



**Rhondda Cynon Taf
SCWDP
Schedule of Partnership
Training Events 09-10**

Welcome to this edition of the RCT SCWDP Schedule of partnership training events for 2009 – 2010. The programme has been produced in this format to enable managers to plan staff release for the courses that may benefit their staff. Courses are listed alphabetically. There is also a chronological calendar at the end of the schedule to show when all training sessions are taking place in relation to each other. Please note that, in accordance with all partnership schemes, this training is only available to staff working within the Rhondda Cynon Taf county boundaries. If there are particular training topics that you would like to see in any subsequent programme, please get in touch with me at Heddfan (01443 668829) or email

Sarah.J.Williams@rctcbc.gov.uk. All your comments will be taken into consideration when planning the calendar for next year. If there are any resources left over in this financial year, it will also enable us to put on additional courses where there is most identified need. Please note, however, that mandatory training is not something that the partnership will usually fund or host as these topics are an employer's statutory responsibility. One exception this year is a limited allocation of places on our moving and handling course at Heddfan. Please note that there is a fee for accessing this training of £40 per person per day. Most of the training in the schedule continues to be free of charge. The partnership will monitor attendance, take up and drop out rates for all courses to determine whether charging is desirable for the future. If you have booked a place and know that you are unable to attend, please let staff at Heddfan know as soon as possible. If we are given sufficient notice, the place can be reallocated to another person.

Booking a place

If you wish to attend any of the courses identified in this programme, please complete the booking form at the back of this booklet (photocopy as necessary), clearly stating which course you wish to attend and on what date. If you have any queries, please contact the partnership administrator Hannah Thomas on 01443 668856.

Best wishes

Sarah Williams
RCT SCWDP Partnership Co-ordinator
Heddfan Centre for Learning & Development in Social Care
Ilan Avenue
Rhydyfelin
Pontypridd
CF37 5PN

Booking Procedure

Complete the registration form at the back of this booklet. An emailed copy of the form is available on request. The booking form must be completed with the details of a **named** member of staff. We can not hold places for unspecified staff. This is because we can not enter the data on to our computer system and reserve the place without this information.

Once completed, please return to Hannah Thomas at Heddfan as soon as possible. Hannah.K.Thomas@rctcbc.gov.uk

Hannah will email out to the partner agency confirming that places have been kept. If your organisation is not on the email system, please phone Hannah to confirm whether or not you have been successful in gaining a place.

If a particular course is oversubscribed, Hannah will place you on a reserve list and let you know by email.

Two weeks prior to the training, the course programme will be sent out to the organisation that has booked the course. It is for managers to pass on this information to their staff prior to the course taking place. The course programme is the final confirmation that places have been secured on the training.

Changes of nominee are acceptable in exceptional circumstances, but we would like to encourage organisations to keep them to a minimum as a lot of extra administrative work is created by duplicating certificates etc.

If you have to substitute staff through sickness or absence, please let Hannah know at your earliest convenience. Our courses are often over-subscribed. If you know that your staff are unable to attend, please let us know as soon as possible so that a member of staff on the reserve list can be offered the place.

When members of staff attend training, they need to provide full details for the registration form including their place of work and their job role.

Please can you ensure that all staff sent on training have been through this booking procedure. Unregistered staff will not be able to attend, and may be turned away on the day.

Substitute nominees will not be turned away.

If you have any queries about booking, please contact either Hannah or Sarah.

Topic	Trainer	Duration
Bereavement & Loss	Facilitated by Jan Dryden	Refreshments / registration 9:00 Start 9:30 – 4:00
Refreshments available: tea & coffee, buffet lunch		
Target Audience: All levels of direct care staff working in adult social care settings		
<p>Course Aims:</p> <p>To provide an introduction to the stages of grief and common reactions to bereavement with consideration of ways of supporting people who are grieving:</p> <p>Course Objectives:</p> <ul style="list-style-type: none"> • to consider the stages of grief and the process of bereavement • to reflect on participants' own experiences of loss • to explore similarities and differences including those of culture, religion and gender • to consider ways of supporting people who are grieving • to practise listening and helping skills and build confidence • to recognize the responses workers may have and be aware of support opportunities 		
13 th November 2009	Pontypridd YMCA, YMCA Buildings, Taff St, Pontypridd, CF37 4TS Tel: 01443 402541	
4 th December 2009	Pontypridd YMCA, YMCA Buildings, Taff St, Pontypridd, CF37 4TS Tel: 01443 402541	
22 nd January 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	

Topic	Trainer	Duration
Care of Medicines	Signpost 2 training	9:00 – 12:30 pm (please note early start – this is to enable two training sessions on the same day)
Refreshments available: tea and coffee		
Target Audience: Direct care staff in residential care		
<p>Aim – to provide delegates with a basic understanding of medicines and the safety involved in the administration of medication to service users.</p> <p>Objectives – The delegates will have:</p> <ul style="list-style-type: none"> • Discussed what medicines are • Become familiar with the safe handling, checking and administration of medicines • Recognise legal, illegal, and good practise as well as look at different practises that could constitute abuse • Looked at effects on the body • Looked at self medication 		
8 th February 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
12 th February 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
15 th March 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	

Topic	Trainer	Duration
Dementia Awareness	facilitated by Rita Hillaud	Refreshments / registration 9:00 9:30 – 4:30
Refreshments available: tea & coffee, buffet lunch		
Target Audience: Direct care staff in residential and home care		
<p>Aims & Objectives:</p> <p>By the end of the workshop attendees should be able to:</p> <ul style="list-style-type: none"> • Understand how specific Dementias may affect service users • Understand how we store memories and the affect of its loss • Understand and acknowledge that all behaviour has meaning • Examine strategies for dealing with behaviour we might find a challenge • Understand communication with people with dementia • Understand a person centred approach • Understand the importance of an individual's life history • Have further information on useful Websites and Journals 		
30 th July 2009	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
28 th September 2009	Heddfan	
2 nd October 2009	Heddfan	
16 th October 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
9 th November 2009	Heddfan	
10 th November 2009	Heddfan	
9 th February 2010	Heddfan	
11 th February 2010	Heddfan	
16 th March 2010	Heddfan	
18 th March 2010	Heddfan	

Topic	Trainer	Duration
Dementia & Challenging Behaviour	facilitated by John Jenkins	Refreshments / registration 9:00 9:30 – 4:30
Refreshments available: tea & coffee, buffet lunch		
Target Audience: Direct care staff in residential and home care		
<p>Aims & Objectives:</p> <ul style="list-style-type: none"> • To explore our understanding of Dementia and Behaviour • To develop a clearer approach to responding to Challenging Behaviour based on current law, theory and research • To develop our own skills in working with service users with challenging behaviour • To gain confidence 		
15 th September 2009	Cwmclydach Development Centre, The Old Police Station, Clydach Road, Blaenclydach, Tonypandy, CF40 2BD	
15 th October 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
17 th November 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
10 th December 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
11 th January 2010	Cwmclydach Development Centre, The Old Police Station, Clydach Road, Blaenclydach, Tonypandy, CF40 2BD	
1 st February 2010	Cwmclydach Development Centre, The Old Police Station, Clydach Road, Blaenclydach, Tonypandy, CF40 2BD	

Topic	Trainer	Duration
Deprivation of liberty safeguards	Jackie Neale	TBA
Target Audience: managers working in a registered care home setting		
<p data-bbox="289 531 1211 569">Aims & Objectives: These have yet to be developed, but will include:</p> <ul data-bbox="337 600 1325 951" style="list-style-type: none"> <li data-bbox="337 600 1284 674">• To explore the impact of the deprivation of liberty safeguards on the work of managers in the registered care home setting <li data-bbox="337 705 1195 743">• To distinguish between restrictions and deprivations of liberty <li data-bbox="337 774 1300 848">• To examine the procedure for applying for a DOLs authorisation from the supervisory body <li data-bbox="337 879 1325 953">• To take part in a series of case scenarios to provide a practical context for theoretical knowledge. 		
Dates and Venue	TBA	

Topic	Trainer	Duration
Diabetes Awareness	Diabetes UK	Refreshments / registration 9:00 9:15 – 1pm
Refreshments available: tea & coffee		
Target Audience: Direct care staff in residential and home care		
<p>Aims and Objectives:</p> <p>By the end of the session participants will:</p> <ul style="list-style-type: none"> • State the differing types of Diabetes. • To state common difficulties living with Diabetes. • To state common treatments for Diabetes. • To state basic dietary requirements for persons with Diabetes. 		
13 th October 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
10 th November 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
1 st December 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	

Topic	Trainer	Duration
Epilepsy Awareness	Signpost 2 Training	1 – 4:30 pm
Refreshments: tea and coffee		
Target Audience: Direct care staff in residential and home care		
<p>Aims:</p> <ul style="list-style-type: none"> • To raise awareness of conditions relating to epilepsy. <p>Objectives:</p> <p>by the end of the session, the delegate will</p> <ul style="list-style-type: none"> • Be able to state the common types of epilepsy • Identify the first aid requirements for someone having a seizure • Care for a service user with epilepsy whilst promoting privacy and dignity 		
8 th February 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
12 th February 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
15 th March 2010	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	

Topic	Trainer	Duration
Mental Capacity Act	Sarah Williams	Refreshments / registration 9:00 9:30 – 4pm
Refreshments available: tea & coffee, buffet lunch		
Target Audience: Primarily managers and supervisory staff in adult services settings		
Course Aim:		
Participants will:		
<ul style="list-style-type: none"> gain a better understanding of the mental capacity act and its practical application have supported access to the RCT MCA e-learning package 		
Objectives:		
by the end of the session participants will have taken part in a series of exercises to examine:		
<ul style="list-style-type: none"> the four building blocks of capacitated decision making best interests decision making advance decisions mental capacity advocates and their role distinguishing between deprivations and restrictions of liberty 		
Attendees will also have the opportunity to browse the MCA e-learning package and seek any clarification about its use before accessing it from their own workplace.		
<p>Please note: This training is not run by a qualified solicitor. Thus you will not get expert legal advice about the MCA and its application. It is more an opportunity to discuss in small groups how the MCA may impact your work in a way that is not possible in a very large group setting. Before booking, you are advised to phone Sarah Williams to find out if this course will meet your needs. 01443 668829</p>		
Thursday 3 rd September	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
Thursday 1 st October	Heddfan	
Thursday 19 th November	Heddfan	
Thursday 3 rd December	Heddfan	
Thursday 7 th January	Heddfan	
Thursday 4 th February	Heddfan	
Thursday 4 th March	Heddfan	

Topic	Trainer	Duration
Mental Health Awareness	Claire Hughes, Rachel Stadden & 'Voices of Experience'	Refreshments / registration 9:00 9:15 – 4:30
Refreshments available: tea & coffee, buffet lunch		
Target Audience: Anyone with an interest in mental health.		
<p>Aims - To enable participants to understand and be aware of the implications of a mental health diagnosis</p> <p>Objectives –</p> <ul style="list-style-type: none"> • To be able to understand the factors that contribute to individuals developing a Mental Health problem • To enable the participants to develop positive ways of supporting people with mental health problems • To have an awareness of the challenges that affect people living with a mental health diagnosis 		
3 rd July 2009	Glyncornel Environmental Centre, Nantygwyddon Road, Llwynypia, Rhondda, CF40 2JF	
25 th September 2009	Glyncornel Environmental Centre, Nantygwyddon Road, Llwynypia, Rhondda, CF40 2JF	
16 th October 2009	Glyncornel Environmental Centre, Nantygwyddon Road, Llwynypia, Rhondda, CF40 2JF	

Topic	Trainer	Duration
All Wales Manual Handling passport	Manual Handling Team, Heddfan	Please note early start 8:45 – 4:30pm
Refreshments available: tea & coffee, buffet lunch		
<p>Target Audience: domiciliary care staff (accessing premises at Heddfan) – maximum of 2 places per organisation at this stage in order to gauge demand</p> <p>Expressions of interest only from residential providers should be made to Sarah Williams (It is intended that staff would be trained at the providers own premises)</p> <p>NB There is a charge for this course of £40 per person</p>		
<p>Aims & Objectives - Modules A&B</p> <ul style="list-style-type: none"> • To raise awareness of the causative factors & types of musculo-skeletal injuries • To provide basic information relating to prevention of musculo-skeletal injuries • To raise awareness of current Health & Safety legislation • To introduce ergonomics, risk assessment, principles of safer handling and team handling • To provide instruction of the application of inanimate load risk assessment, including safer handling of inanimate loads and practical application of ergonomic principles 		
<p>Aims & Objectives - Modules C, D & F</p> <ul style="list-style-type: none"> • To provide instruction in the safe ways of moving clients forward & back in a chair, sitting to standing from chair or edge of bed and vice versa, transferring from chair to toilet etc, Assisted walking with a client and managing the falling client • To provide instruction in the safe ways of moving clients whilst in bed, assisting clients in and out of bed, fitting & removing of slide sheets <p>To provide instruction in the safe ways of fitting & removing of slings with / without slide sheets. Hoisting form chair / bed, use of passive & active hoists</p>		
25 th September 2009	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
16 th October 2009	Heddfan	
3 rd December 2009	Heddfan	
28 th January 2010	Heddfan	
25 th February 2010	Heddfan	
26 th March 2010	Heddfan	

Terms and conditions for accessing the All Wales Manual Handling passport course

This course will run as a pilot project. If demand outstrips supply, we will refer to the requests that have been made via the training needs analysis forms that organisations were asked to complete in the winter.

The courses will initially be open to staff working in domiciliary care settings. These sessions will be run in Heddfan and are the dates identified in the brochure.

It is anticipated that this training will also be rolled out to residential providers at their own work premises. At this stage, we are taking **expressions of interest only** from residential providers. Please contact Sarah Williams 01443 668829 Sarah.J.Williams@rctcbc.org.uk stating how many staff you would be interested in training. Once we have an idea of numbers, our moving and handling trainer will contact you.

A fee of **£40 per person** will be paid to the local authority in respect of this course. The manager who books the place must have budgetary responsibility for authorising payment.

Please note this fee is **non-returnable**. Once a place has been booked, the fee becomes payable, even if the place is cancelled. For courses that are run in Heddfan, 2 places per organisation will initially be allocated. You may request that additional names go on a reserve list. If you cancel the place and we are successful in reallocating to another organisation, you will not be charged. However, if we can not do this, the fee will still be payable.

In the event of staff absence, it is permissible to substitute staff to ensure that the place is not wasted.

Please note the **early start** of the course. If your staff are unable to attend at the specified times, please do not book them on the course. The course has been structured in this way to enable all aspects of the training to be completed in one day, and therefore keep the costs to an absolute minimum. Because the passport scheme has very specific knowledge and performance criteria that must be completed, it is not acceptable for any participant to miss any part of the programme. If a participant is late, they will be allowed to stay for the duration of the course, but a certificate will only be issued to cover the elements of the course for which they have attended. It will not be possible to issue a full passport and alternative arrangements will need to be made to cover the parts that have been missed. It is highly unlikely that Heddfan will have the capacity to deliver these missed elements.

Topic	Trainer	Duration
Towards an Understanding of Parkinson's Disease	Parkinson's Disease Society	Registration and refreshments 9:00 9:15 – 12:45pm
Refreshments available: tea & coffee		
Target Audience: All levels of care staff.		
<p data-bbox="289 600 354 632">Aim:</p> <p data-bbox="289 669 1325 806">This course has been designed to give all levels of staff in care settings an improved understanding of Parkinson's. The aims are to promote and share models of good practice in care by addressing the challenges experienced by people with Parkinson's in relation to mobility, swallowing, communication etc</p>		
8 th September 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
3 rd November 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	

Topic	Trainer	Duration
Meeting the Challenges of Parkinson's	Parkinson's Disease Society	Registration & refreshments 9:00 9:30 – 4:15pm
Refreshments available: tea & coffee, buffet lunch		
Target Audience: Direct care staff in residential and home care		
<p data-bbox="289 667 370 699">Aims:</p> <p data-bbox="289 737 1333 842">This is a full day session designed to give more in-depth knowledge and understanding of Parkinson's compared to the half day session. We also look at the impact on cognitive functions within this seminar.</p>		
12 th January 2010	Cwmclydach Development Centre, The Old Police Station, Clydach Road, Blaenclydach, Tonypany, CF40 2BD	

Topic	Trainer	Duration
POVA workshops	facilitated by Aftathought Theatre Group	Refreshments / registration 9:00 Am session – 9:30 – 12:30 Pm session – 1:30 – 4:30
Refreshments available: tea & coffee		
Target audience: Direct care staff working in all social care settings		
<p>Once again, RCT will be hosting some live theatre workshops to explore POVA issues. These have proved to be very popular in the past.</p> <p><u>Aims:</u></p> <ul style="list-style-type: none"> • To raise awareness of staff in respect of Vulnerable Adults through the medium of live interactive sessions. <p><u>Objectives:</u></p> <ul style="list-style-type: none"> • To enable staff to recognise vulnerable persons and vulnerable situations • To encourage good practice • To encourage reporting of concerns 		
21 st September 2009	Michael Sobell Sports Centre, Aberdare	
1 st October 2009	Hawthorn Leisure Centre, Rhydyfelin	
28 th October 2009	Llantrisant Leisure Centre, Llantrisant	

Topic	Trainer	Duration
Recording Skills	Liz O'Rourke	Refreshments / registration 9:00 9:30 – 4:30
Refreshments available: tea & coffee, buffet lunch		
Target audience: Direct care staff in residential, day and home care		
<p data-bbox="289 604 354 632">Aim:</p> <p data-bbox="289 667 1230 737">To provide Care Staff with the appropriate skills to be able to complete records effectively.</p> <p data-bbox="289 808 443 835">Objectives:</p> <p data-bbox="289 877 1052 905">By the end of the programme participants will be able to:</p> <ul data-bbox="289 947 1079 1186" style="list-style-type: none"> • Record more effectively • Differentiate between subjectivity and objectivity • Record more efficiently and use departmental procedures • Have an opportunity to ask questions 		
24 th November 2009	The Feel Good Factory, 2/4 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR	
21 st January 2010	Cwmclydach Development Centre, The Old Police Station, Clydach Road, Blaenclydach, Tonypany, CF40 2BD	

Topic	Trainer	Duration
Stroke awareness	facilitated by Sheila Davies	Registration / refreshments 9:00 am Course start: 9:30 – 3
Refreshments available: tea & coffee, buffet lunch		
Target audience: Direct care staff in residential, day and home care		
<p>By the end of the day participants will:</p> <ul style="list-style-type: none"> • Be clear about what a stroke is, what causes it and the range of effects. • Have considered the needs of people who have had strokes and their families and friends. • Be aware of the roles of different professionals and services available. • Know about the range of communication problems which may be experienced by a person who has had a stroke. • Have considered the personal social implications of experiencing such problems. • Have considered ways of helping people affected by stroke to communicate for their maximum quality of life. • Have practised relevant communication skills. • Know about the sensory and cognitive problems which may be experienced by a person who has had a stroke. • Know about the common psychological effects of stroke. • Have an awareness of the feelings likely to be experienced by somebody who has had a stroke and the feelings of their family and friends. • Have considered the appropriate ways to respond to people and relevant 'helping skills'. 		
27th July 2009	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
29th September 2009	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	
16th December 2009	Heddfan, Centre for Learning & Development, Ilan Avenue, Rhydyfelin, Pontypridd CF37 5PN	

July

Day	Date	Topic	Time	Venue
Friday	3 rd July	Mental Health Awareness	9:15 – 4:30	Glyncornel
Monday	27 th July 2009	Stroke Awareness	9:00 – 3pm	Heddfan
Thursday	30 th July	Dementia awareness	9:15 – 4pm	Heddfan

September

Day	Date	Topic	Time	Venue
Thursday	3 rd September	Mental Capacity Act	9:30 – 4:00	Heddfan
Tuesday	8 th September 2009	Towards an understanding of Parkinson's Disease	9:00 – 12:45	The Feel Good Factory
Tuesday	15 th September 2009	Dementia & Challenging Behaviour	9:00 – 4:30	Cwmclydach Development Centre
Monday	21 st September 2009	Pova theatre workshops	9:30 – 12:30	Michael Sobell Sports Centre, Aberdare
Monday	21 st September 2009	Pova theatre workshops	1:30 – 4:30	Michael Sobell Sports Centre, Aberdare
Friday	25 th September	Moving and Handling passport	8:45 – 4:30pm	Heddfan
Friday	25 th September	Mental Health Awareness	9:15 – 4:30	Glyncornel
Monday	28 th September 2009	Dementia awareness	9:15 – 4pm	Heddfan
Tuesday	29 th September 2009	Stroke Awareness	9:00 – 3pm	Heddfan

October				
Day	Date	Topic	Time	Venue
Thursday	1 st October 2009	Pova theatre workshops	9:30 – 12:30	Hawthorn Leisure Centre, Rhydyfelin
Thursday	1 st October 2009	Pova theatre workshops	1:30 – 4:30	Hawthorn Leisure Centre, Rhydyfelin
Thursday	1 st October 2009	Mental Capacity Act	9:30 – 4:00	Heddfan
Friday	2 nd October 2009	Dementia awareness	9:15 – 4pm	Heddfan
Tuesday	13 th October 2009	Diabetes Awareness	9:00 – 1pm	The Feel Good Factory
Thursday	15 th October	Dementia & Challenging Behaviour	9:00 – 4:30	The Feel Good Factory
Friday	16 th October 2009	Moving and Handling passport	8:45 – 4:30pm	Heddfan
Friday	16 th October 2009	Dementia awareness	9:15 – 4pm	Feelgood Factory
Friday	16 th October 2009	Mental Health Awareness	9:15 – 4:30	Glyncornel
Wednesday	28 th October 2009	Pova theatre workshops	9:30 – 12:30	Llantrisant Leisure Centre, Llantrisant
Wednesday	28 th October 2009	Pova theatre workshops	1:30 – 4:30	Llantrisant Leisure Centre, Llantrisant

November				
Day	Date	Topic	Time	Venue
Tuesday	3 rd November 2009	Towards an Understanding of Parkinson's Disease	9:00 – 12:45	The Feel Good Factory
Monday	9 th November 2009	Dementia awareness	9:15 – 4pm	Heddfan
Tuesday	10 th November 2009	Dementia awareness	9:15 – 4pm	Heddfan
Tuesday	10 th November 2009	Diabetes Awareness	9:00 – 1pm	The Feel Good Factory
Friday	13th November 2009	Bereavement and loss	9.30 – 4pm	Pontypridd YMCA
Tuesday	17 th November 2009	Dementia & Challenging Behaviour	9:00 – 4:30	Feelgood Factory
Thursday	19 th November 2009	Mental Capacity Act	9:30 – 4:00	Heddfan
Tuesday	24 th November 2009	Recording skills	9:00 – 4:30	The Feel Good Factory

December				
Day	Date	Topic	Time	Venue
Tuesday	1 st December 2009	Diabetes Awareness	9:00 – 1pm	The Feel Good Factory
Thursday	3 rd December 2009	Moving and Handling passport	8:45 – 4:30pm	Heddfan
Thursday	3 rd December 2009	Mental Capacity Act	9:30 – 4:00	Heddfan
Friday	4 th December 2009	Bereavement and loss	9.30 – 4pm	Pontypridd YMCA
Thursday	10 th December 2009	Dementia & Challenging Behaviour	9:00 – 4:30	Feelgood Factory
Wednesday	16 th December 2009	Stroke Awareness	9:00 – 3pm	Heddfan

Dates in 2010				
Day	Date	Topic	Time	Venue
Thursday	7 th January 2010	Mental Capacity Act	9:30 – 4:00	Heddfan
Monday	11 th January 2010	Dementia & Challenging Behaviour	9:00 – 4:30	Cwmclydach Development Centre
Tuesday	12 th January 2010	Meeting the challenges of Parkinson's Disease	9:00 – 4:15	Cwmclydach Development Centre
Thursday	21 st January 2010	Recording skills	9:00 – 4:30	Cwmclydach Development Centre
Friday	22 nd January 2010	Bereavement & Loss	9.30 – 4pm	Heddfan
Thursday	28 th January 2010	Moving and Handling passport	8:45 – 4:30pm	Heddfan
Monday	1 st February 2010	Dementia & Challenging Behaviour	9:00 – 4:30	Cwmclydach Development Centre
Thursday	4 th February 2010	Mental Capacity Act	9:30 – 4:00	Heddfan
Monday	8 th February 2010	Care of medicines	9 – 12:30	Heddfan
Monday	8 th February 2010	Epilepsy awareness	1 – 4:30	Heddfan
Tuesday	9 th February 2010	Dementia awareness	9:15 – 4pm	Heddfan
Thursday	11 th February 2010	Dementia awareness	9:15 – 4pm	Heddfan
Friday	12 th February 2010	Care of medicines	9 – 12:30	Heddfan
Friday	12 th February 2010	Epilepsy awareness	1 – 4:30	Heddfan
Thursday	25 th February 2010	Moving and Handling passport	8:45 – 4:30pm	Heddfan
Thursday	4 th March	Mental Capacity Act	9:30 – 4:00	Heddfan
Monday	15 th March 2010	Care of medicines	9 – 12:30	Heddfan
Monday	15 th March 2010	Epilepsy awareness	1 – 4:30	Heddfan

Tuesday	16 th March 2010	Dementia awareness	9:15 – 4pm	Heddfan
Thursday	18 th March 2010	Dementia awareness	9:15 – 4pm	Heddfan
Friday	26 th March 2010	Moving and Handling passport	8:45 – 4:30pm	Heddfan

Training Course Registration Form

Course Title	
Dates	
Venue	

Personal Details	
Title	
Forename(s)	
Surname	
Designation	

Contact Details	
Employer	
Address for correspondence:	
Contact Telephone No:	
E-mail:	

Please indicate any particular Requirements (Diet, Access, etc)

Signed:	Date:
Line Managers Signature:	Date:

You must complete all information above and obtain your line managers signature as well as your own (unless returning via email)

