Luton Borough Council Training Partnership

improving our adult social care workforce together

Health & Social Care Training Programme
May 2016 to March 2017
About Us
The Luton Adults Social Care Training Partnership Team are committed to providing organisations with workforce development opportunities to promote the provision of good quality services to the residents of Luton.

In addition to accessing the local authority training programme members of the partnership are invited to attend bi-monthly partnership meetings to get updates on local and national policies, guidelines and initiatives.

Workforce Development Funding
The partnership also manages and distributes the local Workforce Development Fund (WDF), enabling partners to claim contribution payments for care staff undertaking health and social care qualifications.

For further information on what WDF can do for you and how you can access it please contact us.

Partnership Contacts:
Sinéad Doyle  Lead Partnership Contact  01582 547621
Fran Hill  WDF Lead Contact  01582 548306
Christine Langley  Senior Learning & Development Officer  01582 547559
E-mail: learninganddevelopment@luton.gov.uk
# Administration of Medication Training

## Full Course

**Course Aim:** To enable a confident approach to administering medication within the care setting.

**Course Objectives:** By the end of the course delegates will be able to:
- describe the need for paying attention to detail and being meticulous in delivery
- develop a good understanding of the legislation relating to medication as well as the roles
- describe what is meant by expiry dates and use by dates
- list the responsibilities & boundaries of staff and health professionals
- identify some types of medication, their legal classification & routes of administration
- have an understanding of local policy & procedures
- recognise the need for MCA’s and individual preferences for taking medication

Knowledge will be assessed via a written test at the end of the session

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## Refresher Course

**Course Aim:** To provide delegates with an update essential updates and guidance on administering medication

**Course Objectives:** By the end of the session delegates will be able to identify updates in practice for:
- booking in medicines, administering medicine, recording, and filling in a MAR sheet,
- measuring a dose of liquid medicine, applying a medicated cream/ointment; inserting drops to ear, nose or eye; and administering inhaled medication
- refusal of medication
- non prescribed medication
- hospital discharge
- mixing medicines with food/drink & covert administration
- update of legislation & national guidelines
- summarise provider/ individual policies & CQC standards
- confidently seek advice, where to go, and who to ask.

Successful completion of the course will be assessed by a written test

Knowledge will be assessed via a written test at the end of the session

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Administration of Medication Training

Seizures & Their Control & Medication

Course Aim: To enable carers to confidently administer the right seizure medication in the right way to the right person in the right dose

Learning Outcomes: By the end of the session, delegates will be able to:
- state the main symptoms of epileptic seizures and their treatment
- follow a treatment plan
- administer Rectal Diazepam keeping their self and their client safe
- administer Buccal Midazolam keeping their self and their client safe

Autism Training

Introduction to Autism

Course Aim: A short course designed to increase awareness of autism and provide a basic understanding of autism spectrum conditions in both Children and Adults.

Learning Outcomes: By the end of the session, delegates will:
- have an understanding of the four key areas that impact a person with autism
- know how to identify behaviours associated with autism
- develop practical strategies to become more ‘autism friendly’ in their workplace

Duration: Half Day
Cost: £67 per delegate
Dates: 13th Jun 2016
26th Sept 2016 (am)
26th Sept 2016 (pm)
17th Jan 2017 (am)
17th Jan 2017 (pm)
**Supporting People with Autism**

**Course Aim:** A course to develop skills, knowledge and strategies in supporting Children and Adults with autistic spectrum conditions.

**Learning Outcomes:** this course will cover:
- exploring the ‘spectrum’ of autism
- theories to help understand autism, with an overview of sensory processing issues
- considering causes of stress
- practical strategies to support an individual with autism
- reflecting on practice and how to improve services
- listening to a personal account from an adult with autism

**Duration:** One Day  
**Cost:** £98 per delegate  
**Dates:** 29th Sept 2016  
9th Jan 2017  
8th Mar 2017

**Working with People with Autism**

**Course Aim:** A course to provide forensic and clinical scientific advice on how to deal with autism in practice with Children & Adults, plus reflective time.

**Learning Outcomes:** this course will cover:
- theory and practice in specialist work with children and adults with autism
- diagnosis; understanding the symptoms, effects, types of diagnosis, who can perform a diagnosis and the diagnostic pathway itself
- theory; more detail of theory, what autism is, its effects, better understanding of effective approaches
- strategies for; disruptive behaviour, avoiding overload in the individual, how working with ASC is different from working with other issues, etc
- modern developments, current thinking and making workplaces more ‘autism friendly’

**Duration:** One Day  
**Cost:** £98 per delegate  
**Dates:** TBA
**Bereavement Training**

**Bereavement & Loss Awareness - Adults**

**Course Aim:** To raise awareness of how loss and bereavement affects us all and to enable carers to reflect on appropriate support for bereaved clients who have a range of learning/physical disabilities.

**Learning Outcomes:** By the end of the session, delegates will:
- have an increased understanding of the process of grief and how loss and bereavement affects us all
- shared expertise on the impact of loss and bereavement on those with learning/physical disabilities
- have increased confidence in communicating and supporting bereaved vulnerable clients/service users
- have an understanding of self-care and ways to enable this in others.

**Duration:** Half Day  
**Cost:** £67 per delegate  
**Dates:** 14th Sept 2016 (am)  
25th Jan 2017 (pm)

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**Care Act Training**

**The Care Act—Legal Implications**

**Course Aim:** To support delegates to understanding the legal implications of the Care Act on their work.

**Learning Outcomes:** By the end of the session, delegates will:
- understand the key changes introduced by the Care Act 2014
- have an improved understanding of the revised duties on LA’s post April 2015.
- have an improved understanding of the requirements of the act across the adult health and social care sector.
- be able to Identify future learning needs

**Duration:** Half Day  
**Cost:** £67 per delegate  
**Dates:** 3rd Jun 2016 (am)
**Care Act Training**

**The Care Act—Management, Compliance & Client Autonomy**

**Course Aim:** To provide delegates with an opportunity to consider their role & responsibility within the implementation of the Care Act 2014.

**Learning Outcomes:** The session will focus upon the key & most important aspects of the legislation General responsibilities of Local Authorities & providers in relation to:
- assessments of needs for care & support.
- charging & assessing Financial Resources
- duties & powers to meet needs
- transition for children into adulthood
- safeguarding responsibilities
- how the promotion of well-being, integration, diversity & quality in provision of services may be managed effectively

**Duration:** One Day  
**Cost:** £98 per delegate  
**Dates:** 23rd February 2017

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**CIEH—Level 2 Food Safety Training**

**Food Safety**

**Course Aim:** To enable delegates to understand how to prepare and serve food safely

**Learning Outcomes:** By the end of the session delegates will be able to:
- understand causes of food poisoning
- identify high risk foods
- understand safe food reception and storage
- understand safe food preparation
- understand the importance of personal hygiene and hygienic working practices
- understand temperature control of food
- understand pest control and prevention
- understand the importance of cleaning and disinfection in food premises
- describe the requirements of the current legislation applied to food businesses and handlers

**Duration:** One Day  
**Cost:** £98 per delegate  
**Dates:** 15th Sept 2016  
14th Feb 2017
Continuing Health Care Training

**Course Aim:** The aim of this training is to prompt multi agency communication to ensure continuing health care services are consistent across all agencies.

**Learning Outcomes:** By the end of the session, delegates will understand:

- the framework and how to apply it
- processes and pathways (Mental Capacity Assessments & Best Interest Assessments)
- criteria update
- how to interpret the screening tool & how to discuss with families
- the various domains

**Duration:** One Day
**Cost:** £98 per delegate
**Dates:** 26th Jan 2017

Dementia Training

**Dementia Awareness**

**Course Aim:** To develop an awareness of and the ability to understand the actions and choices made by an individual with Dementia

**Learning Outcomes:** By the end of the course delegates will:

- have a good understanding of Dementia and the impact on individuals and their families
- have an awareness of the most common types of Dementia and other conditions that may be mistaken for Dementia
- through a range of experiential exercises, be encouraged to make a personal connection with the experience of Dementia
- understand the ways in which the ability to use and understand language can be affected by Dementia, and explore the impact of non-verbal communication. They will identify ways of adapting their own language & communication in a way appropriate to the individual
- explore how the environment & the way care is provided can affect the individual's experience of Dementia
- explore the principles underlying a strength based, person centred approach to care and examine how this can be applied to helping clients retain the skills of daily living.

**Duration:** Half Day
**Cost:** £67 per delegate
**Dates:**
- 18th Jul 2016 (am)
- 23rd Nov 2016 (pm)
- 22nd Feb 2017 (am)
Dementia Training

Course Aim: To provide practical approaches that help to create a dementia-friendly environment, improve wellbeing and reduce stress for the person with dementia.

Learning Outcomes: By the end of the course, delegates will be able to:
- describe ways to make the environment more supportive & less stressful for people who have dementia
- explain how the approach of other people impacts on the person with dementia and contributes to positive/negative outcomes
- compare reality orientation and validation approaches, and describe how they can be used effectively at different stages of dementia
- use life history & reminiscence as a tool to develop person centered care plans, promote interaction and help maintain identity
- explain factors contributing to distressed & difficult to understand behaviour, and demonstrate a problem solving approach that avoids inappropriate use of anti-psychotic medication.

Duration: One Day
Cost: £98 per delegate
Dates: 22nd Sept 2016
       13th Dec 2016
       24th Mar 2017

First Aid Training

Basic First Aid Awareness

Course Aim: To equip candidates with basic skills and knowledge to enable them to deliver basic life support or carry out basic First Aid actions until further qualified medical assistance is available.

Learning Outcomes: This course will cover:

Theory
- action in an Emergency situation
- casualty Management and Casualty care
- recognition and treatment of miscellaneous minor injuries or medical conditions as determined by candidates

Practical
- management of an unconscious casualty
- basic life support – cardiopulmonary resuscitation (CPR) – Adult / Child
- control of bleeding – including basic bandaging/dressing techniques

Additional Info:
This course is not a qualification.
Delegates must be able to undertake practical activity involving kneeling and laying down.
All courses are delivered and assessed in English. Delegates must be able to demonstrate sufficient fluency in written and spoken English in order to attend the course and complete the assessment.

Duration: 2 hours
Cost: £67 per delegate
Dates: 29th Jun 2016
       29th Sept 2016
       25th Jan 2017
Times:
There are three sessions offered on each above date, please specify a preferred session on booking
Morning- 9:30 to 11:30, Midday - 12:00 to 14:00, Afternoon 14:30 to 16:30
### First Aid Training

**Emergency First Aid at Work (qualification course)**

**Course Aim:** The aim is to equip candidates with the skills and knowledge to undertake first aid including CPR to clients/service users in their care.

**Learning Outcomes:** By the end of the session delegates will be able to list and describe the following

**Theory:**
- the aims of First Aid and the Role of the First Aider
- action in an Emergency situation
- record keeping and first aid boxes
- casualty management
- choking recognition and treatment
- recognition and treatment of miscellaneous medical conditions
- recognition and treatment of specific injuries
- poisoning - action and treatment

**Practical**
- management of an unconscious casualty
- basic life support – cardiopulmonary resuscitation (CPR)
- control of bleeding – including basic bandaging techniques

This course includes practical and physical assessment and a written test paper.

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### Mental Capacity Act Training

**Mental Capacity & Deprivation of Liberties Awareness (Level 1)**

**Course Aim:** To have a understanding of who is affected by the act, when we need to use the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLs) and who should use them.

**Learning Outcomes:** By the end of the course delegates will:

- have gained an overview of the MCA 2005 and recognise their responsibilities under the law
- be able to apply MCA 2005 and consider a person’s mental capacity for admissions, care planning, risk assessments and daily decision making
- have gained an overview of DoLS legislation and identify what constitutes a DOL
- understand the DoLS process and be aware of how to work with a DoLS authorisation

**Duration:** Half day

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Mental Capacity Act Training

Mental Capacity Act—Putting it into Practice
(Level 2)

Course Aim: Delegates will have gained more competence and confidence in their professional role to work according to the 5 principles of the MCA 2005 and, through the knowledge gained of the provisions in the act, improve ability to work to protect the rights of your customers resulting in a fully person centred experience for them.

Learning Outcomes: By the end of the course, delegates will:
- refresh understanding of the 5 Principles of the MCA 2005
- understand the use of the MCA 2005 in practice—including any exclusions
- learn the skills to confidently complete an MCA assessment including effective communication
- refresh understanding of the Best Interests principle and applying the statutory best interests checklist
- understand Best Interests meetings—the role of the decision maker and others
- understand the need to adhere to local Policy & Guidance and MCA Code of Practice
- understand the provisions of the Act with a specific focus on working with an IMCA and working with someone who has made advance decisions

Duration: One Day
Cost: £98 per delegate
Dates: 6th July 2016
17th Oct 2016
10th Mar 2017

Deprivation of Liberties—Putting it into Practice
(Level 3)

Course Aim: Recognise and understand what a deprivation of a person’s liberty might look like, to whom the safeguards apply and be clear regarding the process and the roles professionals and others play within this.

Learning Outcomes: By the end of the course delegates will:
- using case law examples, understand what a deprivation of a person’s liberty means, to whom it applies and when & where an authorisation can be applied for and granted
- understand why we have DoLS and the legislative requirement and links with the MCA 2005 and the MHA 2007
- look at the process including, who is involved and their roles, the 6 assessments, advocacy for the person at the centre of the process, and the Court of Protection
- understanding of the specifics of making a best interests assessment within the DoLS process
- identifying and knowing how to challenge an unlawful Deprivation
- understanding the links with the Safeguarding Adults process
- review of good practice in recording within the DoLS process and how the process is recorded
- understand the need to review practice in DoLS legislation according to Case Law

Duration: One day
Cost: £98 per delegate
Dates: 27th Oct 2016
22nd Mar 2017
Mental Health Training

Mental Health Awareness Training

Course Aim: To enable staff who support service users with mental health issues to do so with a good understanding of the range of conditions the term includes and some empathy with having a mental health issue in our society.

Learning Outcome: By the end of the course delegates will be able to:
- summarise definitions, categories & presentations of various Mental Illnesses (MI)
- identify who is responsible for diagnosis and treatment and what assessment and diagnostic processes involve
- explore societal attitudes to people who have MI and how this impacts
- clarify the key points of Recovery, Care Programme Approach, Mental Health Act, NSF, and Mental Capacity Act.
- explain why the law is so important in the lives of people with MI
- understand how the law should be used to strengthen and enhance the available service,
- identify what can go wrong when working with people who have mental health issues and how this can be addressed
- identify strategies to take back to the workplace to build the confidence and responsibility of and improve the future outcomes for those with MI.

Duration: One Day
Cost: £98 per delegate
Dates: 8th Jun 2016
       9th Sept 2016
       1st Dec 2016
       6th Mar 2017

Mental Health First Aid Lite

Course Aim: To enable participants to gain a wider understanding, for themselves and others, of some issues surrounding mental health, including the impact on business.

Learning Outcome: By the end of the session delegates will be able to:
- identify the discrimination surrounding mental health problems
- define mental health and some mental health problems
- relate to people’s experiences
- help support people with mental health problems
- begin developing a business case for promoting positive mental health in the workplace
- look after their own mental health
- work more effectively with people experiencing mental health problems.

Duration: Half day
Cost: £67 per delegate
Dates: 7th Jul 2016
       17th Jan 2017
Moving & Handling Training

Introduction to Moving & Handling of People

Course Aim: To provide new staff with an understanding of the reasons behind safe moving and handling and an opportunity to practise correct procedures

Learning Outcome: By the end of the course delegates will be able to:
- explain the importance of back care, using principles of spinal anatomy and biomechanics
- state & apply the key legislation relating to moving & handling
- explain what TILEE stands for, what five safety questions carers should be prompted to ask before any moving and handling and when the answers should stop them from moving and handling
- demonstrate an understanding of risk assessment
- demonstrate the following moving and handling techniques, using the equipment provided, including:
  - sit to stand (& vice versa), in and out of bed, assisted walking, chair to chair, toileting, repositioning in chair, moving/sitting up in bed, moving over in bed, hoisting from bed to chair (& vice versa), off the floor, make an informed decision about catching a falling client,
  - identify when to escalate problems to a manager, including bariatric issues

Duration: One Day
Cost: £98 per delegate
Dates: 20th Jun 2016
                   15th Jul 2016
                   14th Sept 2016
                   10th Feb 2017

Moving & Handling—3 Hr Update

Course Aim: To provide staff working in a health or social care setting with an understanding of the reasons behind safe moving and handling and an opportunity to practise correct procedures

Learning Outcomes: By the end of the course delegates will be able to:
- explain the importance of back care, using principles of spinal anatomy and biomechanics
- state the key legislation relating to moving and handling clients, so they might apply it in the workplace
- explain what TILEE stands for, what five safety questions carers should be prompted to ask before any moving and handling and when the answers should stop them from moving and handling
- read and demonstrate understanding of an LBC risk assessment
- demonstrate a range of moving and handling techniques, using the equipment provided*
  - make an informed decision about catching a falling client
  - identify when to escalate problems to a manager including bariatric issues

*The techniques will vary from course to course, dependent on the stated needs of the delegates present

Duration: Half Day
Cost: £67 per delegate
Dates: 31st May 2016
                   17th June 2016
                   18th Jul 2016
                   28th Sept 2016
                   17th Oct 2016
                   25th Oct 2016
                   11th Jan 2017
                   21st Feb 2017
                   15th Mar 2017

All dates have am and pm sessions
Moving & Handling—Risk Assessment

Course Aim: To enable supervising staff to continue to risk assess client handling situations in a health or social care setting

Learning Outcomes: By the end of the course delegates will:

- have reviewed sufficient spinal anatomy to identify the main causes of musculoskeletal injury
- be able to state their individual and organisational responsibilities under the law
- have observed and identified good and bad practise in manual handling operations
- have problem solved work based scenarios identifying practicable solutions, including:
  - difficult to handle service users
  - be able to select the appropriate equipment, using a given practical tool
  - have completed and be able to complete a risk assessment (SS02/03) and a Safe System of Work Care Plan (SS02A)

Duration: One Day
Cost: £98 per delegate
Dates: 12th Dec 2016

Personal Safety

Violence & Aggression Awareness

Course Aim: To improve delegates ability to recognise warning signs of danger thereby anticipating and preventing escalation.

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

- identify areas when working where personal safety is at risk and take the necessary steps to reduce the risks
- describe the main components of good personal communications relevant to potential and actual aggressive and violent encounter
- understand how to anticipate and prevent escalation and be able to make informed choices to keep themselves safe at work
- develop methods for improving basic personal safety at work and draw up a personal plan to reduce the risks

Duration: One Day
Cost: £98 per delegate
Dates: 7th July 2016
12th Oct 2016
20th Mar 2017
Personal Safety for Lone Workers

Course Aim: To give delegates the necessary confidence and personal tools/techniques to avoid situations where personal safety could be compromised. To review and build upon past learning and experience to enhance personal awareness and response to developing situations when lone working.

Learning Outcomes: By the end of the course, delegates will be able to:
- describe changes in their patterns of behaviour that will improve their personal safety
- understand of the common and criminal law relating to ‘Reasonable Force’ and its use
- enable delegates to use observation as a key skill in evidence gathering and situational awareness and improve their personal safety.

Duration: One Day
Cost: £98 per delegate
Dates: 20th July 2016
       18th Oct 2016
       31st Jan 2017

Safeguarding Adults at Risk—Basic Awareness

Course Aim: To provide delegates with the skills and knowledge to identify and respond to safeguarding concerns appropriately

Learning Outcomes: This course aims to enable the participant to:
- understand the background to adult protection and relevant legislation
- be able to define adult abuse, vulnerable adult and harm
- be able to identify the different forms of abuse
- be able to recognise signs and indicators of abuse
- know what to do in cases of suspected abuse, the role of the alerter
- have an awareness of the local whistle blowing policy

Duration: One Day
Cost: £98 per delegate
Dates: 5th Jul 2016
       20th Sept 2016
       25th Oct 2016
       21st Nov 2016
       2nd Dec 2016
       6th Feb 2017
       29th Mar 2017
### Safeguarding Adults at Risk—Responding to Reports & Concerns of Abuse

**Course Aim:** To provide a focused overview of the entire safeguarding adult at risk enquiry process.

**Learning Outcomes:** By the end of this course delegates will be able to:
- relate to the six Safeguarding principles of the Care Act 2014
- identify & respond appropriately to safeguarding concerns
- demonstrate their roles & responsibilities within safeguarding strategy meetings & case conferences
- explore & understand how legislation such as the Mental Capacity Act, Human Rights and the Care Act informs decision making and information sharing within the context of a safeguarding enquiry
- list the key areas that can contaminate evidence within an enquiry:
  - employment rights
  - inappropriate questioning
  - forensic evidence
  - a failure to raise concerns within time scales
- confidently apply the Multi-agency Safeguarding Adults at Risk Policy, whilst being aware of the statutory requirements within the Care Act, Criminal and Civil court proceedings

**Duration:** Two Days  
**Cost:** £196 per delegate  
**Dates:** 15th - 16th Jun 2016, 14th - 15th Dec 2016

### Self Harm in Adults

**Course Aim:** For participants to develop a better understanding of the reasons behind self-harm and be able to take positive approaches to supporting people.

**Learning Outcomes:** By the end of the course delegates will have:
- identified why people self harm
- reviewed research on the extent of self-harm and the particular high risk groups
- identifies indicators of and pathways to self-harm
- an understanding of the different methods of self harm and ways of hiding it from others
- examined approaches to suicidal ideation in contrast to other forms of self-harm
- considered emergency intervention and the relevance of capacity
- developed an understanding of key steps in reducing self harm
- learnt useful questioning skills and strategies for people who harm
- identified alternative copies strategies for people who self harm
- an awareness of the practical & emotional pressures of working with people who self harm

**Duration:** One Day  
**Cost:** £98 per delegate  
**Dates:** 27th Jul 2016, 25th Nov 2016, 15th Feb 2017
**Booking Information**

**How to Book**
Applications to attend training should be made via e-mail to learninganddevelopment@luton.gov.uk and must contain the following information:
- name & job title of the employee requesting a place on the course
- name & telephone number of the booking manager
- name & address of the organisation
- title and date of the course
- invoice contact & address
- e-mail address to be used for booking confirmation & joining instructions

Please note where the e-mail address supplied does not belong to the delegate attending it is the booking organisations responsibility to ensure the details are passed onto the delegate.

It is recommended that applications are made at least one calendar month before the course date.

**Terms and Conditions**
By requesting a place on the course organisations are accepting the below terms and conditions:
- organisations agree to the charges as advertised
- delegates agree to attend the course at the specified time and stay for the duration of the course
- delegates that arrive after the course has started maybe sent away and will incur charges for non attendance
- delegates and managers agree to complete impact evaluation surveys when requested to do so by the Corporate Learning & Development Team.

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**Bespoke Training**

Our team are able to offer our training services to organisations that are unable to provide their own In-house training.

Our experienced trainers are able to offer sessions on:
- safeguarding children and/or adults:
  - including children/adult basic awareness and level 1 courses
- skills development
  - including time management, team leading, creative thinking, influencing and negotiating skills
- bespoke team development events
  - Including team building days, strength and needs analysis activities and Myers Briggs assessments
- organisational development
  - Including LEAN methodology, appraisal processes, competency framework and coaching and mentoring programmes

If you are interested in any of the above please contact us to discuss your requirements on 01582 547559 (for safeguarding enquires) or 01582 547393 (for skills, team build or organisational change events) or alternatively you can e-mail learninganddevelopment@luton.gov.uk