

Adult Social Care

Learning Programme

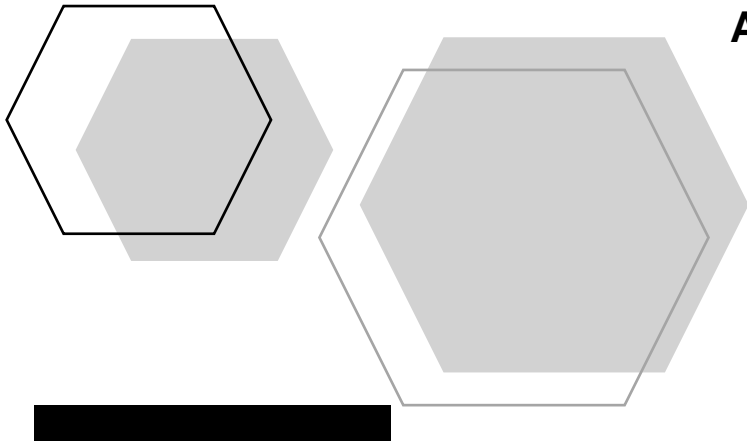
2022-2023

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e-Learning




Adults

eLearning

A Strengths-Based Approach to Adult Social Care


This course looks to increase your knowledge and understanding of strengths-based approach tools, and techniques

 40 minutes



Carer Champion Training

This eLearning aim is to raise the services and support available to unpaid carers, from the Carers' Information Support Service and to develop Carers' Champions across the city.


 30 minutes



Carers' Information & Support Service

Dementia Awareness


This module is about raising dementia awareness and meets the requirements for Tier 1 of the Dementia Training Standards Framework (Skills for Health, Health Education England, Skills for Care 2018).

 40 minutes



Guide to Care Act 2014 Easements During COVID-19 Pandemic

This course will introduce the range of measures provided by The Coronavirus Act 2020 to help local authorities and care providers.

 30 minutes



Human Rights Act 1998: An introduction to Human Rights in Practice

By the end of this course, you'll be able to talk to customers and colleagues about the relevance of the Humans Rights Act to the public sector.



40 minutes



Introduction to the Care Act 2014

The Care Act 2014 is the single piece of legislation that sets out how local authorities should go about performing its care and support responsibilities to carry out this purpose.



40 minutes



The Accessible Information Standard: Introduction

This course aims to equip health and care professionals with the knowledge and skills to effectively apply and follow the Accessible Information Standard.



20 minutes


Health Education England

The Accessible Information Standard: Towards Excellence

This session builds upon the Introduction session and aims to enhance learners' knowledge, skills and confidence around supporting individuals with information and communication needs.



30 minutes


Health Education England

Mental Capacity Introduction Level 1

This course will describe the purpose of the Mental Capacity Act 2005, Mental Capacity Act Principles, Capacity Assessment, Best Interest Decisions and Court of Protection.



40 minutes



Medication Management

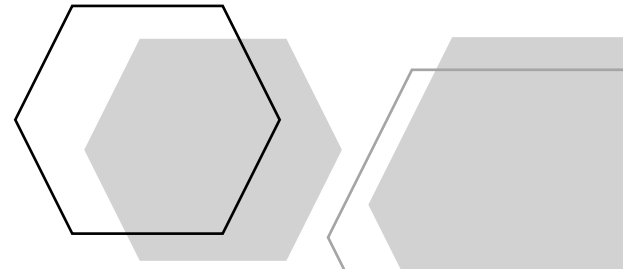
This course has been introduced to offer an online option to enable you to learn the required knowledge of medication management during the current COVID-19 pandemic.



60 minutes




Health and Safety elearning



Anxiety Awareness


This module introduces the signs and symptoms of anxiety and anxiety disorders. It outlines different types of anxiety disorders and provides signposts to strategies and help for managing anxiety.

 45 minutes



Asbestos Awareness


Gain an understanding of why asbestos is still a risk and guidance about what to do if you are potentially confronted with asbestos.

 35 minutes



Basic Life Support


This session has been updated with guidance in light of the Coronavirus (COVID-19) pandemic.

 35 minutes



CoSHH Awareness


Insight into CoSHH, the provisions in place for you whilst at work and the different categories and requirements of the CoSHH regulations and how they are applicable to your working area.

 30 minutes



Display Screen Equipment Awareness

Awareness of how to minimize the risks associated with using Display Screen Equipment.

 30 minutes



Donning of Personal Protective Equipment (PPE) in Health and Social Care

This shows you how to safely don (put on) and doff (take off) the PPE for non-aerosol generating procedures (AGPs), specific to COVID-19



10 minutes

Drug and Alcohol Awareness

This course aims to raise your awareness of drugs and alcohol looking at recommended guidelines for alcohol consumption, useful tips for cutting back as well as the more common drug types and their side effects and symptoms.



30 minutes



Email stress

Explores aspects of email stress and offers practical advice to help you use email more effectively.



30 minutes



Fire Door Inspection

This eLearning course is aimed at anyone who will undertake fire door inspections.



20 minutes



Fire Safety Awareness

Basic awareness of how to evacuate a building if the Fire Alarm sounds.



30 minutes

Food Safety – Level 1

This course looks at:

- What happens when food safety goes wrong
- Some common food hazards
- Your responsibility for food safety
- What food poisoning looks like and who is most at risk



40 minutes



Food Safety – Level 2

This course looks at:

- Food safety, the law and your responsibilities
- Food safety hazards
- Principles of safe food storage
- Temperature and cleaning
- Food premises and equipment



90 minutes



Food Safety – Level 3

This Level 3 course has been designed to help Managers and Supervisors in the Government sector ensure their organisation adheres to food safety legislation. As a senior team member, you will learn how to minimise hazards and encourage your team to follow the food safety management system.



45 minutes



How to wash your hands

Washing your hands is one of the easiest ways to protect yourself and others from illnesses such as food poisoning and flu. To access this course, just click on the purple play button once enrolled.

You do not need to register, just click ‘Continue’



5 minutes



Infection Prevention and Control Awareness

This course has been produced by HCC and will provide an alternative delivery approach during the current pandemic.



80 minutes




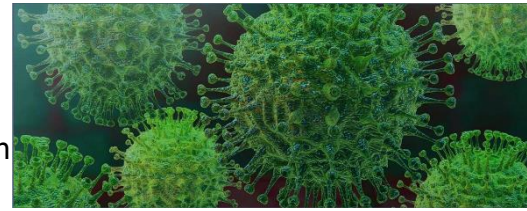
Coronavirus (COVID-19) Infection Prevention and Control (from the IPS)

Coronavirus (COVID-19) Infection Prevention and Control (from the Infection Prevention Society).

To access this course, just click on the purple play button once enrolled.


You do not need to register, just click 'Continue'

 30 minutes



Inspection, use and maintenance of steps/ladders


To provide skills and awareness in the inspection of step/ladders ensuring safe to use.

 20 minutes



Introduction to First Aid

Insight into First Aid, the provisions in place for you whilst at work and the different categories and requirements of a first aider.

 30 minutes




Keeping Mentally Healthy

Define the term mental health

List the factors that contribute to mental ill health

Explain activities to maintain good mental health


State the different support services that are available

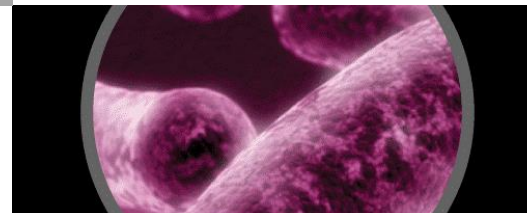
 30 minutes



Legionella Awareness


Understand your legal responsibilities and duties associated with legionella management.

 30 minutes



Lone Working Awareness


Awareness of Lone Working and the reasons for needing to plan when staff members may be working in isolation.

 30 minutes




Manual Handling

This module is intended as an introduction to manual handling. The examples used in the module focus on an office environment but will apply to most work settings.

 30 minutes

Mental Health Awareness

The aim of the course is to provide an awareness of Mental Health issues and causes of Mental Ill Health as well as support information.


 30 minutes



Mental Health and Wellbeing aspects of COVID19

Taking care of your mind as well as your body during the COVID19 outbreak is really important whether you are a key worker, working from home or having to self-isolate.


The tips and advice included on this eLearning are things you can do now to help you keep on top of your mental wellbeing and cope with how you may feel. (Make sure you get further support if you feel you need it).

 30 minutes



Moving and Handling People Awareness


This course will make you aware of the manual handling techniques and equipment that can be used to move and handle human loads safely, and in accordance with current legislation and professional guidance.

 60 minutes



Needlestick Awareness


This course will explain how to collect, handle, store and dispose of sharps safely using the correct Personal Protective Equipment (PPE), how to handle incidents and reporting responsibilities.

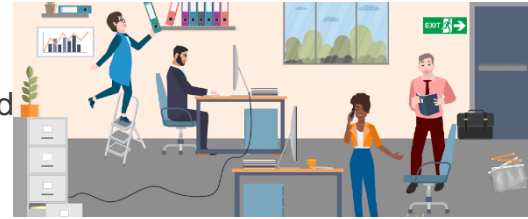
 25 minutes



Office Safety


This module is designed to give you an introduction to good health and safety practice in the office workplace. If you have any questions that relate to a specific health and safety issue in your office, talk to your manager.

 40 minutes



Open Water


This course will highlight the health and safety risks regarding open water.

 30 minutes



Personal Resilience


This course is designed to help you think about your own resilience and how it can be improved upon.

 20 minutes



PPE Awareness

This course gives you an awareness of PPE, the reasons for needing it and what types of PPE are available for use.


 30 minutes






Principles of Working at Heights

The aim of this course is to give the learner a basic awareness of Working at Height, what it means and when it occurs, how to plan it effectively and what you may need to carry this out safely.

 35 minutes

Recognising the Terrorist Threat


This eLearning will help you to understand the threat and how to deal with potential terror related incidents.

 45 minutes



Risk Assessment


An overview of risk assessment with respect to health and safety laws and policies that affect you and your team.

 30 minutes



Stress Awareness for Employees


Why stress occurs and how it can manifest itself physically and psychologically and offer practical hints and tips on how to cope with the ever-increasing demands of the modern workplace.

 30 minutes



Stress Awareness for Managers


To provide an awareness of stress and its causes as well as information regarding the role of the manager in terms of stress prevention and stress management.

 30 minutes



Stress Awareness and Mindfulness

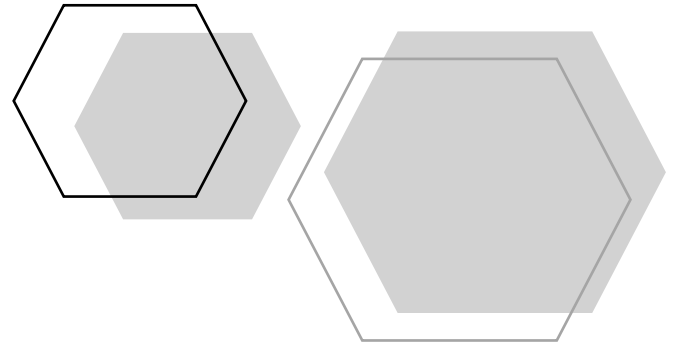
The tips and advice included on this eLearning are things you can do now to help you keep on top of your mental wellbeing and cope with how you may feel. Make sure you get further support if you feel you need it.

 40 minutes




Equality

ELEARNING



A Guide to Reasonable Adjustments


This course will consider the legal requirements, our individual responsibilities and what constitutes a 'reasonable adjustment'. We will also cover some good practice that should be followed when dealing with our disabled colleagues.

 20 minutes



Basic Autism Awareness


This module will provide you with the facts about autism, including the impact that it can have on individuals. We'll look at the key characteristics of the condition and how you can interact with people with autism.

 30 minutes



Disability and Discrimination


A course to provide an understanding of disability and discrimination, including the law and the role of the local authority in developing inclusive communities.

 30 minutes



Equality Impact Assessments

A course to provide a clear understanding of Equality Impact Assessments and the processes and principles in conducting them effectively.

 30 minutes





Equality in the Workplace

This course to actively promote the principles of Equality and Diversity and to raise awareness of personal attitudes and feelings towards discrimination and equip learners with the knowledge, skills and attitudes to deal with discrimination.



60 minutes

Epilepsy Awareness

The purpose of this module is to improve the learner's understanding of epilepsy, including causes and triggers, types of seizure and methods of treatment.



45 minutes



Hate Crime

This module will provide you with a basic understanding of hate crime and an increased understanding of how to respond and report it.



45 minutes



Introduction to Prevent

This offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.



20 minutes



Learning Disability Awareness

This module will help you to understand more about learning disabilities and difficulties, and the issues that sufferers can face in everyday life. It looks at how you and your organisation can improve your communications to ensure that your service is accessible to all.



20 minutes



LGBTQI Awareness

You have a role to play in ensuring those around you feel respected, cared for and dignified. This module will enable you to do that with your colleagues, your team and customers.




20 minutes



Reasonable Adjustments Disability Passport


This course will explain how to record adjustments agreed between an employee and their manager to support them at work because of a health condition or disability.

 25 minutes

Reasonable
adjustments
disability
passports

The uncomfortable truth


This is the first of two courses that looks at exploring the uncomfortable truths surrounding racial inequality in the workplace.

 40 minutes

the
uncomfortable
truth.

The uncomfortable conversation


Hopefully, you have already completed the first module in this series, titled The uncomfortable truth. If not, we recommend you begin by doing that module, which discussed the importance of having conversations about racial inequality. This module will provide a toolkit to help with starting and carrying out those conversations.

 40 minutes

the
uncomfortable
conversation.

Unconscious Bias

This 20-minute course will help you get to grips with unconscious bias so that you can identify, acknowledge and challenge it in your workplace.

 20 minutes

Understanding Autism Tier 1

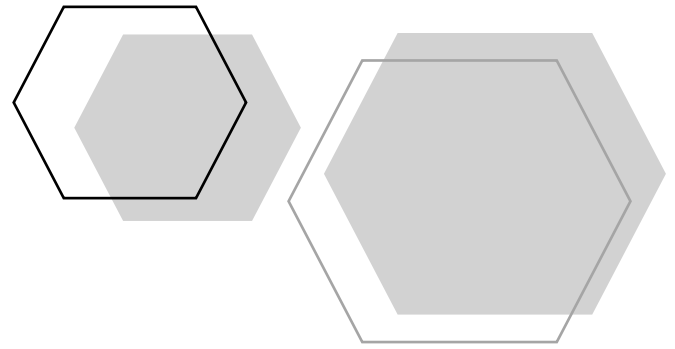
The module is designed for people in any sector who require a general understanding of autism and the support autistic people may need. The module meets the requirements of the Core Capabilities Framework for Supporting Autistic People (2019).

   90 minutes




Housing

ELEARNING



Homelessness Reduction Act (2017)


Welcome to this module on the Homelessness Reduction Act (2017). The Act places new legal duties on local authorities and housing authorities to reduce and prevent homelessness. This e-learning provides an overview of the new duties and how these will work in practice.

 50 minutes



Housing Self Service


This course will help Housing staff to support tenants in accessing the online services housing offers through the self-service portal.

 30 minutes



Introduction to Hoarding


The aim of this training is to help understand the disorder that people live with, the reasons that they behave the way they do, the risks and dangers associated with their behaviour and how we can best help in managing or overcoming their problem.

 30 minutes



Making Every Adult Matter (MEAM)


The Making Every Adult Matter (**MEAM**) Approach helps local areas design and deliver better coordinated services for people experiencing multiple disadvantage.

 30 minutes

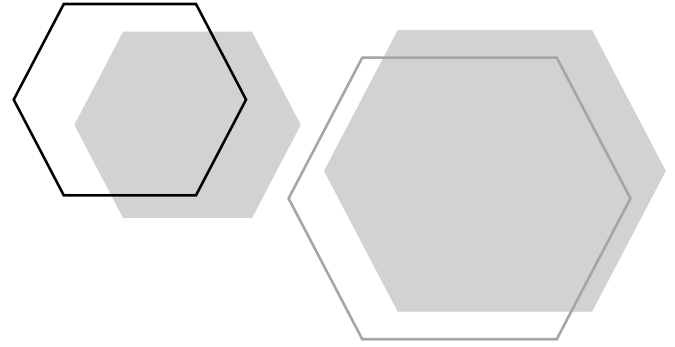


Tenant Participation Awareness

This course will explain what tenant participation is, why we do tenant participation, what the tenants compact is and what the current participation structure is.


 30 minutes

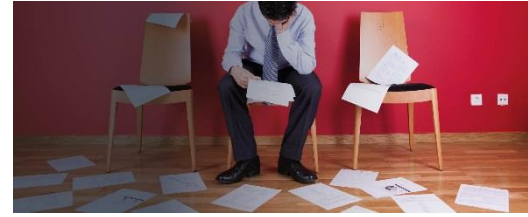




Data Protection Awareness


This course outlines how to treat information securely to comply with legislation (2018 Data Protection Act together with the General Data Protection Regulations).

 40 minutes



Introduction to Information Governance


This course will provide you with a comprehensive guide to why information is so important, the risks to its safety, and what you can do to protect it.

 30 minutes



Introduction to Information Security


Any organisation that uses or provides information resources has a responsibility to maintain, safeguard them, and comply with the laws governing the processing and use of information and communications technology.

 60 minutes



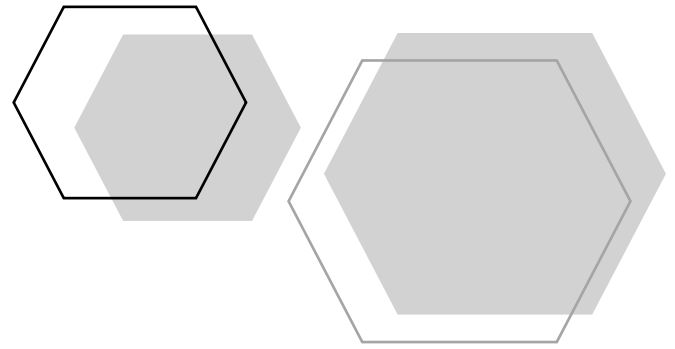
Information Sharing

This module explains how to properly share personal information so that our services can be improved. It covers why we need to share information, what information can be shared and with whom, and how to share information in a safe way.

 30 minutes




Leadership & management ELEARNING



Change Management Part 1: Introduction


Part one of a suite of four modules on Change Management. This module is an introduction to organisational change and why it needs to be managed.

 30 minutes



Change Management Part 2: Change and People


Part two of a suite of four modules on Change Management. This module explores how people respond to change and introduces four key change roles.

 30 minutes



Change Management Part 3: The Change Process


Part three of a suite of four modules on Change Management. This module explores the change process itself, from seeing the need for change through initiating the change and then fostering involvement and commitment.

 45 minutes



Change Management Part 4: Change Tools


The final part in a series of four modules on change management. This module looks at the change management tools referred to in previous modules and refer you to the Change Management Toolkit (a valuable resource for the public sector).

 30 minutes



Coaching


The aim of this eLearning package is to help you improve your understanding of performance coaching and to develop your coaching skills.

 30 minutes



Giving and Receiving Feedback


This course explains the meaning of the term feedback and outlines why feedback is important both in everyday life and in the world of work.

 20 minutes



Introduction to Project Management


This will give you an introduction to managing your projects and will take you through the basic principles of what you need to do.

 60 minutes



Leadership Styles and Skills


Looks at the difference between leadership and management. Examines a range of leadership theories, models and styles, which to choose and why these leadership styles or behaviours are likely to have a positive or negative effect on individual and group behaviour.

 60 minutes



Bullying and Harassment in the Workplace


How managers can help create a positive work environment in which everyone is treated with dignity and respect.

 40 minutes



Managing Difficult Conversations in Performance Management


This course will explore the basics of performance management, including the key components of the performance management cycle. It will demonstrate how to tackle poor performance and handle difficult conversations.

 30 minutes



Mediation Skills


This short eLearning course will explain when and how to use mediation skills to resolve conflicts or difficult situations. It will help you to achieve a positive outcome when problem solving.

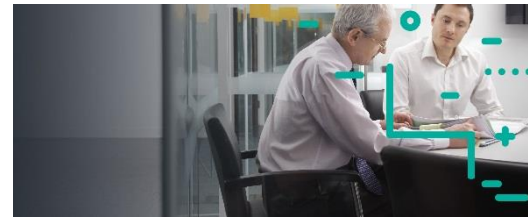
 30 minutes



Mentoring for Mentors


In this course you will learn what mentoring is and the benefits it can bring. You will also learn how to get the best out of a mentoring relationship, including how to start and structure it and how to bring it to a close when the time comes.

 30 minutes



Negotiation Skills


Demonstrates negotiation skills and techniques and how to use different communication methods, handle conflict and devise problem solving techniques.

 30 minutes



Problem Solving and Decision Making


To help managers understand how different factors might influence problem solving in the workplace.

 45 minutes



Questioning Techniques


The aim of the package is to provide an awareness of questioning techniques and types of questions which may be useful and those which should be avoided. It provides advice and practical examples of questioning techniques which can be used for recruitment interviews.

 25 minutes



Supervisory Skills


This package describes the role of the supervisor, the impact of different learning styles and how to manage change more effectively.

 35 minutes



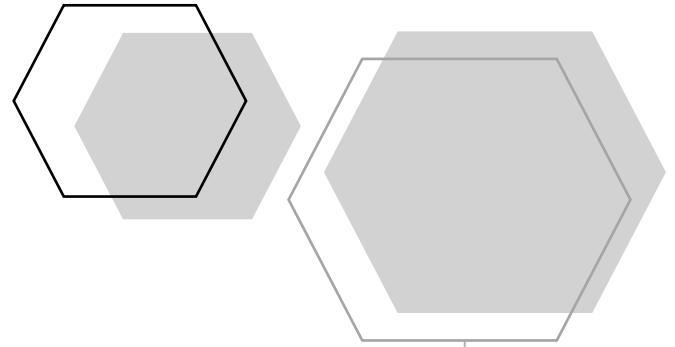
Team Leading

This course will show you how to develop your team, set goals, review performance and how to review your own development as a leader.

 45 minutes




Safeguarding ELEARNING



Adult Safeguarding and Human Rights

During the course, you will learn about the importance of human rights as a basis for good safeguarding practice, advocacy as a key element to ensuring people's rights are protected, the human rights that are most relevant and the relationship between human rights, adult social care and safeguarding.



 40 minutes


Channel Awareness

This course gives an understanding about how Channel works and who is responsible.

This course is the third part of the Home Office Prevent eLearning courses, along with Introduction to Prevent and Prevent Referrals.

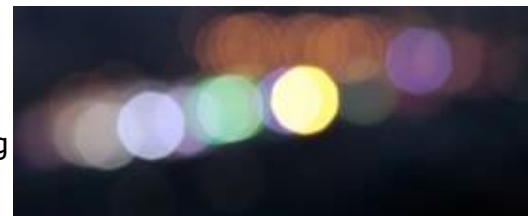



Home Office

 40 minutes

Child Sexual Exploitation

This course will explain what is meant by Child Sexual Exploitation (CSE), how to identify that CSE may be taking place, how to recognise that a young person is being groomed, how a framework is used when assessing for CSE and how practitioners can effectively support victims of CSE.




 50 minutes

County Lines


In this module, we'll explore the ways children, young people and vulnerable adults are exploited by criminal activity and give you mechanisms to safeguard and take action when someone is at risk.



 30 minutes

Female Genital Mutilation (FGM)


This module looks at a particular type of abuse which happens to girls and sometimes women that is collectively known as Female Genital Mutilation (FGM).

 45 minutes



Honour based abuse and forced marriage


This module looks at honour based abuse and in particular, forced marriage.

 45 minutes



Introduction to Neglect

This course will cover – What is neglect, the different types of neglect, the causes of neglect and the impact of neglect


 40 minutes



Introduction to Prevent

This offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.

This course is the first part of three Prevent courses produced by the Home Office, along with Prevent Referrals and Channel Awareness.


 45 minutes



Home Office

Modern Slavery and Human Trafficking

The course is designed to raise your awareness of modern slavery and human trafficking and to help you recognise your role in identifying and


 60 minutes



Prevent Referrals

This training is designed to make sure that when we share a concern that a vulnerable individual may be being radicalised, that referral is robust, informed and with good intention, and that the response to that concern is considered, and proportionate.

This course is the second of the Prevent eLearning courses produced by the Home Office, along with Introduction to Prevent and Channel Awareness.


 30 minutes



Home Office

Safe Sleeping


This course will help you to recognise and understand safe sleeping procedures for babies and explore how current safe sleeping guidance impacts on your safe sleeping procedures.

 45 minutes



Safeguarding Adults Level 1


This course will introduce you to the different types of abuse encountered by adults at risk, and what to do if you are worried about the safety of an adult.

 30 minutes



Safeguarding Children and Young People Online


By the end of the course, you will have an increased awareness of the issues and risks relating to children and young people online and how to safeguard them.

 120 minutes



Safeguarding Children - Learning from Case Reviews


This course covers learning and recommendations from local and national Child Safeguarding Practice Reviews.

 40 minutes



Safeguarding Children Young People and At Risk Adults Awareness for Drivers


This course will increase your knowledge of safeguarding issues in Hull.

 30 minutes



The Vulnerability of Babies

This course will raise awareness of the vulnerabilities of babies and young children.

 45 minutes



Threshold of Need

This course will help you develop an understanding of the application of the Hull threshold guidance and framework - as a model for working together to meet the individual needs of children, young people and families.

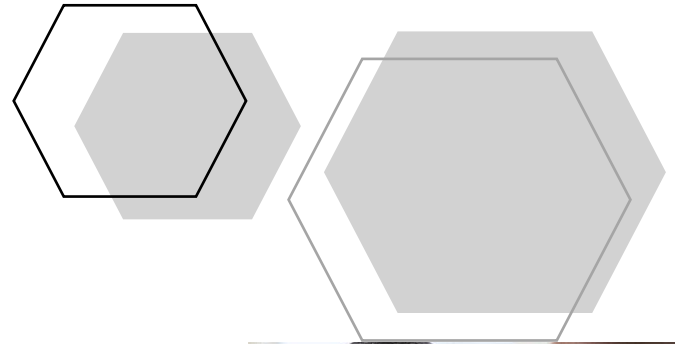


50 minutes




Skills

ELEARNING



Assert Yourself


One of the most important and yet difficult to master aspects of interpersonal communication is assertiveness.

 20 minutes



Business Maths


This module is aimed at helping those who lack confidence in using mathematics for business and within Excel.

 20 minutes



Customer Service Suite Part 1: Introduction


In this first part you'll reflect on your knowledge and experience and then explore customer service in the context of the council.

 30 minutes



Customer Service Suite Part 2: Standards

In this part you will further explore the benefits of customer service standards for you, the organisation and the customers.


 30 minutes



Customer Service Suite Part 3: Communication

This part focuses on skills to help you communicate effectively either face to face, in writing or on the telephone.


You will also find some techniques for how to manage difficult situations.

 30 minutes



Effective Minute Writing


A practical guide that looks at the value of minutes whether the meeting is planned with an agenda and a chair person to manage the meeting, or if it is unplanned without an agenda and is less structured.

 30 minutes



Effective Writing


Write effective letters and briefs and understand how good writing can persuade and influence people.

 30 minutes



Emotional Intelligence


How Emotional Intelligence can increase your self-awareness, help you work with others and improve professional performance.

 30 minutes



Information sharing


How to properly share personal information so that our services can be improved. It covers why we need to share information, what information can be shared and with whom, and how to share information in a safe way.

 30 minutes



Interview Skills


Explains the importance of interview preparation, as well as giving you helpful hints and tips on interview questions and how to combat nerves.

 25 minutes



Managing Yourself and Your Time

How to prioritise and organise your workload more confidently and recognise productive and unproductive work behaviours.

 30 minutes



Meeting Skills

This module will guide you through when it is appropriate to organise a meeting, who should be invited, preparation for the attendees, controlling a meeting and determining the outcomes of a successful meeting.



40 minutes



Plain English

Outlines the basics of plain English. It will help you learn how to get your message across quickly and clearly.



30 minutes



Presentation Skills

Everything you need to know in order to get it right - from recognising the type of presentation you need to deliver through to combating last minute nerves and dealing with unexpected hitches.



30 minutes



Self Development

Shows you how to develop and implement your own career plan. It gives you a structured approach to assessing your own development needs, developing and implementing a career plan and appraising your progress.



20 minutes



Spelling Grammar and Punctuation

This course is designed to increase your confidence in writing with correct grammar, spelling and punctuation.



30 minutes



Writing a CV

Outlines the basics of plain English. It will help you learn how to get your message across quickly and clearly.



30 minutes



Adult Social Care Courses

Adult Social Care: Care Certificate

(2 Hours)

Managers to contact Learning and Development with names of new starters

Target Group:

Adult Social Care

Course Aims:

The Care Certificate is an identified set of standards that health and social care workers adhere to in their daily working life, which enhance the participant's skills, behaviours and knowledge so they have a clear understanding of the requirements of the Care Certificate to enable them to carry out their roles and responsibility within their job specification

Learning Outcomes:

- Develop confidence and equip workers with the fundamental skills they need to provide quality care
- Gives a basis from which workers can further develop their knowledge and behaviours as their career progresses
- Covers what is required to be caring, compassionate and safe in providing quality care and support
- Links to the competences and units in the qualification

Time: 10:00am – 12:00pm

Venue: Brunswick House

Facilitator: Carl Fowler

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Adult Social Care: Operating Model

(1/2 Day)

To be arranged when required.

Target Group:
Adult Social Care

Course Aims:

- To give you further clarity on the ASC operating model
- To give you further clarity on the roles and responsibilities of the teams that work within it

Learning Outcomes:

By the end of the session you should be able to

- Describe the ASC operating model and apply its principles in practice
- Explain the roles and responsibilities of teams within the operating model
- Describe the customer journey through the community and hospital routes
- Explain how cases are passed through to Brokerage from other teams
- Describe what a proportionate assessment is and when it would be used

Time: TBC

Venue: Brunswick House

Facilitator: ASC Practice Leads Managers

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Adopting a Solution Focused (Strengths Based) Approach to Adult Social Care (1 day)

17 August 2022 or 1 March 2023

Target Group:

Staff working in an Adult Social Care environment

Course Aims:

- To develop an understanding of solution focused practice and skills for application of this approach within adult social care.

Course Objectives:

Participants will;

- Gain knowledge of the key principles and concepts of the solution focused approach
- Explore the benefits of solution focused practice
- Learn how to use solution focused techniques to identify good outcomes in adult social care
- Understand how to use solution focused tools to identify a person's strengths and resources
- Develop solution focused language and conversation skills
- Explore when it is not appropriate to use a solution focused approach
- Recognise how to exit from solution focused support

Time: 9:30am – 4:30pm

Venue: Brunswick House

Facilitator: ASC Practice Leads Managers

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Advocacy in Adult Health & Social Care Practice

(3.5 hours – Virtual via Microsoft Teams)

6 September or 13 October 2022 or 10 January 2023

Target Group:

All social workers and managers within adult services including senior managers, PL's, SW's, OT's, SCSO, OTA's, SCA, SW Students, OT students, DCM, CP&QM, CP&QO, Brokerage Officer's, Brokerage Assistant's, Rehabilitation Officers, Sensory Assistants, Telecare Technicians, Telecare Advisors, Commissioning Officer / Commissioning Manager

Course Aims:

This half day programme explores the various roles and statutory provisions under the Care Act and examines the benefits it can have in terms of achieving positive outcomes for individuals. The responsibilities, powers and duties of these roles will be considered, including the statutory advocacy roles provided by the Care Act, Mental Capacity Act and Mental Health Act, including how this might interact with Care Act eligibility and advocacy.

Course Objectives:

This course will provide participants with the following learning outcomes:

- Understand and able to describe the different types of advocates that are available, and the contribution they can make for the people they support (generic, Care Act, IMCA, IMHA and RPR)
- To understand and be able to comply with the legal duties of the local authority in relation to when, how and for whom each form of advocacy must or should be commissioned
- To understand and be able to comply with the process of the commissioning and advocate, resulting in the provision of the right form of advocacy to the right people at the right time, in practice
- To have a clear understanding of when and how any referral for assistance from an Advocate is undertaken and the importance of ensuring that this is suitably robust, informative and comprehensive
- To understand how to assist the Advocate in their role insofar as may be appropriate and possible, specifically in situations where there are difficult family and/or other dynamics
- To understand how to identify and action appropriate Advocacy support. Considering timely responses and the benefits of this not only to the individual who is receiving the assistance from the advocate, but also to endeavour to reduce any conflict which may arise or has arisen
- To understand the role of each type of advocate, how they may be involved in legal proceedings and where they should be consulted as part of any decision relating to mental capacity and appropriate best interests' decision making
- How to work effectively with an advocate and the benefits of forming and maintaining good working relationships with them including developing an understanding of strategies which may assist in working with an Advocate.

Time: 9am – 12.30pm
Venue: Virtual
Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

An Introduction to the Strengths-Based Approach to Adult Social Care

(e-Learning)

Target group:

All staff and volunteers who work or have contact with adults with care and support needs.

Course Aims

To provide participants with knowledge and understanding of the strengths-based approach to working with adults with care and support needs.

Course Objectives:

- Improve knowledge and understanding of strengths-based approach and how it relates to individual well-being and co-production
- Increase knowledge and understanding of strengths-based approach tools and techniques
- Enable opportunities for reflection and skills development on using a strengths-based approach

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Asbestos Awareness Training

(e-Learning)

Target Group:

All staff

Course Details:

The aim of this e-learning is for you to gain a vital understanding of why asbestos is still a risk. You will also receive guidance about what to do if you are potentially confronted with asbestos.

Learning Outcomes:

By the end of the session, you will be able to:

- Understand what asbestos is
- List the uses of asbestos in the building trade
- Identify where you may come across asbestos in your work
- Explain procedures for dealing with asbestos

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Assisted Eating, Drinking, Nutrition & Hydration (1 Day)

22 September 2022 or 11 January 2023

Target Group:

All staff who manage and work in a care home, including managers

Course Details:

It is important that everybody who works in a care environment recognises the signs of potential eating and drinking difficulties and is able to support service users to eat and drink. This course combines both theory and practical sessions to equip those who work in care settings with this knowledge

Learning Outcomes:

By the end of the course participants will be able to:

- Define Dysphagia
- Identify the main parts of the human mouth and pharynx
- Recognise the signs of symptoms of aspiration
- Know when to refer a service user
- Recognise good positions at mealtimes
- Experience food textures and being fed in different positions
- Management responsibilities

Time: 9:30am – 4:00pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Autism (Basic Awareness)

(e-Learning)

Target Group:

All staff

Course Aims:

This course will provide you with the facts about autism, including the impact it can have on individuals. We'll look at the key characteristics of the condition and how you can interact with people with autism

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Best Interests Decision for Adults Lacking Capacity – A Guide for Social Workers in Practice

(1/2 Day Virtual via Microsoft Teams)

Expressions of Interest

Target Group:

All social workers and managers in adult services and anyone else who is involved in making decisions on a best interests basis for adults lacking capacity and for occupational therapists and assistants to be given the opportunity to attend if they so wish.

Course Aims:

For all social workers and managers and any other individuals making decisions on a best interests basis relating to an incapacitated adult to:

- Consider the relevant provisions of the mental capacity act 2005
- Consider recent case law relating to the application of the provisions of the mental capacity act 2005 insofar as they relate to best interests decisions
- Understand the importance of ensuring that a robust, thorough and comprehensive best interests decision is taken and the requirements of this
- Appreciate the need for the best interests decision making record to be as robust and comprehensive as possible to minimise the risk of any successful challenge and included within this to demonstrate the process adopted, the considerations which have and have not been taken into account and the reasonableness of the conclusion
- Appreciate and understand that their decision making may be challenged in court and how they are able, most effectively, to defend their decision making in evidence whether in the form of witness statements and/or giving live sworn evidence in court.

Learning Outcomes:

To provide social workers and managers and indeed anyone involved in making a decision on a best interests basis who lacks capacity to make such decision themselves:

- A clear understanding of the relevant provisions of the mental capacity act 2005 relating to this issue
- To apply the outcome of leading cases in respect of the interpretation of the appropriate provisions of the mental capacity act 2005 relating to best interests decision.
- That the way in which they carry out any decision on a best interests basis for an incapacitated adult is undertaken on a lawful basis and thereby minimising the risk of any successful challenge to that decision and/or the methodology used in reaching the conclusion
- With practical guidance in relation to the completion of the best interests decision record so as to demonstrate to the court and any potential party to litigation the decision itself, how making that decision on a best interests has been approached and the lawfulness and appropriateness of such approach, the way in which potentially competing views have been managed and taken into account and the rationale of the conclusion reached.
- With an understanding of when to make an application to the court of protection for a determination of what the outcome of the decision on a best interests basis should be and how that should be approached.
- With a clear understanding of when an application to the court of required in specific instances and when a best interests decision without an order of the court is inappropriate.

Time: 9.30am – 12.30pm

Venue: Virtual

Facilitator: Edge

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

The Care Act and Childrens and Families Act 2014 (1 Day Virtual via Microsoft Teams)

14 September 2022 or 18 January or 7 February 2023

Target Group:

All ASC practitioners and managers

Course Aims:

This one day training has been designed for adult social care staff and managers working with young people who are transitioning from Children's Services to Adult Social Care considering both Part 3 of the Children and Families Act 2014 and Part 1 of the Care 2014 and the different roles of each piece of legislation in supporting young people effectively. Looking from a strength-based perspective the course will explore the relevant legislation that is key to providing a legal framework for practitioners when considering and recognising the assessed needs of service users and how local protocols support the successful implementation of a SMART plan.

The training will cover the importance of a person-centred approach and best practice to ensure that delegates are enabled to prepare young people with Special Educational Needs and Disabilities for the move into greater independence, socialisation and achieving their best possible, health, life chances and outcomes along with importance of the partnership with commissioning services to enable this to be achieved. In so doing, we will consider key tools to support this and best practice, this will include an overview of the 24/7 grid.

The course will look at the key concept of Wellbeing, specifically making links to employment, health, independent living, relationships and community participation and the importance of personalisation in commissioning. The course will support delegates to understand how legislation can be used to create positive outcomes for young people; challenges barriers and practical ways of implementing the principles of both The Care Act and The Children and Families Act 2014.

Learning Outcomes:

This course will provide participants with the following learning outcomes:

- Understanding the links between Children and Families Act 2014 and The Care Act
- Understanding of the difference between sections 17 and 47 of the Children's and Families Act 2014: Part 3 of Children and Families Act 2014
- Recognise the need to support young people aged 18-25 with Special Educational Needs and Disabilities through both the Children Act and Part 1 of the Care Act 2014
- Understanding the importance of personalisation, commissioning, transition protocol in relation to young people
- Understand the elements of Perparation for Adulthood and Special Edicational Needs and Disabilities
- Refresh / overview of the 24/7 grid
- Have regard to the Care Act Wellbeing Duty: employment, health, independent living, friends, relationships and community participation
- Understand how legalisation can be used to create positive outcomes for young people; challenges barriers and practical ways of implementing the principles in both acts through good practice examples

Times: 9am – 4:30pm

Venue: Virtual

Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Care Act: Cooperation and Integration Under the Care Act (1/2 Day Virtual via Microsoft Teams)

8 November or 14 December 2022 or 16 March 2023

Target Group:

All ASC social workers, OTs, OTAs, social care support officers and for Occupational Therapists and assistants to be given the opportunity to attend if they so wish

Course Aims:

To meet an individual (or families) needs in a holistic, person-centred way involved the involvement, cooperation, and collaboration of a range of public and voluntary sector partners. The Care Act places specific duties upon Local Authorities, Health Bodies and Housing Departments to cooperate, and where possible integrate services as a means of delivering consistent care and support which meets the individual's eligible needs.

Eligibility in health and social care teams can span several different frameworks, and entitlements, and this half-day session is designed to provide an overview of the rights, duties and responsibilities built into the legal frameworks, and consider how services and professionals can work together to deliver a holistic service response.

Learning Outcomes:

By attending this session participants will be supported to achieve the following outcomes;

- Understand the duties placed by the Act on local authorities in relation to Integration, cooperation and partnerships with health, housing, and other partners, and how practitioner and manager roles in the organisation contribute to delivering these duties in practice
- Understand the benefits of a multi-disciplinary approach or the individual, their supporters, and in relation to continuity of care, choice, and personal control for the person in need of care and support
- Understand the duties placed by the Act on local authorities in relation to transition – into adulthood; between geographical areas; and between prison/ criminal justice approved facilities and the community
- Understand and be able to manage the relationship between needs which are eligible for support under the Care Act and needs which are eligible for support under other legislation, such as s117 of the Mental Health Act or duties to care leavers under the Children's Act

Times: 9am – 12.30pm

Venue: Virtual

Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Care Act Essentials

(1 Day Virtual via Microsoft Teams)

4 July or 6 October 2022 or 1 February 2023

Target Group:

All ASC practitioners and managers and Occupational Therapists and assistants.

Course Aims:

The Care Act 2014 was implemented from April 2015 and represented a significant change in the way social care thought about and approached the process of supporting individuals with social care needs. The well-being principle, and a range of new statutory duties, including placing safeguarding adult's boards on a new statutory footing, were introduced. The process of change in how adult social care is delivered as a result is continuing and practice continues to develop; with an emphasis on universal provision, prevention, and delaying needs where possible, and utilising well-being and person-centred approaches where needs are such, that statutory support is required.

This one-day programme provides an update for practitioners in respect of practice and processes and provides an opportunity to reflect upon and develop an applied understanding of the impact of the Act in social care practice.

Learning Outcomes:

This course will provide participants with the following learning outcomes:

- Refresh knowledge and understanding of the Care Act, its principles and duties and reflect on its operation in practice, including exploring ways in which legal challenges have influenced interpretation of the Care Act.
- Understand and discharge the additional duties in respect of people who are deaf, blind or who have autism
- Understand the role of advocacy, when access to advocacy should be offered and the relationship between advocacy offered under the Care Act with IMCA and IMHA
- Understand the impact of the Act on care and support planning, the difference between providing support and meeting needs and the role of support planning in minimising restrictions of the person's liberty, rights and freedom
- Understand how to identify the personal budget and the framework governing the right to request a direct payment and the right to receive one
- Understand the impact of Education, Health, Care and Support plans on the rights of people coming through transition and the limits of those rights. (For example, the young person has the right to support to achieve objectives agreed on the EHCP, which may extend into adulthood, but they do not have the right to specify who will provide what level of support. Their support planning is subject to the same commissioning framework as all other adults)
- Describe the key elements of a defensible decision – apply and use your knowledge of the Care Act in your practice and explain how decisions comply with the requirements of the Act, including understanding the principles of ordinary residence and how to make a defensible assessment
- Identify how to engage in critical thinking and be able to challenge decision making
- Identify actions that would promote person centred practice

Times: 9am – 4.30pm

Venue: Virtual

Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Care Act in Practice: Assessment and Support Planning

(1 Day Virtual via Microsoft Teams)

13 July or 3 October 2022 or 8 February 2023

Target Group:

All ASC social workers, OTs, OTAs, social care support officers

Course Aims:

The Care Act 2014 built on the developments of the personalisation agenda and the duties enshrined in previous legislation and sets out a range of duties and provisions to support the assessment, care and support planning processes within adult social care. This one-day programme is designed for social care practitioners undertaking these roles and tasks. It will focus on taking a strengths-based approach to the local authority duties and support participants to reflect upon and develop their assessment, planning and review skills in practice.

Learning Outcomes:

This course will provide participants with the following learning outcomes:

- Understand the requirements of the Care Act in relation to assessment and reviewing practice with a particular focus on the requirement to take a preventative approach which builds upon a person's strengths and the importance of appropriate and proportionate assessment
- Understand how to support the person through the process, including the enabling of supported self-assessment
- Understand the need to establish ordinary residence and that this determination will substantially influence next steps
- Understand when it is appropriate to combine assessments with the NHS or CYPFS and how to do so, including understand when it is appropriate to refer someone for consideration for NHS Continuing Healthcare, be able to do so and be able to recognise and escalate issues where appropriate
- Understand and discharge the additional duties in respect of people who are deafblind or who have autism
- Understand the application of the national eligibility criteria in practice and the three conditions which must be satisfied for a need to be eligible for support
- Understand the impact of the Act on care and support planning, the difference between providing support and meeting needs and the role of support planning in minimising restrictions of the person's liberty, rights, and freedom

Times: 9am – 4.30pm

Venue: Virtual

Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Care Act in Practice: Finance and Charging

(1/2 Day Virtual via Microsoft Teams)

21 September or 1 November 2022 or 2 March 2023

Target Group:

All ASC social workers, OTs, OTAs, social care support officers and Civica staff

Course Aims:

The financial and charging aspects of the care and support system can be confusing for practitioners to navigate and this half-day session is designed to provide a straight forward guide through the statutory duties, responsibilities and regulations that apply to, and underpin the provision of social care support. Local arrangements and processes will be considered in the context of duties, powers, and responsibilities of the Local Authority under the Care Act.

Learning Outcomes:

By attending this session participants will be supported to achieve the following outcomes:

- Understand which assets are included in a financial assessment and which are not
- Understand how the charge is calculated
- Understand the circumstances in which someone who funds their own care and support can ask the local authority to arrange that care and support on their behalf and when they cannot
- Understand the impact of self-funding on ordinary residence and how it can differ depending on whether the person arranges and pays for their own care and support or pays the full cost of their care and support to the local authority
- Understand the circumstances under which someone can or cannot be offered a deferred payment and the process for doing so
- Understand what a 'light touch' financial assessment is and the circumstances under which it can be offered

Times: 9am – 12.30pm

Venue: Virtual

Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Caring for a Person Requiring Palliative and End of Life Care (1 Day)

13 July or 8 September 2022 or 10 January or 6 March 2023

Course Aims:

- To understand palliative and end of life care and how common symptoms of dying may be managed
- To understand advance care planning and the importance of this in providing personalised care

Course Objectives:

- To differentiate between palliative and end of life care
- To explain the palliative care approach and how this supports people to live well
- To consider common signs of dying and how to manage common symptoms experienced at end of life
- To identify support services available for people requiring palliative and end of life care
- To discuss advance care planning and the importance of this for people requiring palliative and end of life care

Times: 9.15am – 5pm

Venue: Brunswick House

Facilitator: Dove House

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Catheter and Stoma Care (1/2 Day)

26 September 2022 or 8 February 2023

Target Group:

This course is suitable for direct care workers

Course Aims:

This course has been designed to enable those who support people with catheters and stomas to do so safely and in a person centred way. This course is 1 day duration with half a day on catheters and half a day on stomas. As such this course is does not include cateteridation and is designed for social care professionals rather than nursing staff

Course Objectives:

By the end of the course participants will have knowledge of:

- Anatomy and physiology
- Types of catheter
- Locations
- Equipment
- Risks associated with catheters
- Catheter care hygiene
- Common problems

Times: 1.00 – 4:00pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Complaints Investigation Skills Training for Adult Social Care (1/2 Day Virtual via Microsoft Teams)

Dates to Follow

Target Group:

Managers/officers within Adult Social Care Grade 10 and above

Course Aims:

To improve/enhance knowledge and skills on how to conduct and manage a fair investigation, from gathering and assessing evidence through to presenting findings at a potential disciplinary hearing

Course Objectives:

- Overview of the legal background
- The role of suspension
- Purpose and stages of disciplinary procedure
- The responsibilities of the employer
- The rights of the employee including TU representation/role
- The stages of an investigation
- Listening and questioning techniques
- Records of conversations and drafting statements
- Corroboration and cross referencing of information – checking out ambiguities
- Decision making on if/how to proceed further including management instruction
- Case for dismissal – how to present at a hearing

Times: 9:30am – 4:30pm

Venue: Virtual

Facilitator: AKD

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Conflict Management Training (e-Learning)

Target Group:

All managers

Course Aims:

- How to identify areas of conflict. The sooner that you can recognise that there's an issue, the more quickly that the matter can be resolved.
- How disagreements can crop up within a range of parties – for instance, between individuals (such as two colleagues, or an employee and their manager) or between groups (such as conflict between two different departments, or between staff and management). Depending on the parties involved, different conciliatory approaches may be required.
- The true causes of workplace unrest can often be tricky to pinpoint, as motives are often deep-lying. You'll have to learn to differentiate between someone's **position** (what they want) and their **interests** (why they want it).
- The various different approaches that you can take to alleviate workplace conflict, and identify some practical techniques that can help.
- Some key values that can help you to maintain a harmonious and effective workplace.

Course Objectives;

- Resolve instances of conflict quickly and effectively
- Manage the impact of ongoing conflict, so as to minimise the effect on the team/organisation
- Put in place some practices that can help to prevent future conflict.

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Continence Awareness

(1/2 Day)

26 September 2022 or 8 February 2023

Being continent is something we all take for granted. But, bladder problems affect more than 9.6million women and 1.14 million men in the UK. In addition at least another 650,000 adults have difficulties with bowel control. The effects of incontinence can be devastating to personal wellbeing and then the role of the care and support worker is vital in promoting continence. This course has been designed to provide the underpinning knowledge to enable care professionals to provide this effective and vital support

Target Group:

This course is suitable for direct care workers

Course Details:

This course is developed for care staff and support workers to raise their awareness of the causes of incontinence, the use of continence aids, promotion of good practice

Learning Outcomes:

By the end of the course delegates will:

- Types of incontinence
- The urinary system
- Stress incontinence
- Treatments for incontinence
- Continence management

Time: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Court Skills – A Practical Course for Social Workers

(1/2 day)

Dates to Follow

Target Group:

All social workers and managers within adult services including senior managers and for occupational therapists and assistants to be given the opportunity to attend if they so wish

Course Aims:

- To ensure that all Adult Social Workers and Managers working within Hull City Council Adult Services have a general understanding of the most often applications before the Court.
- To endeavour to ensure that all Adult Social Workers and Manager working within Hull City Council Adult Services are aware of what may be required of them in the course of any proceedings before the Court and if possible, to encourage and facilitate relevant workers to attend a court hearing either in person or otherwise to assist in their familiarity with the approach taken by the Court.
- To endeavour to ensure that all Adult Social Workers and Manager working within Hull City Council Adult Services have a general awareness of the documents which are most often used as part of those proceedings and how they are required to contribute to their completion.
- To endeavour to ensure that all Adult Social Workers and Manager working within Hull City Council Adult Services have some understanding of the importance of producing clear witness statements addressing the relevant issues and how their practice relates to this including the importance of good and accurate record keeping.
- To endeavour to ensure that all Adult Social Workers and Manager working within Hull City Council Adult Services have an understanding of what may be expected of them if they are required to attend Court, either to formally give sworn evidence, to instruct Legal Services in the course of proceedings or to attend to provide further information to the Court if this is required.
- To endeavour to ensure that all Adult Social Workers and Manager working within Hull City Council Adult Services develop such an understanding of the role of the Court in respect of their work that they are able to work effectively with the function of the Court, without fear or in trepidation.

Course Objectives:

- To ensure that all Adult Social Workers and Managers working within Hull City Council's Adult Services have a good and workable understanding of the role of the Court, specifically The Court of Protection in respect of their own work which, if at all possible, will include them having attended court hearings to develop their familiarity with the approach taken by the Court.
- To ensure that all Adult Social Workers and Managers working within Hull City Council's Adult Services have an understanding of how they are required to contribute to any proceedings which may relate to their work and to do so effectively.
- To ensure that all Adult Social Workers and Managers working within Hull City Council's Adult Services are familiar with the Court Process in respect of the most frequent applications which are made
- To ensure that all Adult Social Workers and Managers working within Hull City Council's Adult Services have a good understanding of where the likely challenges are to be made against them and how best to pre-empt this and take appropriate action to limit such challenges being made and/or made successfully.
- To ensure that all Adult Social Workers and Managers working within Hull City Council's Adult Services whilst having respect for the role of the Court, some of the mystery and fear of Court involvement, which is common, is alleviated.

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Customer Service Suite Training (e-Learning)

Target Group:

All staff

Part 1: Introduction

In this first part you'll reflect on your knowledge and experience and then explore customer service in the context of the council

Part 2: Standards

In this part you will further explore the benefits of customer service standards for you, the organisation and the customers

Part 3: Communication

This part focuses on skills to help you communicate effectively either face to face, in writing or on the telephone. You will also find some techniques for how to manage difficult situations.

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Data Protection and Information Sharing (1/2 Day)

31 August or 8 December 2022 or 17 March 2023

Target Group:
All Services areas

Course Details:
To enhance the participant's skills and knowledge so they have a clear understanding of the requirements of information sharing and data protection to enable them to carry out their roles and responsibility within their job specification

Learning Outcomes:

- To examine and explore the legislation relevant to sharing of information
- To explore the relationship between the legislation and your working practices

Time: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Carl Fowler

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Dementia – Responding to Distressed Behaviours

(1 Day)

14 November 2022

Target Group:

Staff who have prior experience in working with people with dementia.

Course Aims:

Develop your knowledge and skills in responding to challenging situations with empathy and respect.

Learning Outcomes:

By the end of the course participants will:

- Recognise and identify certain behaviours in people with dementia and their associated triggers
- Learn how to support, value and respect people with dementia and respond with empathy to a person expressing strong emotions
- Gain confidence in handling situations you may previously have found challenging

Time: 9:30am – 4:30pm

Venue: Brunswick House

Facilitator: Alzheimer's Society

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Dementia – Supporting People with Dementia and Other Vulnerabilities

(1 Day)

7 November 2022

Target Group:

Staff working with people with dementia and other vulnerabilities.

Course Aims:

This course will equip learners with the knowledge and skills to recognise and support people living with dementia and other vulnerabilities, including learning disabilities and mental health problems.

Learning Outcomes:

By the end of the course participants will:

- Learn about the signs, symptoms and impact of a range of conditions that can cause cognitive difficulties
- Discover practical techniques for engaging with a person with cognitive difficulties
- Gain an understanding of the Mental Capacity Act 2005 and the Equality Act 2010, enabling you to support effective decision-making.

Time: 9:30am – 4:30pm

Venue: Brunswick House

Facilitator: Alzheimer's Society

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Diabetes Awareness

(1/2 Day)

13 July or 5 October 2022 or 9 February 2023

Target Group:

Anyone working in Adult Social Care who works with people with Diabetes

Course Aims:

This course will provide delegates with the knowledge to be able support people who have diabetes

Course Objectives:

By the end of the course participants will have knowledge of:

- What diabetes is
- Identify types of diabetes
 - Type 1
 - Type 2
 - Gestational Diabetes
- Weight and Diabetes
- Treatment for Diabetes
 - Weight loss and diet
 - Medication - oral and injection
- Complications of diabetes

Time: 1:00 – 4:00pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Dignity at Work – Respecting Others (e-Learning)

Target Group:
All managers

Course Aims:

Employers are responsible for preventing bullying and harassing behaviour. Bullying and harassment can create an unhappy and unproductive environment for all. This course looks at how managers can help create a positive work environment in which everyone is treated with dignity and respect.

Course Objectives:

- Examine the role of the manager in building team culture
- Define dignity at work, bullying and harassment
- Tackle any 'barriers to intervention' managers may have
- Explore the legal context of dignity at work
- Identify approaches to dealing with claims of bullying and harassment in work

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Domestic Abuse and the Impact on Those with Care and Support Needs (1 Day)

25 July or 19 September or 30 November 2022

Target Group:

All those working with adults and families

Course Aims:

To raise awareness of the impact of domestic abuse on those with care and support needs and support options available

Course Objectives:

By the end of the course participants will have:

- To develop an understanding of the effects of domestic abuse on adults, with care and support needs
- To consider the forms domestic abuse can take and the contexts in which it can occur; male/ female/ LGBTQ+/ family
- To explore the impact of coercive control
- To look at what services and support are available locally
- To examine practice issues in the workplace in response to domestic abuse
- To describe agencies responsibilities in relation to risk identification, assessment and management
- To explain some of the lessons learned from DHR's and SCR
- To describe the Multi Agency Risk Assessment Conference (MARAC) process and understand the guidance around this
- To develop an understanding of the impact of domestic abuse on the parent/ child relationship
- To gain knowledge of how to offer appropriate help and support to adults with care and support needs
- To explain some of the lessons learned from DHR's and SCR
- To describe the Multi Agency Risk Assessment Conference (MARAC) process and understand the guidance around this
- To develop an understanding of the impact of domestic abuse on the parent/ child relationship
- To gain knowledge of how to offer appropriate help and support to adults with care and support needs

Time: 9:30am (**PROMPT START**) – 4:30 pm
DELEGATES WILL NOT BE ADMITTED AFTER 9:30AM

Venue: Brunswick House

Facilitator: Hull DAP

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Drug and Alcohol Awareness

(Virtual via Microsoft Teams)

Dates to Follow

Target Group:

Professional, students, public

Course Aims:

- To give a basic awareness of drug and alcohol use
- To give a basic awareness of the associated harms and risks associated with drug and alcohol use
- To understand the local picture in relation to drug and alcohol use
- To understand how to refer to the local drug and alcohol service

Learning Outcomes:

- Learn about what an addiction is
- Learn about alcohol including risks, effects, harm reduction service
- Understand what is meant by the term cocaethylene
- Learn about Heroin, risks, effects, harm reduction advice and legalities
- Learn about Cocaine, risks, effects, harm reduction advice and legalities
- Learn about risks, effects, harm reduction advice and legalities
- Learn about New Psychoactive Substances, risks, effects, harm reduction advice and legalities with particular reference to Spice and Nitrous Oxide
- Develop an understanding of the impact of drug and alcohol use and how to support someone i.e. make a referral
- To identify further training needs

Time: 10.00am – 12:00pm

Venue: Virtual

Facilitator: Renew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Epilepsy and Dementia

(1/2 Day)

5 October 2022 or 9 February 2023

Target Group:

All those who work in care settings

Course Aims:

This course will give you an overview of epilepsy. It lists the methods of diagnosis, what a seizure is and how the brain can be affected. It will introduce some possible seizure triggers and describe what to do when someone has a seizure. It will also discuss some of the treatments offered to people with epilepsy and provide practical advice on what you can do if you witness someone having a seizure. It will explore why some people with epilepsy may be at a higher risk of developing dementia, while individuals with some forms of dementia, particularly Alzheimer's disease and vascular dementia, are at significantly higher risk of developing epilepsy.

Times: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Epilepsy and Rescue Medication

(1/2 Day)

14 July or 14 November 2022 or 22 March 2023

Target Group:

All staff

Course Details:

In the UK, there are over 600,000 people with epilepsy. Any one of us can have a one-off epileptic seizure. But if you have epilepsy, it means you have had more than one epileptic seizure. And you could have some more in the future. Around five people in every 100 will have an epileptic seizure at some time in their life. Out of these five people, around four will go on to develop epilepsy. In the past people with epilepsy were shunned and even demonised by others ignorant of the condition. Fortunately, today we are better informed but for those with epilepsy seizure and for those supporting them the experience of a seizure can be very frightening. This is even more so when the chance of SUDEP (Sudden unexpected death in epilepsy) or status epilepticus is taken into account. This course has been designed to provide those who support people with epilepsy to understand the conditions, the risk factors and how to assess when rescue medication is needed. The course covers the administration of buccal midazolam and also first aid for epilepsy.

Learning Outcomes:

By the end of the course participants will be able to:

- Define epilepsy
- Discuss the treatment of people with epilepsy in the past
- Identify the main causes of epilepsy
- Identify the main types of seizure
- List triggers for seizures
- Discuss treatment options including;
 - Medication – types and how they work. The importance of timing
 - Ketogenic diet
 - Brain surgery
 - Deep brain stimulation
 - Trigeminal nerve stimulation
 - Vagus nerve stimulation
 - Complementary therapies
- Identify the main risks of having epilepsy
- First aid for a seizure
- Explaining status epilepticus
 - Convulsive status epilepticus
 - Non-convulsive status epilepticus
- Explain when to call 999 (ambulance)
- List the treatments for status epilepticus and how they work
 - Rectal diazepam
 - Buccal midazolam
- Discuss basic pharmacokinetics – the way in which drugs are absorbed in the body
- Identify when to administer buccal midazolam
- Explain post seizure care
- Recognise the importance and the value of good record keeping in epilepsy support
- SUDEP

Times: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Evac Chair – Using an Evac Chair (3 Hours)

11 August or 15 November 2022 or 23 March 2023

Target Group:

Designated staff. Participants on the course MUST have a reasonable level of fitness, and NOT have any medical condition, or Musculo Skeletal Disorder (MSD) that could be effected by strenuous physical activity. Sensible clothes and flat shoes should be worn

Course Aims:

For designated staff to be able to evacuate a disabled person from a building, using the Evac Chair

Learning Outcomes:

For staff to demonstrate their ability to use the Evac Chair safely, by participating in a simulated evacuation, with other trainees sitting in the chair. ALL learners will have to demonstrate their ability to transfer an adult down a flight of stairs using the Evac Chair, regardless of the weight of the person in the chair, or the size of the person being assessed using the equipment

Time: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Excel 365 Introduction

8 July 2022

Target Group:

No previous knowledge of Excel 365 is required. Learners must have experience, however, of using the Windows environment to launch programs and access files

Course Aims:

This excel 365 Introduction course will cover different features of the interface

- The basics of formatting and editing
- The basics of building formulas and functions

Course Objectives:

On completion of this course delegates will be able to:

- Understand the uses of Excel
- Navigate around the ribbon
- Edit workbooks, worksheets and tabs
- Enter data using autocomplete and autofill
- Format cells using different data types
- Perform calculations using basic formulas
- Create basic charts
- Get help

Venue: Brunswick House

Times: 9:30am – 12:30pm

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Falls Prevention Awareness

(3 Hours)

21 July or 22 September or 22 November 2022 or 6 January 2023

Target Group:

Residential/Nursing Home care staff; Day Unit care staff; Personal Assistants, family carers

Course Aims:

For participants to:

- Be aware of the scale of the problem of falls among the elderly
- Be aware of the incidence of osteoporosis among falls in the elderly
- Be aware of the Government's policy and associated legislation related to falls
- Reduce risk of falls

Learning Outcomes:

By the end of the course participants will be able to:

- Plan effective strategies aimed at reducing the risk of falls
- Identify the contributing factors to osteoporosis, and will develop monitoring strategies to:
 - Aid early detection
 - Prevent falls and associated complications
- State government's policy and identify the relevant legislation
- Raise awareness of the risk factors associated with falls
- Refer to someone at risk of the City of Hull Falls Team

Time: 1:00 – 4:00pm

Venue: Brunswick House

Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Fire Awareness

(3 Hours)

19 July or 8 September or 10 October or 3 November or 8 December 2022 or
11 January or 1 February or 14 March 2023

Target Group:

Mandatory training for all Hull City Council staff

Course Aims:

To ensure staff who attend the course have a basic awareness of how to evacuate a building if the fire alarm sounds

Course Objectives:

By the end of the course participants will have:

- An understanding of the requirements of current Fire Legislation
- Developed an understanding of Fire Prevention
- Identified the practical steps to a Safe Evacuation
- Explained (the theory only) which type of Fire Extinguishers to use on specific fire
- The understanding of the importance of Fire Risk Assessment

Times: AM 9.30am – 12.30pm

Venue: Brunswick House

Facilitator: Shamrock Training

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Fire Warden – Role & Responsibilities (Including Risk Assessment) (3 Hours)

19 July or 8 September or 10 October or 3 November or 8 December 2022 or
11 January or 1 February or 14 March 2023

Target Group:

All managers or other staff who are required to understand or carry out the duties of a Fire Warden or produce risk assessments within their workplace.

Course Aims:

To develop fire warden skills and procedures to assist management in organising and carrying out fire drills.

Course Objectives:

By the end of the course participants will be able to:

- Assess fire risks in the place of work
- Spot and report hazards to line management in the workplace
- Take appropriate action in the event of discovering a fire
- Being trained in what action to do in safely dealing with a fire
- Playing a leading role in fire drills
- Ensure staff safely evacuate premises in the event of a fire

Time: PM 1:00– 4:00pm

Venue: Brunswick House

Facilitator: Shamrock Training

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

First Aid: An Introductory Mental Health Awareness Course (Virtual via Microsoft Teams)

Dates to Follow

Target Group:
All staff

Course Aims:

To enable participants to:

- Gain a wider understanding, for yourselves and others, of some issues surrounding mental health
- Gain a greater understanding of how and why positive and negative mental health affects people and organisations
- Work more effectively with people experiencing mental health problems

Course Objectives:

By the end of the course participants will be able to:

- Identify the discrimination surrounding mental health problems
- Define mental health and some mental health problems
- Relate to people's experiences
- Look after your own mental health
- Identify strategies to support people with mental health problems
- Promote positive mental health in the workplace

Times: **AM** 9:00am – 1:00pm
 PM 12.30pm – 4:30pm

Venue: Virtual

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

First Aid: Mental Health First Aid (2 Days)

Dates to Follow

Target Group:

All staff

Course Details:

This course will teach you to recognise the early signs of a mental health problem, and give you the confidence and knowledge to help

Learning Outcomes:

By the end of the course participants will be able to:

- Spot the early signs of a mental health problem
- Feel confident helping someone experiencing a problem
- Provide help on a first aid basis
- Help prevent someone from hurting themselves or others
- Help stop a mental illness from getting worse
- Help someone recover faster
- Guide someone towards the right support
- Reduce the stigma of mental health problems

Times: 9:30am – 4:30pm

Venue: Brunswick House

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

First Aid: Mental Health (Adult) Refresher Training (Virtual via Microsoft Teams)

Dates to Follow

Target Group:

All staff

Pre-Requisite:

All staff must have completed the Mental Health First Aid Training prior to completing the training

Course Aims:

This course aims to refresh Mental Health First Aiders skills to recognise the early signs of a mental health problem, and give you confidence and knowledge to help

Course Objectives:

At the end of the course participants will have refreshed their knowledge of:

- Mental Health and what influences it
- How to recognise the main signs of mental ill health
- How to provide initial help
- How to guide the person towards appropriate professional help
- How to be mindful of your own wellbeing

Times: **AM** 9:00am – 1:00pm
 PM 12.30pm – 4:30pm

Venue: Virtual

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

First Aid at Work Certificate (3 Days)

27 – 29 June or 15 – 17 August or 12 – 14 September or
28 – 30 September or 10 – 12 October or 7, 14, 21 October or 1 – 3 November
or 21 – 23 November or 7 – 9 December 2022

Target Group:

Nominated staff who have a specific responsibility at work to provide first-aid to people in a range of first aid situations. The staff member must be available and contactable during normal working hours and not “squeamish”. The worker(s) chosen must volunteer to take on the duties. The certificate is valid for three years only. Refresher training must be undertaken before the certificate expires

Course Details:

This course covers the practical skills needed by a first aider in the modern workplace. The course will give you the confidence and knowledge to deal with first aid emergencies. It is a legal requirement for all employers to have in place the sufficient number of HSE certificate qualified first aiders as determined by your risk assessment

Learning Outcomes:

Training over three days will cover the following first aid procedures:

- Accidents and illness
- Simple record keeping
- Heart attacks
- Shock
- Bleeding
- Poisoning
- Using a first aid kit
- Treatment of an unconscious casualty
- Resuscitation
- Choking
- Burns and scalds
- Fractures

Times: 9:30am – 4:30pm

Venue: Seaton House

Facilitator: HSTS

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

First Aid: Emergency Aid at Work (Formerly Basic First Aid) (1 Day)

30 June or 4 July or 19 July or 27 July or 1 August or 22 August
or 9 September or 19 September or 23 September or 6 October or 17 October
or 9 November or 14 November or 28 November or 6 December or
14 December 2022

Target Group:

Ideal for emergency first aider or for first aid covering smaller establishments. Suitable for both primary and secondary schools and for people who provide support to qualified first aiders or for short term cover for first aiders e.g. sickness absence

Course Details:

This course is ideal for smaller workplaces that present few health and safety risks where a nominated or appointed person is required to take charge in the event of illness or accident

Learning Outcomes:

By the end of the course participants will cover the following First Aid procedures:

- Health and Safety (First Aid) regulations
- Managing an incident
- The priorities of First Aid
- Treatment of an unconscious casualty
- Resuscitation
- Shock
- Bleeding
- Common workplace injuries

Times: 9:30am – 4:30pm

Venue: Seaton House

Facilitator: HSTS

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Guided Meditation for Relaxation and Wellbeing

20 January or 1 February or 31 March 2023

Target Group:

Anyone wishing to begin a meditation practice

(please note that if you are receiving mental health treatment it is advisable to consult your mental health professional before application as meditation can be detrimental for some mental health conditions.)

Course Details:

Beginning a mindful meditation practice for health and wellbeing

Learning Outcomes:

- Improve and maintain wellbeing
- Support relaxation
- Support a positive response to stress management
- Provide a peaceful quiet space for 1 hour of the working day

Times: 12 – 1pm

Venue: Brunswick House

Facilitator: Barbara Starns

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Hull CC Values and Behaviours

7 July or 18 July or 11 August or 8 September or 6 October
20 October or 10 November or 8 December 2022 or 12 January or
26 January or 9 February or 23 February or 9 March or
23 March 2023

Target Group:

All staff

Course Details:

Do you know what the Values and Behaviours of Hull City Council are? Are you new to the organisation and feel you would like to know how to implement the Values and Behaviours within your work and the work of the team? Do you have difficulties within your team? Would a greater insight into the Values and Professional Behaviours expected of a Hull City Council employee support team members? Then look no further – this information sheet provides you with a brief overview of a new and exciting training session that will address the above questions and support you to work effectively. This applied to newly formed teams and team that have worked together for some times.

The aim of this learning programme is to highlight the Values and Behaviours of Hull City Council and the professional behaviours that are evidenced within your directorate. You will have an opportunity to discuss how to implement the Values and Behaviours both individually and as part of a team, and how to raise awareness of Hull City Council Values and Behaviours throughout the city and within partnership working.

Learning Outcomes:

- Identify how you are going to 'change the world by making your bed'
- Identify the values of Hull City Council and how to demonstrate these in the workplace
- Identify the behaviours of Hull City Council and how to demonstrate within the workplace

Times: 10am – 12pm

Venue: Brunswick House

Facilitator: Rebekah Koyuncu

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Human Rights 1998 – An Introduction to Human Rights in Practice (e-Learning)

Target Group:

All staff

Course Aims:

Human Rights define our basic needs as human beings. They capture core rights that we are all entitled to, so that we may develop our potential and live our lives with dignity and respect.

Course Objectives:

The course will explain what is covered in the Human Rights Act 1998 and how this applies to your role within the council

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Human Rights – Article 8 in Social Care Practice

(1 Day – Virtual via Microsoft Teams)

28 September or 14 November 2022 or 26 January or 21 March 2023

Target Group:

All ASC staff and Managers and for Occupational Therapist and assistants to be given the opportunity to attend if they so wish

Course Aims:

The application of the Human Rights Act and the knowledge and skills to deliver a rights-based approach are fundamental aspects of social work and health & social care practice in a range of settings. The practitioner's ability to advocate for and protect the individuals' rights and freedoms are even more important when working within the statutory frameworks of mental health, mental capacity and safeguarding.

This programme is aimed at those in front-line practice required to undertake care and support, best interest and human rights assessments and focusses on the impact of Article 8 on an individual's well-being.

Course Objectives:

This course will provide participants with the following learning outcomes

- Understand and apply the principles and duties of the HRA to social work / health and social care practice.
- Increased knowledge of specific articles and the practitioner's role in protecting and upholding these.
- Knowledge of and ability to apply the FREDA principles to practice
- Understand the impact of trauma and how assessments should be underpinned by a trauma-informed approach
- Understand the difference between absolute, limited and qualified rights and understand the limit of statutory authority power
- In-depth knowledge of articles 8 within social care practice – safeguards, principles, processes and precedents

Times: 9:30am – 4:30pm
Venue: Virtual
Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Huntingdon's Disease (3 Hours)

14 November 2022 or 22 March 2023

Target Group:

All staff working in Adult Social Care

Course Details:

Huntingdon's disease, which is often called HD, is an hereditary disorder of the central nervous system. It used to be known as Huntington's Chorea or HC

Huntingdon's disease usually develops in adulthood and can cause a very wide range of symptoms, it affects both men and women

The key to effective support for a person with this condition is an understanding of the diagnosis and of best practice

Course Objectives:

By the end of the course you will:

- Understand what Huntington's Disease is
- Identify features of it and reasons behind it
- Identify the role of the carer
- How to promote independence for the client
- Identify how to assist with the client's activities of daily living

Times: 1 - 4pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

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Infection Prevention and Control (2.5 hours)

14 July or 15 September or 17 November 2022 or 19 January or
16 March or 18 May or 13 July 2023

Target Group:

Any member of staff where cross-infection may be an issue

Course Details:

This half day workshop will give a basic introduction to effective infection control measures

Learning Outcomes:

By the end of the course participants will:

- Have looked at ways to reduce the spread of infection
- Have identified the sources of infection
- Have observed examples of good practice
- Have looked at the roles and responsibilities
- Have identified resources and support

Times: **AM** 9:30am – 12:00pm

Venue: Brunswick House

Facilitator: Rebekah Koyuncu

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Interview Skills Workshop (e-Learning)

Target Group:

All staff

Course Aims:

This e-learning should be used in conjunction with the Interview Skills Workshop training

Learning Outcomes

This e-learning will explain the importance of interview preparation, as well as giving you helpful hints and tips on interview questions and how to combat nerves.

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Introduction to Health and Safety (e-Learning)

Target Group:

All staff

Course Details:

This course provides an introduction to Health and Safety standards and covers legislation and common risks in the workplace.

Learning Outcomes:

By the end this e-Learning package you will be able to;

- Explain the legislative requirements in relation to health and safety including employer and employee responsibilities
- Describe how to ensure a safe workstation
- Explain the requirement in relation to accident reporting
- List the purpose and responsibilities regarding risk assessments
- Explain fire safety requirements
- Identify workplace hazards
- Explain the purpose of PPE

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

IOSH Managing Safely

5, 12, 19, 26 July or 4, 11, 18, 25 August or 6, 13, 20, 27 September or
6, 13, 20, 27 October or 1, 8, 15, 22 November
or 24 November, 1, 8, 15 December 2022 or 10, 17, 24, 31 January or
8, 15, 22, 29 March 2023

Target Group:

All Managers, Supervisors, Team Leaders or anyone who has the responsibility of Health & Safety within their workplace. Participants must attend all four days to receive the IOSH qualification

Course Aims:

Managers are responsible for the Health and Safety of staff on their premises. This programme will provide managers with an understanding of these responsibilities and how the Health and Safety Site Co-ordinator can provide them with support

Course Objectives:

The Programme Covers:

- Memorable and thought-provoking facts and case studies
- Modules backed by clear examples and recognisable scenarios
- Summaries to reinforce key points
- Checklists and materials supplied for subsequent use in the workplace
- Interactive quiz and discussions
- Practical exercise based on the operations of a real business
- Successful delegates awarded a Managing Safely certificate

Top 5 delegate benefits

- Ensures you can assess and control risks and hazards
- Ensures you understand your own responsibilities for safety and health
- Enables you to investigate incidents
- Empowers you to measure your own performance
- Allows for personal reflections on good practice

Time: 9:30am – 4:30pm

Venue: Brunswick House

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

IOSH Managing Safely Refresher

(1 Day)

28 June or 14 July or 22 September or 18 October or
10 November 2022 or 15 February 2023

Target Group:

Anyone in management or supervisory role, who has completed the full Managing Safely Course.

Course Aims

- Modules backed by clear examples and recognisable scenarios
- Summaries to reinforce key points
- Checklists and materials supplied for subsequent use in the workplace
- Practical exercise based on the operations of a real business
- Successful delegates receive a Managing Safely Refresher certificate

Course Objectives

- Refreshes knowledge
- Builds on existing capabilities
- Puts Managing Safely into action
- Applied refreshed knowledge to the Plan-Do-Check-Act model and links back to the workplace
- Allows for personal reflections on good practice

Time: 9:30am – 4:30pm

Venue: Brunswick House

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Learning Disabilities and Autism (1/2 Day)

30 June or 15 July or 15 November 2022 or 12 January 2023

Target Group:

All those who work in care settings

Course Details:

Learning disabilities can take many forms, with varying impacts on an individuals' life and behaviour. Learning disability training will familiarise healthcare workers with the various types of learning disability and how these affect care practices. As learning disabilities take many forms, staff must be prepared to think on their feet and learn to identify and manage the requirements of each person in their care. The course will include experiential learning to empathize with the experience of living with autism and discussion to learn from each other's experience. Learners will develop a clear vision about their role in caring for people with autism and an awareness of the different support agencies.

Time: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Makaton Supporting Adults (1 day)

6 July or 12 Oct 2022 or 8 February 2023

Target group

Adults with communication difficulties

Course Aims:

- To be able to use Makaton in the adult social care sector
- For adults, who have learning disabilities, to be able to communicate needs, wants, likes, dislikes to the carers. For the carers, to be able to communicate and understand what the adult needs, wants, likes and dislikes
- For the adults to understand simple instructions i.e. bath time, dinner time, going out, watching TV etc.

Course Objectives:

- For everyone, who is involved in the adults lives, to be able to communicate and give simple instructions. To be confident in using Makaton and to promote a personal approach for each adult
- For the adults to be able to communicate needs, wants, likes, dislikes. To be able to follow simple instructions
- Be able to use symbols, signs and speech together, to promote language development
- To progress in Makaton, using my follow up workshops

Time: 10:00am – 2.30pm

Venue: Brunswick House

Facilitator: Anne Hartley

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Medication

Approved Medication for Adults Services

(1 Day)

4 July or 19 September or 17 October 2022 or 23 January or 20 March 2023

Target Group:

All Staff working in statutory/ voluntary and private sector organisations

Course Details:

This programme aims to help residential adult services workers in their understanding of the administration, storage, transportation, recording and the legal implication of medication in a residential setting

Through a series of inputs, discussions and exercises this programme offers an opportunity for staff to become more confident about their responsibilities surrounding the whole subject of medication

Learning Outcomes:

By the end of this programme participants will:

- Understand the difference between medicines and drugs
- Know how medicines work
- Have a small understanding of the legal context surrounding medication
- Have an understanding of correct storage, transportation and disposal
- Understand the local authority policies and procedures surrounding medication in a residential setting
- Assisting with the administration of medicines
- Monitoring and supporting medicines use
- Anticoagulants – assisting patients and ensuring safety

Time: 9:30am – 4:00pm

Venue: Brunswick House

Facilitator: Andre Amaral

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Mental Capacity – Introduction Level 1 (e-Learning)

Target Group:

All staff and volunteers who work or have contact with adults with care and support needs, and/or unpaid carers

Course Aims:

Introduce participants to the requirements of the Mental Capacity Act 2005

Learning Outcomes:

Provide participants with knowledge and understanding of:

- Mental Capacity
- Consent
- Key Principles of the Mental Capacity Act
- Making a Capacity Assessment
- Best Interest Decisions

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Mental Capacity Act in Practice (1 Day)

29 July or 2 November 2022 or 24 March 2023

Target Group:

All staff and volunteers who work or have contact with adults with care and support needs

Pre-Requisites:

Prior to attending this course participants must have completed the following courses:

- Mental Capacity Introduction Level 1

Course Aims:

To provide participants with a working knowledge of how to apply the Mental Capacity Act in practice.

Learning outcomes:

Increase knowledge and understanding of:

- Purpose of the Mental Capacity Act 2005
- Professional Responsibilities
- Advanced Decision Making
- Application of Mental Capacity Assessment
- Best Interest Decision Making (including Balance Sheet approach)
- Court of Protection

Times: 10am – 2:30pm

Facilitator: Barbara Starns

Venue: Brunswick House

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Mental Capacity and Deprivation of Liberty (Virtual via Microsoft Teams)

3 August or 7 December 2022 or 18 January 2023

Target Group:

All staff and volunteers who work or have contact with Adults with Care and Support Needs

Pre-Requisites:

Prior to attending this course participants must have completed the following courses:

- Mental Capacity Act in Practice Workshop
- Mental Capacity Introduction Level 1

Course Aims:

To provide participants with knowledge and understanding of the relationship between Mental Capacity, Deprivation of Liberty and Liberty Protection Safeguards.

Course Objectives:

Increase participants knowledge and understanding of:

- Human Rights Act and Deprivation of Liberty
- What constitutes a Deprivation of Liberty
- When an authorisation is required
- How an authorisation is conducted
- Outline of proposed new amendments under the new Mental Capacity Amendment Act 2019 is due in force in 2022

Times: 9.30am – 12:30pm

Facilitator: Barbara Starns

Venue: Virtual

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Mental Health Act 1983

(Virtual via Microsoft Teams)

Dates to Follow

Target Group:

All Adult Social Care Support Officers; Social Care Advisors; Occupational Therapy Assistants; Social Workers; Occupational Therapists; Practice Leads; Operational Managers

Course Aims:

The aim of this Mental Health Act Awareness training course is to provide learners with a clear understanding of the legislation and guidelines related to the Mental Health Act and will cover the main points relating to the Mental Health Act as well as the code of practice and the guiding principles

Course Objectives:

- Introduction into the Mental Health Act
- The key aspects of the Mental Health Act
- The Mental Health Act code of practice
- Professional roles under the Mental Health Act
- How the MHA Sections are used
- Mental health tribunals
- The Mental Health Act guiding principles

Times: 10 – 11:30am

Facilitator: Sara Johns (Humber Teaching NHS Foundation Trust)

Venue: Virtual

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Motor Neurone Disease (MND) (3 Hours)

21 November 2022 or 24 March 2023

Target Group:

All staff working in Adults Social Care

Course Aims:

The aims and objectives of this course are to improve caregivers' awareness of the condition

Course Objectives:

By the end of the course participants will;

- Know how MND can affect muscles and links
- Explore and define Bulbar Symptoms
- Discuss breathing problems with MND
- Discuss living with MND
- Discuss alternative methods to communicate, the support and routes available

Times: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

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Moving & Handling Children & Adults (1 Day)

28 June or 30 June or 13 July or 20 July or 28 July or 3 August or 10 August or 16 August or 6 September or 8 September or 14 September or 21 September or 29 September or 3 October or 5 October or 12 October or 13 October or 17 October or 19 October or 26 October or 1 November or 8 November or 16 November or 21 November or 1 December or 5 December or 14 December or 15 December or 19 December 2022 or 18 January or 23 January or 25 January or 30 January or 15 February or 16 February or 21 February or 23 February or 27 February or 28 February or 15 March or 22 March or 28 March 2023

Target Group:

Any member of staff whose role is care provision and which involves moving & handling clients

N.B Staff must complete a Health & Safety Questionnaire prior to attending this course as it is essential that all attendees are physically fit enough to participate. This is a very strenuous course and participation is compulsory. Sensible clothing and flat soled shoes are essential.

Pre-Requisite:

All staff must have completed the Moving and Handling Theory e-learning module prior to completing the training

Course Details:

This is an assessed course, aimed at providing carers with a range of both manual handling skills and use of equipment (e.g. slide sheets and hoists) and new equipment

Course Objectives:

To minimise risk of injury to staff and clients through participants achieving an awareness of:

- Relevant legislation
- Basic anatomy
- Bio mechanics and movement patterns
- Basic ergonomics
- Care handling V Therapeutic handling
- The Risk Assessment Process
- Identifying controversial lifting techniques

Being able to:

- Demonstrate ability to use moving & handling aids/ equipment
- Demonstrate ability to apply appropriate manual handling technique

Time: 9:00am (**PROMPT START**) – 5:00pm
Venue: Brunswick House
Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Moving & Handling for Managers (1 Day)

26 July or 27 September or 6 December 2022

Target Group:

All managers who are responsible for their workplace

Course Aims:

This course is designed to aid managers highlight issues relating to moving and handling

Course Objectives:

By the end of the course:

- Managers will be aware of the risk factors associated with Moving and Handling
- Managers will be able to state relevant Health and Safety Legislation, and identify key duties relating to specific legislation
- Managers will be able to summarise their responsibilities in relation to Health and Safety (Moving and Handling) and identify what action needs to be taken in relation to the use and maintenance of equipment
- Managers will be able to identify unsafe manual handling technique, provide a rationale for stating that a particular technique is unsafe, and be able to recommend a safer alternative
- Managers will be able to carry out Moving and Handling Risk Assessments, and make appropriate recommendations

Time: 9:30am – 4:30pm

Venue: Brunswick House

Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Moving & Handling Risk Assessment (1 Day)

21 June or 15 August or 9 November 2022 or 30 March 2023

Target Group:

Supervisory staff. To help identify risk associated with Moving and Handling and/or who are required to carry out risk assessments in their day to day roles

Pre-requisites:

Prior to attending this course all participants must have attended:

Moving and Handling Children & Adults

Course Aims:

- To be aware of risk factors associated with Moving & Handling
- To be aware of unsafe/ controversial manual handling technique
- To be aware of individual legal responsibility relating to moving & handling risk assessment
- To be aware of the difference between care handling and therapeutic handling
- To identify evidence based practice
- For participants to recommend safe & appropriate guidance to carers
- For participants to be able to carry out basic Movement & Handling risk assessments on clients in residential homes/ day units/ living at home in the community

Course Objectives:

By the end of the course participants will be able to:

- Understand the principles of Risk Assessment
- Be aware of the role of Link Advisers/ Moving & Handling Co-ordinator
- Demonstrate their ability to assess risk relating to Moving & Handling
- Minimise risk of injury to staff and client when performing Moving & Handling activities

Time: 9:30am – 4:30pm

Venue: Brunswick House

Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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Multiple Sclerosis (MS)

(3 Hours)

21 November 2022 or 24 March 2023

Target Group:

All staff involved with working with people with MS.

Course Details:

This training course offers an insight to the condition, and practical ways of working with and caring for people who suffer from Multiple Sclerosis.

Course Objectives:

Following this training attendees will have a better knowledge of the causes, signs, symptoms and impact of Multiple Sclerosis, along with commonly used treatments and complimentary therapies.

The training covers such topics as:

- Introduction to Multiple Sclerosis;
- What causes Multiple Sclerosis;
- How Multiple Sclerosis progresses;
- Multiple Sclerosis symptoms;
- How is Multiple Sclerosis diagnosed
- How is Multiple Sclerosis treated
- Managing Multiple Sclerosis;
- Caring for someone with Multiple Sclerosis;
- Work, employment, disability & lifestyle.

Times: 1 – 4pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

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NHS Continuing Healthcare – A General Introduction (Virtual via Microsoft Teams)

Dates to Follow

Target Group:

Social Workers, Social Care Support Officers, Operational Managers, Practice Leads, Occupational Therapists, Occupational Therapy Assistants, Social Care Advisors, Brokerage officers, Contract and Performance Officers, Commissioning Officers, Commissioning Managers, CP&QAM, CP&QM, Brokerage Managers, Registered Managers and Deputy Managers

Course Aims:

To develop, extend and maintain the knowledge and skills of the participants regarding the topics covered, and to provide an opportunity for participants' questions to be answered (or identified for absorbing into future training).

Course Objectives:

Participants will

- Have an enhanced understanding of the requirements of the National Framework for NHS Continuing Healthcare and when individuals may be entitled to receive such funding
- Be more aware of misunderstandings which may arise regarding the Decision Support Tool and associated assessments relating to any entitlement to receive Continuing Healthcare Funding
- Be better able to manage families' expectations regarding any entitlement for the relevant individual to receive NHS Continuing Healthcare Funding
- Be more aware of other sources of funding.

Times: 9:30am – 12:30pm

Venue: Virtual

Facilitator: Jayne Reynolds

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

No Recourse to Public Funds in Practice

(1 Day – Virtual via Microsoft Teams)

19 July or 29 November 2022 or 16 February or 29 March 2023

Target Group:

See and solve workers, front line staff who come into contact with people at the point of entry to ASC (including those transitioning from CYPS) This may include staff from Customer Services and Housing and the Occupational Therapists and assistants be given the opportunity to attend if they so wish.

Course Aims:

With an increase in, and changes to, immigration policy and legislation, the need to understand the criteria and application of the term 'No Recourse to Public Funds' in social care practice has become an important area of knowledge and capability for practitioners.

Understanding the frameworks that apply in relation to both eligibility and entitlements, and how these are assessed and applied in Care Act and related legislative duties (e.g. s117 eligibility) will be explored in this one-day session, with the aim of provide an overview and underpinning knowledge of the scope of this complex area of practice and decision making

Course Objectives:

By attending this session participants will be supported to achieve the following outcomes:

- Understand what we mean by 'public funds and the groups of people who have NRPF, including increased awareness of how to identify an individual tat has NRPF
- Increased knowledge of processes which must be followed when someone with NRPF is present in the LA area and have the appearance of needs for care and support, including what constitutes urgent need
- Increased awareness of what to do when someone who has NRPF appears to be living in conditions which breach their human rights
- Understand specific legal framework which applies when assessing and meeting the ASC needs of someone with NRPF and be able to apply it
- An increased awareness of the process which must be followed when conducting assessment and support planning with someone with NRPF and be able to apply and evidence defensible decision-making in practice
- Be able to identify the points at which a Human Rights Assessment must be carried out and know how to carry one out
- Understand what to consider regarding funding when someone with NRPF has eligible ASC needs, including urgent need

Times: 9am – 4.30pm

Venue: Virtual

Facilitator: Crew

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Parkinson's (3 Hours)

22 November 2022 or 23 March 2023

Target Group:

All those working in the Health & Social Care profession, particularly Registered Managers, Social Care Workers and Support Workers

Course Details:

Parkinson's is a progressive neurological condition. One person in every 500 has Parkinson's, That's about 127,000 people in the UK. Most people get Parkinson's are aged 50 or over but younger people can get it too, in fact one in 20 is under the age of 40. This course has been designed to provide those who work in the social care sector with an awareness of Parkinson's, how this may affect people and their support needs.

Course Learning Objectives:

- Define Parkinson's
- Explain how dopamine works in the brain
- Identify the symptoms of Parkinson's
 - Motor symptoms
 - Non-motor symptoms
- Explore complications of Parkinson's
 - Mental health
 - Dementia
- Explore treatments for the symptoms of Parkinson's
 - Diet
 - Medication
- Identify complications of Parkinson's

Times: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Person Centred Thinking Skills

(1/2 Day)

1 July or 19 August or 4 November 2022 or 28 March 2023

Target Group:

Course Aims:

Participant will be able to understand and apply person centered thinking in their roles, using a range of person centered thinking tools to help them in this task.

Course Objectives:

Provide participants with an understanding of person centered thinking and how to apply it in their professional role. Participants will be able to:

- Separate what is important to someone from what is important for them
- Discover what is working and not working in a situation from different perspectives
- Record how someone communicates through using a communication chart
- Be able to identify what are core responsibilities and where you can use creativity and judgement
- Be able to mindfully record learning by using: a) learning log and b) the 4 plus 1 questions

Times: 9.30am – 1.30pm

Venue: Brunswick House

Facilitator: Barbara Starns

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

PowerPoint 365 Introduction

18 July 2022

Target Group:

No previous knowledge of PowerPoint 365 is required. Learners must have experience, however, of using the Windows environment to launch programs and access files

Course Aims:

This PowerPoint 365 Introduction course is aimed at people who want to learn how to use Microsoft PowerPoint to create slides in order to run effective and interesting presentations

Course objectives:

On completion of this course delegates will be able to:

- Understand the concepts of a presentation package
- Develop simple PowerPoint presentations
- Create and enhance presentation slides
- Insert pictures in a PowerPoint presentation
- Insert and format shapes
- Use Themes to give a standard style and design to presentations
- Working in different views

Venue: Brunswick House

Times: 9:30am – 12:30pm

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Pressure Ulceration (Sores) Awareness (1/2 Day)

14 July or 15 September or 2 November 2022 or 31 January 2023

Target Group:

All members of staff who are involved in the care of children and adults with physical disabilities, or severe mental or learning impairment

Course Aims:

To prevent pressure damage to clients in their care

Course Objectives:

By the end of the course participants will have an understanding of:

- How a pressure sore occurs
- How sores are graded
- Principles of Pressure Relief
- Assessing risk
- The role of nutrition in preventing skin damage
- Factors effecting wound healing

Times: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Principles of Manual Handling

(1/2 Day)

2 August or 27 October or 2 December 2022 or 16 March 2023

Target Group:

Any member of staff who are required to regularly move or handle loads during their normal working duties

Course Aims:

To provide staff with the basic principles of moving & handling loads

Course Objectives:

To minimise risk of injury to staff and clients through participants achieving an awareness of:

- Relevant legislation
- Basic anatomy
- Bio mechanics and movement patterns
- Basic ergonomics
- The risk assessment process

Time: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Martin Howlett

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

‘Putting Your Oxygen Mask on First’: An Introduction to Mindfulness

(3.5 Hours)

22 June or 10 August or 19 October or 16 December 2022

Target Group:

Anyone new to mindfulness, would like to know a bit more and is willing to turn off their phone for 3 hours.

Course Aims:

Being a mindful practice for health and wellbeing

Course Objectives:

Introducing participants to the following;

- Mindfulness; learning to fully arrive in the present
- Getting to know stress and the internal narrative
- Understanding how mindful practice changes the brain
- Benefits of mindfulness
- You don't have to meditate but it helps
- Mindful techniques for beginners

Times: 10am – 1.30pm

Venue: Brunswick House

Facilitator: Barbara Starns

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Recruitment and Selection

5 July or 20 September or 18 October or 22 November or
20 December 2022 or 24 January or 28 February or 28 March 2023

Target Group:

Any staff involved in recruitment and selection activities

Pre-Requisites:

Prior to attending this course participants must have completed the following e-learning packages:

- Equality and Diversity in Recruitment and Selection
- Recruitment & Selection Interview & Decision Making
- Recruitment & Selection Policy & Procedure to the short listing process

Course Details:

The aims of the course are to introduce learners to the recruitment and selection policies and procedures

Learning Outcomes:

By the end of the course learners will be able to:

- Interpret the Council's Recruitment Policy, Procedure and the legal framework
- Implement the Recruitment Policy fairly and consistently

Times: 9:30am – 12:30pm

Facilitator: Rebekah Koyuncu

Venue: Brunswick House

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Safeguarding Adult – Level 1

(e-Learning)

Target Group:

All staff and volunteers who work or have contact with adults with care and support needs, and/or unpaid carers

Course Aims:

Participants to be able to identify abuse and neglect and respond to safeguarding concerns appropriately

Learning Outcomes:

Provide participants with knowledge and understanding of:

- What Adult Safeguarding is under the Care Act 2014?
- Participants Role in identifying concerns and individual responsibilities to safeguard
- Understanding the meaning of 'adult at risk'
- Types of abuse and neglect with signs and symptoms
- How to raise safeguarding concern
- Understanding dignity and respect when working with individuals
- Information sharing, capacity, and consent
- How to access Hull City Council Adult safeguarding procedures
- Recognising the importance of whistle blowing procedures

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Safeguarding Adult – Level 2 (4 hours)

7 July or 26 October or 2 December 2022 or 6 January 2023

Target Group:

Staff and volunteers who deliver direct services to Adults with care and support needs, or who manage indirect services.

Course Aims:

To extend participants knowledge beyond level 1 Adult Safeguarding to working with adults to protect them from abuse and neglect

Learning Outcomes:

To enable participants to;

- Consider and reflect on Making Safeguarding Personal
- Understand and participate in responses to adult safeguarding concerns
- Understand and apply the principle of consent and information sharing
- Consider the assessment and management of risk
- Recognise the importance of recording for safeguarding purposes

Time: 7 July and 26 October; 9:30am – 1:30pm
2 December and 6 January; 10:00am – 2:00pm

Venue: Brunswick House

Facilitator: Barbara Starns

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Safeguarding Adult – Level 3

(4 hours)

15 July or 18 November 2022 or 17 February 2023

Target Group:

Adult social care team leaders, managers or safeguarding leads/ champions. Participants will need to have full knowledge and experience of topics covered in Adult Safeguarding Level 1 & 2

Course Aims:

To extend knowledge and understanding of safeguarding legal literacy, the voice of the adult in safeguarding, safeguarding responses and recording

Learning Outcomes:

Participants will increase knowledge and understanding in the following areas;

- Broaden awareness of legislation relevant to safeguarding
- Embedding the strengths based 'making safeguarding personal' approach
- Planning, interviewing, reviewing and closing within the safeguarding response
- Risk identification and management
- Good safeguarding recording

Time: 10am – 2pm

Venue: Brunswick House

Facilitator: Barbara Starns

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Section 117 Aftercare Training (Virtual via Microsoft Teams)

Dates to Follow

Target Group:

The workforce will include all Hull City Council Adult Social Workers, Social Care Support Officers, Occupational Therapists, Occupational Therapist Assistant, Practice Leads Operational Managers and Humber Teaching Foundation Trust staff including Mental Health, CTLD staff and AMHPs, CHC Band 7's

Pre-Requisites:

Prior to attending this course participants must have completed the following courses:

- Mental Health Act 1983 (Virtual)

Course Aims:

The aim of this training course is to provide the workforce with an overview of the Mental Health Act and in particular how they apply Section 117 aftercare This training is for workers who are involved in the process of assessing aftercare provision. It will also consider funding, residence and local problems and provide an opportunity to review the aftercare decision-making process.

Course Objectives:

- Having completed the course workers should have a better understanding of the Mental Health Act eligibility and the application of Section 117.
- Overview of the Mental Health Act
- Workers will explore the differences between Ordinary residence and usual residence
- Workers will consider health, care and support needs
- Workers will explore the different partners and the benefits of partnership working
- Workers will have an understanding of the application of HCC Internal Operational Processes
- Workers will be able to provide evidence to support recommendation for eligibility
- Overview of the Matrix and protocol

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Skills for Line Managers Managing Mental Health in the Workplace (e-Learning)

Target Group:

All managers, supervisors, team leaders

Course Aims:

To improve participants skills in managing staff with mental health conditions at work

Course Objectives:

By the end of the course learners will be able to:

- Describe the generic and specific skills line managers need to support and manage staff members with a mental health condition
- Explain how to recognise and address early signs of stress, distress and mental health conditions at work
- Explain how to develop practical strategies to support staff through effective sickness absence management and return to work
- Explain how to develop practical strategies to help employees retain their employment and carry out their role effectively
- Explain how to maintain mentally healthy practices in the workplace
- Describe the facts relating to mental health at work and awareness of the scope of the problem and cost to employers
- Explain how to engage with employees who are reluctant to talk
- Explain how to recognise altered thoughts, behaviour, physical health and feelings when mentally unwell and likely effects on the workplace

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Stroke Awareness

(1/2 Day)

22 November 2022 or 23 March 2023

Target Group:

All those who work in care settings

Course Details:

Stroke is the third biggest cause of death in the UK and the largest single cause of severe disability. It is important that everybody who works either in a care environment or who care for another person is able to recognise the signs of a potential stroke and also knows how to support someone who has experienced a stroke. This course has been designed to provide both underpinning knowledge of stroke, causes and symptoms and also practical techniques to deliver person centred support for someone who has experienced a stroke.

This course will cover:

- Stroke overview; myths and facts
- Types and forms of stroke
- Sign, symptoms and effects of strokes
- CVA and TIA
- Recognising a stroke
- Risk factors
- Effects of a stroke and how to manage these
- Supporting someone who has experienced a stroke
- Living with strokes
- Achieving person-centred stroke care
- Therapeutic interventions
- Dealing with depression and anxiety etc

Learning Outcomes:

By the end of the course delegates will be able to:

- Describe the different types of stroke
- Recognise the symptoms of a stroke
- Identify risk factors which may lead to a stroke occurring and how to reduce these
- Identify the main effects of a stroke and how to manage these
- Understand and be able to practice person centred techniques to support someone who has had a stroke

Time: 1:00 – 4:00pm

Venue: Brunswick House

Facilitator: Tim Dallinger

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Subject Access Requests (1 Day)

Expressions of Interest

Target Group:

Adult Social Care Staff and Managers / Grade 10 and above

Course Aims:

This training will cover all aspects of Subject Access Requests and will explore the rights of individuals to gain access to their data and will provide participants with the knowledge and skills to manage and respond to requests for access to data.

Learning Outcomes:

Participants will have explored:

- The legislation which underpins Subject Access Requests
- An overview of the rights of access to personal data
- Requests for 3rd party personal data
- How to Manage Subject Access Requests
- Managing requests to edit or remove data
- Exemptions to Subject Access Requests
- Hull City Council Policies and Processes
- Common Issues and queries

Time: 10:00am – 4:00pm

Venue: Brunswick House

Facilitator: Act Now

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Successfully Working as a Team (1/2 Day)

20 July or 3 November or 1 December 2022 or 2 February or
2 March 2023

To book one of the above dates for your team please email
Gill Ralph – gill.ralph@hullcc.gov.uk. Dates will be allocated on a first
come first serve basis

Target Group:
All staff

Course Aims:

The aim of this learning programme is to highlight what is involved in team working and provide you with tools and techniques to enable successful team working throughout Hull City Council

Learning Outcomes:

- Understand the importance of working as a team
- Understand the principles of team role theory and how to use this when team building
- Understand the stages of team development and behaviour
- Understand the role communication plays in effective team working
- Understand technique and how to use these to promote effective communication within your team

Time: 9:30am – 12:30pm

Venue: Brunswick House

Facilitator: Rebekah Koyuncu

Supervision: Adult Social Care (Virtual via Microsoft Teams)

19 July 2022 or 11 January or 8 February 2023

Target Group:

Staff wishing to develop knowledge and skills of supervision in Adult Social Care (both supervisees and supervisors)

Course Aims:

To develop consistent and effective supervisory practice that benefits staff, people who access services and the council as a developing organisation

Learning Objectives:

- Become familiar with the structure and expectations of the updated ASC supervision policy and templates for use in practice
- Consider the benefits of supervision for all involved
- Explore the opportunities supervision provides
- Understand the responsibilities of both supervisor and supervisee
- Practice critical reflection as an essential component of supervision
- Consider the importance of wellbeing as a subject area for supervision
- Explore what makes good feedback and ways of resolving supervision difficulties
- Develop understanding of good supervision recording and the value of quality assurance of supervision practice
- Develop familiarity with the RiPFA tools for supervision and personal development

Time: 9:30am – 1:30pm

Facilitator: Barbara Starns

Venue: Virtual

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Supporting People with Visual, Hearing or Dual Sensory Impairment (1 Day)

Dates to Follow

Target Group:

Staff in regulated services with option of opening up to commissioned services and extra care staff

Course Aims:

To provide an awareness of how visual and /or hearing impairment can impact on a person's communication, ability to access information and mobilise affecting the choices and decision making process. To provide staff with knowledge and practical skills to help support people with sensory impairment within their daily activities, decision making and choices.

Course Objectives:

- To give an awareness of eye conditions and how these can impact on daily living, communication, and mobility
- To discuss how sensory impairment can impact support given to people with additional and complex needs
- To promote good eye healthcare demonstrated practical skills in providing this.
- To demonstrate and train in use of sighted guide skills
- To demonstrate good hearing aid care and fitting of hearing aids and batteries.
- To explore how being deaf/blind can impact of daily tasks and communication.
- To demonstrate some small pieces of equipment and practical skills to support people living with visual and/or hearing loss in the home and in the community to promote independence and improve quality of life.
- Awareness of specialist support, and community networks available

Times: 9:30am – 4:30pm

Venue: Brunswick House

Facilitator: Nikki Kirk

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Team Teach Positive Handling

(2 Days)

19 & 20 July or 15 & 16 September or 18 & 19 October or 24 & 25 November or 12 & 13 December 2022 or
18 & 19 January 2023

Target Group:

Anyone working in Adult Social Care in Learning Disabilities

Course Aims:

- To promote the least intrusive positive handling strategy and a continuum of gradual and graded techniques, with an emphasis and preference for the use of verbal, non-verbal de-escalation strategies being used and exhausted before positive handling strategies are utilised to reduce risk and keep staff and the people they support safe
- To enable services to develop acceptable and authorised responses to disruptive, disturbing, angry and aggressive behaviours in a manner that maintains positive relationships and provides safety for all, by training in Team-Teach
- To reduce the amount of serious incidents involving physical controls in all settings and to emphasise the importance of exhausting behaviour management strategies in the first instance
- To increase the awareness of staff concerning the importance of recording and reporting, monitoring and evaluating, all incidents involving positive handling
- To provide a process of repair and reflection for both staff and Service Users

Course Objectives:

Following successful completion of a Team-Teach course participants will:

- Be able to state the basic values, rationale and principles of the Team-Teach Approach
- Have knowledge and understanding of relevant legal standards and expectations related to the use of force
- Have knowledge and understanding of the reporting, recording, monitoring and evaluating requirements of incidents involving physical interventions and reasonable force
- Have knowledge and understanding of aggression and conflict, being able to recognise typical signs and causes
- Have knowledge and understanding of the importance of using de-escalation strategies in the first instance. Are aware of the concept of the conflict spiral, levels of behaviour and the need for an appropriate staff response in order to maximise the opportunity to reduce risk through non-verbal and verbal strategies
- Have knowledge and understanding of a whole setting holistic approach to behaviour management, including the importance of self-awareness and self-control whilst managing challenging behaviour
- Be able to conduct a follow up process with service users and is aware of the importance of a support and supervision, repair and reflection process for both staff and individuals involved following a serious incident involving positive handling strategies
- Optional skills (service specific): is able to use positive and protective personal safety skills in order to minimise risk to all involved
- Perform a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safety, from least intrusive to more restrictive holds

Time: 9:00am – 4:00pm
Venue: Brunswick House
Facilitator: Synergy Training & Consultancy Ltd

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

The Mental Health Act 1983 and The Role of The Nearest Relative – A Practical Guide to Social Workers and Manager

(2 Hours – Virtual via Microsoft Teams)

Expressions of Interest

Target Group:

All social workers and managers who work with individuals who require a nearest relative in accordance with the mental health act 1983

Course Aims:

To ensure that all social workers and managers who work with individuals who may require a nearest relative in accordance with the mental health act 1983

- Are aware of the relevant provisions of the mental health act 1983 and associated code of practice.
- Are aware of the role and important of the nearest relative
- Are able to identify when it may be appropriate and necessary to apply to the court for the appointment of a nearest relative
- Are aware of circumstances where it may be necessary to consider the displacement of a nearest relative
- Understand the process of making an application to the court for the displacement and/or appointment of a nearest relative
- To ensure that social workers who hold the delegated responsibility to discharge the functions when the Local Authority has been appointed to act as nearest relative are aware of their duties and how to discharge them

Learning Outcomes:

That all social workers and managers who work with individuals who may require the support and assistance of a nearest relative in accordance with the mental health act 1983

- Are familiar with the legal requirements associated with this.
- Understand the role of the nearest relative in order that any requirements of the mental health act 1983 and associated code of practice are fulfilled and operating effectively
- Can identify situations where it would be appropriate to displace and/or appoint nearest relative through a court application.
- Are familiar with and able to appropriately and effectively contribute to an application for the displacement and/or appointment of a nearest relative
- Are aware of the duties of a social worker who holds the delegated responsibility to discharge the functions when the Local Authority has been appointed to act as nearest relative, the limitations of those duties and the interface of the two roles

Venue: Virtual

Facilitator: Edge

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Word 365 Introduction

14 July 2022

Target Group:

No previous knowledge of Word 365 is required. Learners must have experience, however, of using the Windows environment to launch programs and access files.

Course Aims:

This Word 365 Introduction course is aimed at people who want to learn how to use

- Microsoft Word to create, format and edit basic documents
- Do basic functions like formatting and spell checking

Course objectives:

On completion of the course delegates will be able to:

- Create a New Document
- Explore the User Interface
- Format Text and Paragraphs
- Edit using Cut, Copy, Paste, Clipboard, Undo, Redo and the format painter
- Insert and format shapes/images
- Use the spell and grammar check - corrections and refinements
- Get Help

Venue: Brunswick House

Times: 9:30am – 12:30pm

How to apply:

Hull City Council Staff: Log on to OLM (Oracle Learning Management System) and enrol on the date suitable for yourself.

External to Hull City Council: Complete an Application Form and email to

learninganddevelopment@hullcc.gov.uk or alternatively return to:

Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

Headstart

Self-Harm Awareness and Response

For anyone working with children and young people it can be challenging to understand how best to support somebody who uses self-harm behaviour. This workshop seeks to dispel some of the myths of self-harm behaviour and give confidence to participants to be able to respond to disclosure, provide support and signposting in a positive way that maintains open communication and builds trust.

- Friday 8th July 9am – 12.30pm / Online
- Thursday 15th September 9am – 12.30pm / Online
- Monday 17th October 1pm – 4.30pm / Online
- Wednesday 9th November 1pm – 4.30pm / Online

CBT Skills for Staff for Supporting Young People with Anxiety

Aimed at all staff this course includes some awareness raising and helpful tips and techniques for anxiety. The techniques are based on those use in Cognitive Behaviour Therapy.

The course is aimed to build confidence to be able to support and educate young people when in a state of anxiousness and to manage their anxiety.

Handouts with details of some of the techniques will be provided via e-mail after the session.

- Thursday 23rd June 1pm-4pm / Online
- Thursday 6th October 9.30am-12.30am / Online
- Tuesday 8th November 9.30am-12.30am / Online
- Thursday 8th December 1pm-4pm / Online

MECC for Mental Health ½ day

The workshop is directed at non-mental health specialist staff to give them the confidence to have a conversation about mental health using the Make Every Contact Count framework. This course is an extension of the MECC E-Learning and is adapted to suit the roles of the attendees.

The learning objectives of the course are as follows:

- Overview of what is meant by mental health, mental wellbeing and mental illness, including recognised definitions, models and frameworks.
- Define the MECC approach and explore how this can be applied for mental health
- Develop skills and confidence to engage with parents/carers and Young People about theirs and their children's mental health and well-being.
- Develop skills to support parents/carers and Young People to understand distressing feelings and experiences.
- Develop awareness of local support services and how to effectively signpost parents/carers and young people to the appropriate service.

Prior to the course journals will be sent out to be used prior to/during and after the course.

To apply for a space on the training the potential delegate would need to provide their name, contact details including e-mail, their job title and a few details about their role.

- Wednesday 6th July 9am-12.30pm / Online
- Thursday 29th September 9am-12.30pm / Online
- Monday 10th October 1pm-4.30pm / Online
- Tuesday 22nd November 1pm-4.30pm / Online
- Thursday 1st December 1pm-4.30pm / Online
- Wednesday 7th December 9am-12.30pm / Online

Youth Mental Health First Aid Awareness Half Day

This introductory three-hour session raises awareness of young people's mental health and will be delivered online. Learning takes place through a mix of presentations, group discussions and workshop activities.

This course will cover

- Some of the common mental health issues affecting young people, including depression, anxiety, eating disorders and psychosis
- Skills to work more effectively with young people living with mental health Issues
- Ways to support young people with a mental health issue and relate to their experiences

This course is free, however, course materials will be supplied ahead of the course, and if you do not attend the training you will be charged £25, per delegate, to cover the cost of course materials, postage and administration.

By signing up for the course you agree to be charged for non-attendance.

Deadline for applications is 2 weeks before the course; your name and email address will be used to book you on to the course via the MHFA England website; MHFA England will then contact you to ask for a postal address to send the course materials.

- Thursday 8th September 1pm-4pm / Online
- Thursday 13th October 1pm-4pm / Online
- Friday 21st October 10am-1pm / Online
- Thursday 10th November 1pm-4pm / Online

Youth Mental Health First Aid 2 day Course

Course takes place in person at Learning & Development, Brunswick House.

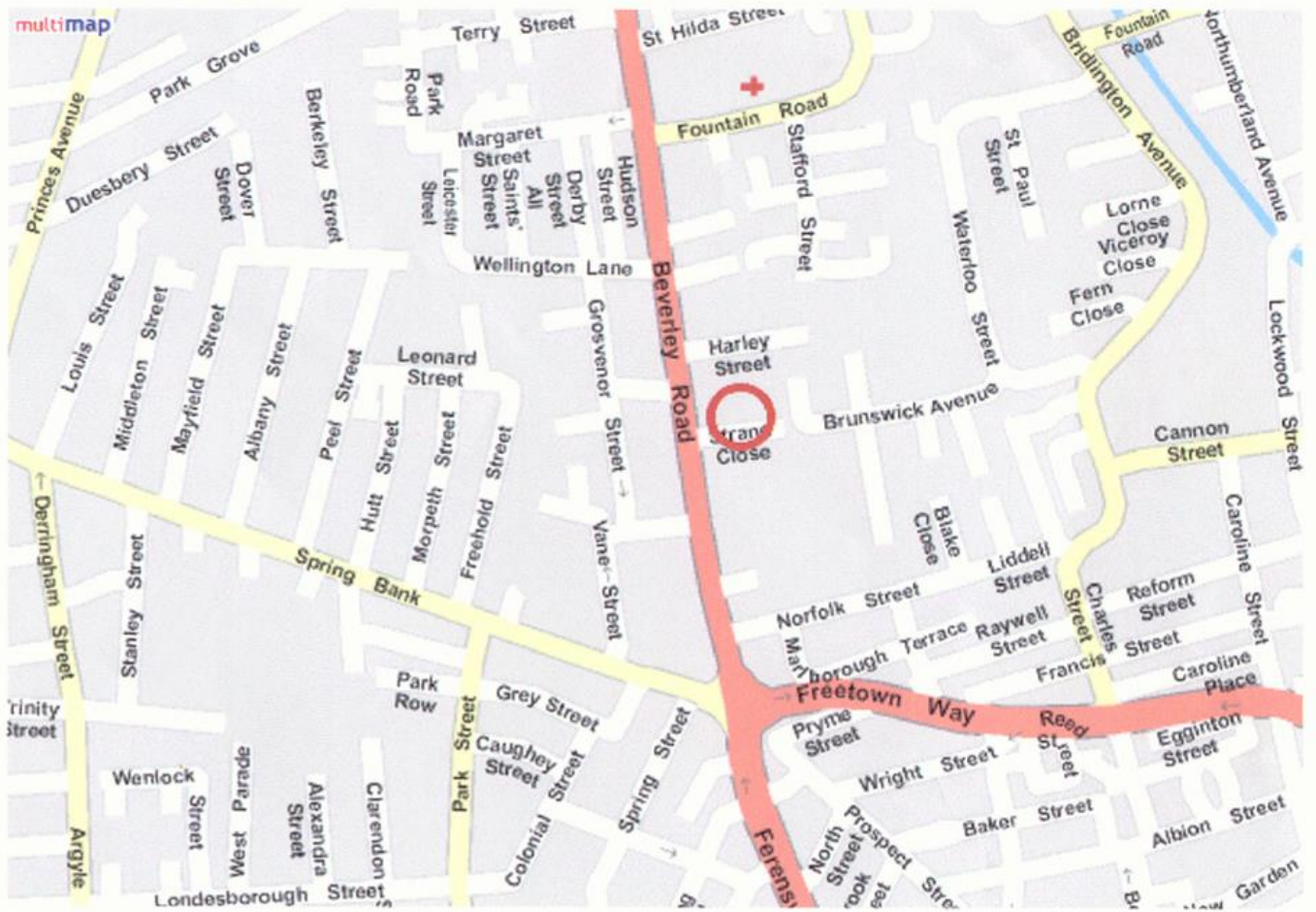
This two day course qualifies you as a Youth Mental Health First Aider, giving you:

- An in-depth understanding of young people's mental health and factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to reassure and support a young person in distress
- Enhanced interpersonal skills such as non-judgmental listening
- Knowledge to help a young person recover their health by guiding them to further support – whether that's through self-help sites, their place of learning, the NHS, or a mix – engaging with parents, carers and external agencies where appropriate
- Ability to support a young person with a long-term mental health issue or disability to thrive
- Tools to look after your own mental wellbeing

This course is free, however, course materials will be supplied ahead of the course, and if you do not attend the training you will be charged £25, per delegate, to cover the cost of course materials, postage and administration. By signing up for the course you agree to be charged for non-attendance. Deadline for applications is 2 weeks before the course; your name and email address will be used to book you on to the course via the MHFA England website; MHFA England will then contact you to ask for a postal address to send the course materials.

- Friday & Friday 1st & 8th July – 9.30am-4.30pm / Brunswick House
- Tuesday & Wednesday 27th & 28th September – 9.30am-4.30pm / Brunswick House
- Tuesday & Wednesday 6th & 7th October – 9.30am-4.30pm / Brunswick House
- Thursday & Friday 17th & 18th November – 9.30am-4.30pm / Brunswick House
- Thursday & Friday 1st & 2nd December – 9.30am-4.30pm / Brunswick House

Maps



Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB
Telephone Number: 01482 612442.

Application Form

Training Application Form

NAME OF COURSE (Only one course per application)			
DATE PREFERRED		ALTERNATIVE DATE	
PRE-REQUISITES ATTENDED:	Delete as appropriate Yes No N/A		
Name			
Telephone Number		Mobile	
Job Title			
Sector Classification	Delete as appropriate Voluntary Statutory Private Other <small>Please State</small>		
Work-base Name & Full Address (Including Postcode)			
E-Mail Address		Payroll/OfSTED/ Charity Number	
Ethnicity		Date of Birth:	Gender: Delete as appropriate Male Female
Special Requirements (Disability/Allergies/Basic skills etc)			
Line Manager's Approval (Signature)		Date	
Line Manager's Job Title			
Line Manager's Work-base Address			
Line Manager's Telephone Number		Line Manager's E-mail	
Applicant's Signature		Date	

We will use your information to provide Local Authority Services. By signing this application you agree to our sharing your information within the Local Authority.

All cancellations must be made in writing by e-mail to learninganddevelopment@hullcc.gov.uk

For most courses there are waiting lists and we may be able to re-allocate your place if given adequate advance notice.

Once completed please return this form to:
Hull City Council, Learning & Development, Brunswick House, Strand Close,
Beverley Road, Hull, HU2 9DB
Tel: (01482) 612442
Email: learninganddevelopment@hullcc.gov.uk

Hull City Council, Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB
Tel: (01482) 612442
E-mail: learninganddevelopment@hullcc.gov.uk

Working for a better city