

| COURSE TITLE | WHO IT'S FOR | AIMS | LEARNING OUTCOMES |
|--|--|--|---|
| AUTISM AWARENESS PARTNERS FOR INCLUSION AUTISM AWARENESS INDUCTION WORKSHOP ½ Day Workshop In House Trainer Cost = £30 | SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> To promote a person centered approach to support the person in a way that makes sense to the individual. To provide insight and awareness about different aspects of the autism spectrum. To anticipate and consider how this may impact on how people live inclusive lives. To explore and recognize the importance of understanding the above and the significant links to Working Policies and Service Designs. To allow participants to experience and have an insight of the world from someone who experiences Autism. | At the end of this workshop participants will be able to: <ul style="list-style-type: none"> Have a better understanding of the autistic spectrum Have the opportunity to enhance support with more knowledgeable insight of Autism. Develop a more person centered approach towards supporting someone with Autism. Feel empowered to ask questions if something doesn't make sense. |
| CALM PARTNERS FOR INCLUSION CRISES AND AGGRESSION LIMITATION MANAGEMENT TRAINING 1 or 2 day workshop depending on requirements In House Trainer Cost = N/A | NOT SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> To understand the theory of calm and how to apply To apply CALM for the benefit and safety of the people we support and their individual needs. To ensure all required maneuvers are performed and executed in accordance with CALM guidelines and correctly demonstrated annually. Ensure the welfare and safety of the people we support and team members. | At the end of this workshop participants will be able to: <ul style="list-style-type: none"> Demonstrate competent and informed techniques to the satisfaction of the instructors. Demonstrate an understanding of de-escalation techniques and theories and how to apply these appropriately. |
| CALM THEORY PARTNERS FOR INCLUSION CALM THEORY MANAGEMENT INDUCTION WORKSHOP 1 Day Work Shop External Trainer. Cost = £50 | Not SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION (other than Altrum colleagues) | CALM theory Training External Trainer | At the end of this workshop participants will be able to: |
| EPILEPSY AWARENESS PARTNERS FOR INCLUSION EPILEPSY AWARENESS INDUCTION WORKSHOP ½ Day Workshop In House Trainer Cost = £30 | SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> To provide support workers with knowledge and understanding for supporting an individual who has epilepsy. To promote support workers confidence when dealing with seizures and their recovery. To provide support workers with clear information and guidelines relating to the recording and management of seizures. | At the end of this workshop participants will be able to: <ul style="list-style-type: none"> To support an individual with epilepsy confidently. Adhere to working policy guidelines and policies and procedures. Understand the significance of recording observations and be able to record accurate details and recognize prolonged seizures, and respond appropriately. Demonstrate the learning from this workshop through completing test papers correctly. |
| FIRST AID / M&H PARTNERS FOR INCLUSION GENERIC MOVING AND HANDLING AWARENESS AND EMERGENCY LIFE SUPPORT FIRST AID AWARENESS TRAINING ½ day workshop In house trainer Cost = £30 | Suitable for New Support Workers, Team/Service leaders commencing their induction training and also for students on placement with our Organisation. SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> To make staff aware of legislation around basic first aid. To enable staff to carry out emergency life support in any situation. To raise awareness of moving and handling tasks and how to execute them within the legislation and being mindful of Organizational values. | By the end of this workshop, workers will have been introduced to and have a better understanding of: <ul style="list-style-type: none"> Awareness of First Aid Regulations, RIDDOR, & COSHH Treatment of: shock, bleeding and choking. Carry out Primary and Secondary Survey in any emergency situation. Carry out emergency Cardio Pulmonary Resuscitation and demonstrate competency. Care of unconscious casualty (Recovery Position) Dealing with emergency services. Spinal awareness. Familiarity with Moving and Handling equipment. |

| COURSE TITLE | WHO IT'S FOR | AIMS | LEARNING OUTCOMES |
|---|---|--|---|
| FINANCE & HR PARTNERS FOR INCLUSION FINANCIAL SYSTEMS INDUCTION WORKSHOP ½ day Workshop In House Trainers Cost = N/A | NOT SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> To assist the people we support to optimize their income and be supported by well informed staff competent in implementing the organizations finance policy with the person's financial interest at heart. | By the end of this workshop <ul style="list-style-type: none"> Participants should be fully familiar with how to operate the financial policy and be confident in their ability to carry out all financial tasks. Participants will be familiar with our individual and collective roles and responsibilities about managing finances on behalf of the people we support. Participants will understand our monitoring processes ,for example, during the audit process and in support and supervision. Staff will also be aware of the management information system (carista), its content and how this organizes information on rotas, training annual leave and absence. |
| FOOD HYGIENE PARTNERS FOR INCLUSION FOOD HYGIENE INDUCTION WORKSHOP ½ day workshop In house trainer Cost = £30 | SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> This provides an introduction to the principles and benefits of high standards of food hygiene and an understanding of best practice procedures within the home. | By the end of this workshop staff will: <ul style="list-style-type: none"> Have knowledge of the incidence of food poisoning and its prevention. Have knowledge of bacteria and their characteristics. Understand the importance of personal hygiene. Be able to identify good working practices in the kitchen while respecting the person's wishes. Have knowledge of key food hygiene and health issues affecting us all, designed around the syllabus of the REHIS Elementary Food Hygiene course.) |
| HEALTH AND SAFETY PARTNERS FOR INCLUSION HEALTH AND SAFETY INDUCTION WORKSHOP ½ day workshop In house trainer Cost = £30 | NOT SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION | <ul style="list-style-type: none"> Provide an introduction to the principles of working safely and a basic understanding of safety assessment procedures within the organization. | By the end of this session participants will <ul style="list-style-type: none"> Understand how John O'Brian's philosophy underpins Partners for Inclusions person centered approach towards living an inclusive life 'safely'. Have knowledge of the organisations safety management structure and our individual and collective responsibilities connected with this. Understand record keeping requirements and implications. Understand hazard and risk to be able to complete safety assessments and accident and incident reports. Understand our health and safety responsibilities. |
| INDUCTION INTRODUCTION TO PARTNERS FOR INCLUSION WORKSHOP 1 Day workshop In House Trainer Cost = N/A | NOT SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION Suitable for New Support Workers, Team/Service leaders commencing their induction training and also for students on placement with our organization. | <ul style="list-style-type: none"> To assist new members of staff to develop a deeper understanding of what is meant by 'supporting someone' and empowered to ask questions. To explore what is expected from support workers and how our values can impact on relationships with the people we support and with each other. In addition, this workshop aims to create opportunities to think about the organisations mission statement and history and what Partners for Inclusion considers to be an ordinary and inclusive life. Communication, language and 'non -traditional solutions' are also explored along with Communication and Report Writing and Training, Learning and Development opportunities and expectations | By the end of this workshop, workers will have been introduced to and have a better understanding of: <ul style="list-style-type: none"> The mission statement and values of partners for inclusion and what this means in day-to-day support work. How the organization is governed/ regulated. How to access advice, information and support linked to the roles and responsibilities of providing support. The importance of following policies and procedures. The significance of the working policy and service design and how these influence the way we offer support. Our individual and collective responsibilities linked with Adult Support and Protection. |

| COURSE TITLE | WHO IT'S FOR | AIMS | LEARNING OUTCOMES |
|--|---|--|---|
| <p>PERSONAL AND INTIMATE SUPPORT</p> <p>PARTNERS FOR INCLUSION PERSONAL AND INTIMATE SUPPORT INDUCTION WORKSHOP 3.5 Hour workshop In House Trainers Cost = £30</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <ul style="list-style-type: none"> To raise awareness about why we need to be thoughtful around supporting someone with their personal/intimate daily support needs, while promoting person centeredness, empowerment, dignity, privacy and respect. To support staff to experience assistance with their own personal care and to think about 'non-negotiable' elements. To raise awareness about the needs and wishes of the person receiving assistance with personal support and review this via discussion and the working policy. To assist employees to make links between health, hygiene and the specific personal requirements of the person they support. | <p>At the end of this workshop participants will be able to:</p> <ul style="list-style-type: none"> Recognize that personal support should be unique and individual while focused on the respect, privacy and dignity of the person. Recognize and understand signs of abuse and how to report any concerns. Understand the importance of routines and team work and consistency while respecting the person's needs and wishes. Gain an understanding of receiving personal support and how others could feel. Feeling empowered to ask questions if something doesn't make sense. Share learning to enhance the support role of all team members. Make links between health, hygiene and the specific personal requirements of the person supported. |
| <p>CELEBRATINGSEXUALITY</p> <p>PARTNERS FOR INCLUSION SUPPORTING SOMEONE TO CELEBRATE THEIR SEXUALITY INDUCTION WORKSHOP 1 Day workshop In house trainer Cost = £30</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <ul style="list-style-type: none"> To enable participants to work with people they support to empower them around their sexual health. To assist employees to enhance there own awareness regarding 'sexuality' and enhance how they provide support by providing training that focuses on the right culture and climate within our workforce that allows and encourages expressions of sexuality and equality To introduce 'Altrum' Sexuality Policy and what this means | <p>At the end of this workshop participants will:</p> <ul style="list-style-type: none"> Have greater awareness that the sexual health needs of people receiving support are the same as the rest of the population. Identify challenges faced by people supported who wish to have their sexual health needs and desires met. Be better placed to identify positive practices to support people to keep safe from abuse and exploitation. Gain accurate information on sex, law and policy and be empowered to ask questions if something doesn't make sense. |
| <p>SUPPORTED EMPLOYMENT</p> <p>PARTNERS FOR INCLUSION SUPPORTED EMPLOYMENT WORKSHOP ½ Day Workshop In House trainer Cost = £30</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <p>The workshop is to;</p> <ul style="list-style-type: none"> Provide new staff with a better understanding in their role in supporting the person thy support find and sustain work. To assist staff to have a deeper understanding of what working could mean for the person they support To discuss possible barriers the person they support may have around work. To identify what gifts and skills the person they support may have and link them to possible job opportunities. To give support workers a better understanding around job carving and how to develop and introduce it in their working day. | <p>By the end of the workshop;</p> <ul style="list-style-type: none"> New staff should be fully aware of their role in helping the person they support find work. How to carve out a job from a traditional job description to match the person they supports skills, likes or interests whilst matching the employers needs. With the support of the employment coordinator and their teams new staff should be able to take their learning from this workshop and be able to write up and implement a plan of action with the person they support to; Visualise, obtain and sustain work. |

| COURSE TITLE | WHO IT'S FOR | AIMS | LEARNING OUTCOMES |
|---|---|---|---|
| <p>SUPPORT AND SUPERVISION</p> <p>PARTNERS FOR INCLUSION MAKING THE MOST OF SUPORT AND SUPERVISION INDUCTION WORKSHOP ½ day workshop In House Trainer Cost = £30</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <p>During this workshop participants should learn about</p> <ul style="list-style-type: none"> • The purpose of support and supervision. • The potential benefits of support and supervision • What you can reasonably expect from your supervisor (and what he or she can reasonably expect from you) • What an appropriate agenda is. • How to reflective on practice and feedback. • How support and supervision agreements work. • To improve the quality support work to the people we support by raising awareness and knowledge of support and supervision. | <p>At the end of this workshop participants will be able to:</p> <ul style="list-style-type: none"> • Understand what support and supervision is used for. • Be proactive with regard to support and supervision. • Be able to recognize the importance and effectiveness of regular support and supervision. • Have a better understanding about the importance of giving and receiving feedback constructively |
| <p>ADULT SUPPORT AND PROTECTION</p> <p>PARTNERS FOR INCLUSION ADULT SUPPORT AND PROTECTION WORKSHOP ½ Day workshop Cost = £30</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <ul style="list-style-type: none"> • To recognize and acknowledge the shared responsibility for promoting safe support. • To raise awareness and understanding of adults who may be at risk of harm. • To enable staff members to respond appropriately to concern. | <ul style="list-style-type: none"> • To understand the term “adult at risk” and “harm” • Be aware of the types of harm to which the person you work for may be at risk from and the situations in which harm may occur. • Know what principles should be followed and how to deal with some of the dilemmas around the issue. • Be able to recognise signs and symptoms which may indicate that someone is being harmed. • Know who to go to and what to do if there are concerns about the person you work for • Know how to record key information • Be aware of relevant Organisational Procedures and Policies. |
| <p>CIRCLES</p> <p>PARTNERS FOR INCLUSION CIRCLES OF FRIENDS AND COMMUNITY CIRCLES WORKSHOP 3 day workshop spaced out across the year. Participants must be able to commit to the 3 days when booking. Exercises will be given to complete and return on each follow up day. Cost £150 for 3 days</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <p>The 3 Day workshops aims are to:</p> <ul style="list-style-type: none"> • Inform teams about goals and action planning around support. • Assist support staff to have a deeper understanding and awareness about the people they support. • Facilitate support staff to share their learning and experiences to develop a deeper understanding about circles of support, community connections and relationships for the people we support. <p>Support workers together with their team should be able to go on write up and implement a plan of action with the person they support to create opportunities for connections.</p> | <p>By the end of the workshops staff should be able to :</p> <ul style="list-style-type: none"> • Recognize how to share learning and have an awareness of how they can increase and develop opportunities for connections for the people we support. • Know how best to use the tools and knowledge we already have to enhance the person we support's lives. • Develop an understanding about how to assist the person they support to make connections that make sense to them in terms of their preferences, interests and gifts. • Recognise the difference between being focused on identifying and capturing potential connections rather than being activity focused. • Recognize this as an ongoing process which should be shared with people supporting the person so learning and experiences are kept live and continually developed. • Recognize that what we have in our own lives should not be any different for the people we support. • Encourage and enhance development of new and existing relationships |

| COURSE TITLE | WHO IT'S FOR | AIMS | LEARNING OUTCOMES |
|---|---|---|---|
| <p>LISTEN UP</p> <p>PARTNERS FOR INCLUSION PERSON CENTRED PLANNING WHAT MAKES US TICK AND ALL BEHAVIOUR IS COMMUNICATION ½ day workshop. In House trainer Cost = £30</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <ul style="list-style-type: none"> To help people understand how our own thinking and barriers affect how we provide support and recognise when this is happening and how to overcome this. Gain an understanding of the core conditions. To assist us all to develop a deeper understanding and awareness of our 'Active Listening Skills' and the impact this can have on our relationship with the people we support and each other. In addition, this workshop aims to create further opportunities for us all to think about our mission statement and values at Partners for Inclusion and consider how unmet needs including our emotional, physical and psychological needs may affect how we all communicate this through our behaviour | <p>At the end of this workshop participants will be able to:</p> <ul style="list-style-type: none"> Have a better understanding of the core conditions of empathy, congruence and unconditional positive regard and how to recognise this and understand what may stop us offering the 'Core Conditions' Raise awareness of how our own norms and values can affect our support of others and where they came from.. Reflect on our own preferences and those of the people we support. Recognise how our own blocks and barriers can affect the way we offer support. <p>Using the 'Team Time Handout' attendees will along with their team be able to write up an action plan about continuing to improve communication and active listening skills among themselves and with the person they support.</p> |
| <p>PERSON CENTRED APPROACHES</p> <p>(including Maps, Paths, Community Building tools and processes) 1 day workshop. In House trainer Cost = £60</p> | <p>SUITABLE FOR PEOPLE NOT EMPLOYED BY PARTNERS FOR INCLUSION</p> | <ul style="list-style-type: none"> To assist support staff to develop a deeper understanding and awareness about the person they support, their gifts, contributions and place/role in their community and how to use Person centred Planning tools to assist this. Introduce/reflect on the different Person Centred Approaches and Planning tools available To explore what support workers can do to improve disconnection and connection which happens between individuals and groups in communities. | <p>By the end of this workshop support staff will be able to:</p> <ul style="list-style-type: none"> Be more familiar and confident about using Maps, Paths and Essential Lifestyle Planning tools With the help of their team members, write up and implement a plan of action with the person they support to: make connections, contributions and best use from the community they live in. Recognise that communities are rich in hidden resources, associations, links, welcomes, passions, connections, needs, hopes and dreams. Understand and be able to use a range of actions and tools that are needed to overcome how some labelled people are excluded. Further recognise that the person they support is gifted and have places in their community where they 'fit' and where they are needed Know how to assist the person they support to dream about their future and action plan around their goals and recognise the difference between being focused on identifying and capturing potential connections rather than being activity focused. Plan how to map a community and follow up their findings with the person they support. |