> <li>• Safe use of moving and handling equipment.</li> </ul>	Essential training – face to face Galashiels
Tuesday 8 <sup>th</sup> June	9am-4pm	<b>Emergency first aid at work</b> <ul style="list-style-type: none"> <li>• Responsibilities and reporting</li> <li>• Dealing with an unresponsive casualty</li> <li>• Resuscitation</li> <li>• Bleeding control</li> <li>• Other first aid scenarios.</li> </ul>	Essential training – face to face Galashiels
Monday 14 <sup>th</sup> and Tuesday 15 <sup>th</sup> June	10am-11.30am	<b>Infection control (held over 2 sessions)</b> <ul style="list-style-type: none"> <li>• The general principles of infection control</li> <li>• Covid-19 precautions and management</li> <li>• How to achieve effective hand hygiene</li> <li>• The use of personal protective equipment</li> <li>• Selected conditions and their management.</li> </ul>	MS Teams
Monday 21 <sup>st</sup> June	9am-4pm	<b>Moving and handling</b> <p>Identify the principles of safe moving and handling</p> <ul style="list-style-type: none"> <li>• Identify unsafe techniques</li> <li>• Safe techniques relevant to your work setting</li> <li>• Legal and safe back care guidance</li> <li>• Safe use of moving and handling equipment.</li> </ul>	Essential training – face to face Galashiels

## LivingWorks Start

LivingWorks Start is an Introduction to learning suicide prevention skills by the provider of the ASIST course. It is a 90 minute e-learning module that teaches you to recognise when someone is thinking about suicide and connect them to help and support. Contact [health.improvement@borders.scot.nhs.uk](mailto:health.improvement@borders.scot.nhs.uk) for more information and to register for a free licence.

## Coming soon!

### **Mental Health Improvement & Suicide Prevention – informed level**

Dates from April (to be confirmed). If you would like to register an interest, please email [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk)

## Conditions of booking

**The booking form for all courses can be found at**

<https://bit.ly/2K3unGL>

Borders Care Voice Learning Network reserves the right to alter the contents of delivery of a course. We reserve the right to cancel any advertised courses.

We cannot guarantee full accessibility, or the use of special equipment, unless notified of requirements when booking. In some cases, it may be your employer's responsibility to meet your access requirements.

Places on a course may be limited to two per organisation. People who book on training and do not attend will be charged £20 for online training, £30 for half day training, £60 for full day training and £120 for 2-day training, unless we have received at least seven days' notice.

Until we have received a booking form, including attendees' names, the places will be open to others. Places are allocated on first come, first serve basis.

All our training courses start promptly at the time stated in the confirmation you will receive after signing up. If you are running late, please inform us as soon as possible. Late arrival may result in too much course content already been covered and you won't be eligible for a certificate.

Our funding allows us to provide free training for people who work or volunteer in health and social care, unpaid and family carers in the Scottish Borders.

If you do not meet these criteria, you can still access our training, if places are available at a cost:

- £20 for remote training
- £30 for half day training
- £60 for full day training
- £120 for 2-day training.