



Lincolnshire Care Association

**W****ORKFORCE**  
**DEVELOPMENT**

Learning and Development  
Resources  
(June 2016)



# Welcome

This course programme has been put together to assist you with your workforce, development and budget planning for this financial year. The team at LinCA Workforce Development are here to support you with every aspect of this critical area of your organisation.

We have put together this booklet so that you know what we offer and how to access the workshops, training programmes and other resources.

If there is anything else that you feel would be helpful please get in touch or join our Focus Group which meets every two months.

LinCA Workforce Development Ltd is supported by:

- Mark Turton, Training Co-ordinator. Mark's role is to plan, promote and commission workforce development and training priorities for the Care Sector working with Training Providers.
- Melanie Weatherley, LinCA Director. Melanie has special responsibility for Workforce Development and Training and plays a strategic role in terms of setting direction and overseeing effective delivery, working with local, regional and national partners.
- Sue Lovelock, LinCA Administrator. Sue provides Member Support services and supports LinCA Workforce Development.
- Anna Bociaga, LinCA Workforce Development Apprentice Administrator, Anna supports the Workforce Development Programmes.

For further details please contact:

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# Workforce Development and Funding

The Workforce Development Fund is a funding stream from the Department of Health.

Its aim is to support the development of staff across the Adult Social Care Sector through vocational qualifications (QCF units).

For more information, or for a full list of eligible units please contact Anna Bociaga on:

[anna.linca@btconnect.com](mailto:anna.linca@btconnect.com)

Tel: 01522 581073

Or visit:

[www.skillsforcare.org.uk/funding/workforce\\_development-fund](http://www.skillsforcare.org.uk/funding/workforce_development-fund)



## E-learning

E-learning courses are available on the Lincolnshire County Council website on Adult Social Care Learning Zone on Learning Pool. The Learning Zone can be accessed from any computer with internet access, follow the link to create your account and access e-learning and useful resources. Courses currently available include:

To access Adult Safeguarding and request other courses please follow this link - [Adult Safeguarding Learning Gateway | Lincolnshire County Council](#)

# ADULT SOCIAL CARE

## Learning Zone

E-learning

Links

Care Act

Common  
Induction  
Standards

Personal  
Assistants and  
Employers

Leadership &  
Management

Family Carers

Career  
Pathways

Dementia



# Social Care Information and Learning Services (SCILS)

The SCILS website at [www.scils.co.uk](http://www.scils.co.uk) offers access to learning materials, information and group discussions for all care services. Materials are linked to the Care Certificate, Health and Social Care Diplomas and other topics of interest to staff at all levels. It also provides a personal development plan template you can use to track your learning.

There are also newsfeeds and discussion groups which are relevant to care providers.

Access to this resource has been provided to you and your staff as you are a provider of care within Lincolnshire. If you do not already have an account, you can register with the code LINCS488

Within the website we have set up a Lincolnshire group. Once you have registered come along and say hello to the group.

If you have any problems logging on please speak to Mark or Sue.





# Useful Links

Alzheimer's Society:

<http://www.alzheimers.org.uk>

Skills for Care:

<http://www.skillsforcare.org.uk/home/home.aspx>

Lincolnshire County Council: <http://www.lincolnshire.gov.uk>

Social Care Institute for Excellence (SCIE): <http://www.scie.org.uk>

Social Care Information & Learning Service (Scils)

<http://www.scils.co.uk>

## Recruitment

As a Workforce Development Team, we understand that recruitment can be very difficult and time consuming for care providers. Support for you in this area is available in many ways:

### Current Vacancies

Job vacancies can be advertised free of charge on the LinCA website

<http://www.lincolnshirecareassociation.org.uk>

### More Effective Recruitment

A number of resources have been developed by Skills for Care to help with Finding and Keeping Workers. Take a look at the user friendly portal at

<http://www.skillsforcare.org.uk/Finding-and-keeping-workers/Finding-and-keeping-workers.aspx>

A new local resource has also been developed for young people looking at social care as a career, but you may also find this useful during your recruitment activities

<http://www.healthandcarelincs.org.uk>



# Annual Recruitment Workshop

Featuring practical hints and tips on how to use some of the Skills for Care resources and the benefits of Values Based Recruitment. This workshop will be held in April each year and repeated in June to enable providers from across Lincolnshire to access the programme.

## Longer Term Recruitment

This depends on attracting more people to choose Adult Social Care as a career. Health and Care Get into Lincolnshire is the name of a project funded by Health Education East Midlands aimed at increasing and improving the work experience and work placement opportunities for young people thinking about health or care as a career choice.

If you are interested in playing host to young people from 14-19 please contact Toni. If you already have a programme to attract young people to your organisation which you would like to share we would be delighted to hear from you.

To help with the promotion of social care as a career, Lincolnshire Care Association is currently forming an I Care Ambassador Service. This is a great way to give your staff an opportunity to share their enthusiasm for their job. Employers who are interested in becoming part of this scheme please contact Sue.

We will be working with Health Colleagues to attend as many careers events as possible. Dates and venues will be circulated to care providers as part of our quarterly Workforce Development Newsletter. Local providers will be most welcome to take part.



## Work Placements

LinCA WFD are working with a variety of organisations to improve work placement opportunities and support future recruitment across Lincolnshire. We have developed a four week placement and Care Certificate training programme, to support young people and those seeking employment, to think about social care as a career.

If you would like to become involved in this social responsibility and support long-term recruitment then we would love to hear from you. There is also the possibility of funding placements where Care Certificate Assessors would be available to assess competencies within the work placements.

Please contact Mark at [mark.linca@btconnect.com](mailto:mark.linca@btconnect.com) to discuss.



# Retention

Adult Social Care has a disappointingly high staff turnover rate. Recruitment is expensive, and changing staff makes continuity of care difficult to achieve.

Recognition and access to meaningful development helps staff retention. A number of resources are available to help with this including:

**Social Care Commitment** – making the commitment as an organisation and encouraging your staff to make their individual commitments can lead to staff feeling more involved in the design and delivery of quality care.

You can find out more about how you can use the Social Care Commitment by visiting the website at:

**<http://www.thesocialcarecommitment.org.uk>**

**Awards and Accolades** – There are a number of local, regional and national awards celebrating good quality care including

**Great British Care Awards - <http://www.care-awards.co.uk>**

## **Skills for Care Accolades**

It can be very encouraging for staff to know that they have been nominated for an award.

We hope that you will feel able to share suggestions and good practice about retention at the networking events.



# Care Certificate Training

## Training the Care Certificate

### **To support you with training the Care Certificate**

We are putting on a new one day course specifically to support organisations to be able to deliver a robust training process related to The Care Certificate.

### **Training will cover:**

- What is the Care Certificate?
- Developing skills to train knowledge
- Training Planning for your organization in relation to the Care Certificate
- How to use resources for Training
- Understanding and Practicing methods of Training
- Support Assessing of the Care Certificate through Quality

This training is recommended for all staff who are, or will be, delivering training on the Knowledge elements of the Care Certificate in your organisation.

### **Benefits:**

- Attendees will be provided with all 15 modules of the Care Certificate Workbooks as part of the training
- We aim to support your organization to deliver a robust quality programme in support of The Care Certificate
- Network with other organisations
- Learn how to promote “Best Practice” in delivery of the Care Certificate

### **Dates:**

Thursday 22<sup>nd</sup> September: Baytree Garden Centre, High Road, Weston, Spalding, Lincs

Wednesday 14<sup>th</sup> December: Lincoln Golf Centre, Thorpe on the Hill, Lincoln

**Places cost £50.00 per person and places are limited to two per organisation.**



# Assessing the Care Certificate

## How are you Assessing the Care Certificate?

We are putting on a new 1<sup>1</sup>/<sub>2</sub> day course specifically supporting the assessment process of the Care Certificate:

### Day One (9.30am – 3.30pm)

- The Role of the Assessor
- Assessment Planning
- How to make the Correct Decision
- Understanding and Practicing methods of Assessment
- Support Assessment through Quality

### Day Two (9.30am – 1.00pm)

- Promote good practice
- Reflect on Assessment Strategies
- Meeting the competence behind good Assessment

This training is recommended for all staff who are, or will be, assessing the Care Certificate.

### Benefits:

- If you aim to become a registered Assessor with The Care Certificate Group in Lincolnshire
- You will receive a badge of recognition as a quality Assessor of The Care Certificate
- You will be able to attend quality meetings to raise standards of assessment.

### Dates:

Tuesday 5<sup>th</sup> July and Tuesday 26<sup>th</sup> July: The Source, Riverside Church, Southgate, Sleaford, Lincs NG34 7RY.

Wednesday 13<sup>th</sup> July and Wednesday 3<sup>rd</sup> August: Greetwell Place, Lincoln

Tuesday 6<sup>th</sup> September and Thursday 29<sup>th</sup> September: Baytree Garden Centre, High Road, Weston, Spalding, Lincs

Wednesday 12<sup>th</sup> October and Wednesday 26<sup>th</sup> October: Jubilee Church Life Centre, Grantham, Lincs

Thursday 10<sup>th</sup> November and Thursday 1<sup>st</sup> December: Aura Skegness Business Centre, Heath Road, Wainfleet Industrial Estate, Skegness, Lincs

Tuesday 22<sup>nd</sup> November and Wednesday 14<sup>th</sup> December: Greetwell Place, Lincoln



# Care Certificate Training

## QA Care Certificate Meeting for Trained Assessors

When the Assessor has completed their workshops, then they will be invited to attend the Quality Assurance events. All assessors will be expected to bring along current and past assessed Care Certificates for discussion with the aim to raise the standard of assessment through standardisation.

### **Dates:**

Friday 1<sup>st</sup> July: Rustons Sports and Social Club, Newark Road, Lincoln, LN6 8RN

Wednesday 7<sup>th</sup> September: Hermes Suite, Mercury House, Willoughton Drive, Foxby Lane Business Park, Gainsborough, Lincs, DN21 1DY

Tuesday 8<sup>th</sup> November: Greetwell Place, 2 Limekiln Way, Greetwell Road, Lincoln, LN2 4US

### **Care Certificate Workbooks**

The Care Certificate Workbooks comprise of 15 standards aimed at supporting the training process and helping employers and their new health and social care workers to cover parts of the Care Certificate. We have the Care Certificate Workbooks available to order. These are priced at £3.00 per standard or £40.00 for a full set.



## **Care Certificate Badges**

We now have the Care Certificate pin badges available for everyone who has attended the Lincolnshire Care Certificate Training Courses. There are two types of badges available:

Blue: For anyone who has attended Lincolnshire Care Certificate Training

Orange: For anyone who has attended Lincolnshire Care Certificate Assessors Training

## **Care Certificate Board Game**

We now have the Care Certificate Board Game available for hire, helping to make in-house development fun and interactive. This game can be hired out for up to one month at a time, free of charge, although a cheque deposit for £180 is required and will be returned on the safe and intact return of the board game.



## Networking

Managing in Adult Social Care can be very isolating, and there is much support to be gained from networking with other people in similar settings.

Networks can also provide an opportunity to share best practice as well as discussing common challenges and dilemmas.

## Registered Managers Networking Meetings

In 2016 in a new format of the Registered Managers Networking Meetings.

At every meeting we will have the opportunity to discuss the latest training and development prospects, local and national social care news, as well as troubleshooting and networking opportunities.



# Registered Managers Networking Meetings (Cont)

Date	Time	CCG Area	Venue
Tuesday 12 <sup>th</sup> July 2016	9:30am – 12.00pm	S	Baytree Garden Centre, Spalding
Tuesday 9 <sup>th</sup> August 2016 Skills for Care	9:30am – 12.00pm	E	Admiral Rodney, Horncastle
Thursday 22 <sup>nd</sup> September 2016	9.30am – 12.00pm	W	Morton Village Hall, Morton, Gainsborough, Lincs
Tuesday 4 <sup>th</sup> October 2016	9:30am – 12.00pm	SW	To be confirmed in Grantham/Sleaford
Wednesday 23 <sup>rd</sup> November 2016 Skills for Care	9.30am- 12.00pm	S	Baytree Garden Centre, Spalding
Thursday 24 <sup>th</sup> November 2016	9.30am – 12.00pm	E	Market Rasen Festival Hall

To attend these 2016 networking events or to be sent a copy of the agenda then please ensure you are on the LinCA WFD mailing list! Most venues have limited places, so to avoid disappointment it is best to book your place in advance.

Contact Sue at [linca-workforce@btconnect.com](mailto:linca-workforce@btconnect.com)



## Workforce Development Focus Group

Workforce Development Focus Groups – to make sure that we are providing the development support that you need, we invite care providers to join us as part of the Focus Group. The next meeting will be announced very soon following on from the success of the last meeting on **27<sup>th</sup> April 2016, in Lincoln**. The meeting venue will alter, depending on the services who have agreed to host future meetings.

If you would like to attend or be represented at the Focus Group then please email Mark at: [mark.linca@btconnect.com](mailto:mark.linca@btconnect.com)





# Participation & Involvement

A number of organisations exist to deliver information and advice and provide a voice to the Care Sector.

## Lincolnshire Care Association (LinCA)

Our aim at LinCA is to increase income, reduce costs and improve and extend services for our Members.

The benefits are summarised below:

**Representing** – members views nationally, regionally and locally on major policy and funding issues.

**Business Development** – to develop new models of care and support and new business opportunities, including acting as a Broker between the NHS in the County and Care Providers for the purchase of additional beds and home care packages during periods of pressure in the health and care system.

**Workforce Development and Training** – We are looking to play a more prominent role with the care Sector in determining workforce development and training needs and working with others in the County – the County Council, NHS, FE and HE Colleges to develop a better training offer.

**Quality and Compliance** – we have a place on the Lincolnshire Adult Safeguarding Board with an input into policies and practices and we also provide specialist training in MCA/DoLs.

**Communications and Networking** – regular meetings with Members for development, communication and networking and there is also an Annual Conference. Regular Newsletter, Newsflashes and other E-Communications keeps Members up to date with new policies and practices – showing you what's new in the world of care.

**Promotions and Marketing** – LinCA plays a key role in promoting a positive image of the sector in our work with the Media.

**Access to Support Services** – LinCA can access, on behalf of our Members, business support services such as Finance, HR and Legal services. These can be accessed from national organisations with specialist expertise in the care industry.



**Joining LinCA if you are not already a Member** – we are keen to promote and increase LinCA Membership, as we are stronger together than we are apart. Increased Membership improves and expands the services that we can offer to the Care Sector.

**LinCA Membership Fees** – these continue at present rates for 2016, recognising the financial challenges faced by Care Providers. This is the fourth year running that we have kept fees at a stable level. They remain at £5.50 per registered Care Home bed; £200 per Provider of Day Care Services, Home Care Services and/or other Community Support Services; £300.00 per Domiciliary Care Lead Provider.

Please visit our website at [www.lincolnshirecareassociation.org.uk](http://www.lincolnshirecareassociation.org.uk)

For further information please contact Sue Lovelock, LinCA Administrator, on [linca-workforce@btconnect.com](mailto:linca-workforce@btconnect.com) or Tel: 01522 581073.

## **Dementia Action Alliance**

The Dementia Action Alliance brings together organisations across England committed to transforming the lives of people with dementia and their carers.

### **Signing up nationally or locally**

To become a member, organisations sign up to the [National Dementia Declaration for England](#) and submit an [Action Plan](#) setting out how they are delivering the outcomes described in the Declaration.

Members are classed as either **national** or **local** depending on whether they have an ambition to deliver outcomes nationally or on a regional/local level



## **Local Dementia Action Alliances**

Once a sufficient level of membership has been established, you can join a [Local Alliance](#) in your area if you have not done so already and meetings will convene. They initially focus on general awareness-raising, campaigns like Dementia Friends, and partnership working in their specific area. They are recommended vehicles for developing dementia-friendly communities.

## **Lincolnshire Partnership Foundation Trust**

Being a member allows you to help us challenge the stigma and discrimination that people with mental health difficulties can sometimes face. Our membership is made up of service users, carers and local people with an interest in the Trust and the services we provide. It also includes our staff and representatives from partner organisations in the local area. We are keen that our membership is representative of the wide range of people who we care for, who work for us, and who live in the communities we serve.

**Membership is free!** How much you choose to take part as a member is up to you. You may just want to receive our membership magazine and vote every three years for someone to represent you on our Council of Governors. Or you may want to take a more active and involved role by attending events and meetings, or maybe even stand as a governor yourself. Whichever level of participation you choose gives you a bigger say in what we do, and really makes your views count.



## Lincolnshire Partnership Foundation Trust (Cont)

If you are interested in becoming a member you can sign up using our [online membership form](#) <https://secure.membra.co.uk/lincolnshireapplicationform/> alternatively, you can:

**Phone** our membership office on Tel: 01529 222277 / **Email** us: [info@lpft.nhs.uk](mailto:info@lpft.nhs.uk)

The information you provide on your membership form will remain confidential and will be managed in accordance with the Data Protection Act (1998).

### **What happens next?**

When you have sent us your completed membership form we will send you acknowledgement of your application and further information about us, including who represents you on our Council of Governors.

### **Local Business Networks**

As well as joining together with other people within Care, it can often be useful to take part in networks of other businesses in your locality. This can provide an excellent opportunity for staff to develop new skills as well as sharing local issues with organisations of a similar size.





# Training Programmes

## WELL-LED

### Developing Seniors Programme

This supportive and informative programme will lead seniors through a six module programme, enabling them to learn about the skills and knowledge we would expect an effective senior should have, whilst learning about their own personal qualities and the importance of reflection.

Throughout the programme, all seniors will be encouraged and supported to participate in a mini improvement project.

Participants will also be encouraged to continue their learning and networking support group through the formation of a Virtual Action Learning Set.

**The cost for this programme will be £50 per person.**

Module	Elements
<b>Improvement Project</b>	Learners will be sent a mini-improvement project brief and some pre-course information/reading. The mini-project will run alongside each course, with on-going support and advice by the LinCA Training Coordinator.
<b>Introduction to Leadership &amp; Professional Role</b>	Being a role model, personal development, reflection, managing own role, goal setting for yourself and others and an introduction to mentoring/coaching.
<b>Effective</b>	Mental Capacity Act, Deprivation of Liberty and Human Rights.
<b>Safe</b>	Safeguarding in the absence of a manager, assessing/recording/reporting and confidentiality.
<b>Caring</b>	Completing care records/other documents and introduction to person centred thinking.
<b>Responsive</b>	Dealing with comments, complaints/concerns, how to respond and giving feedback.
<b>Well-led</b>	Knowing your service, managing conflict, reflection, next steps and the opportunity to join a virtual action learning set.



**Cohort 2:** St Barnabas, in Louth.

18th April  
9th May  
23rd May  
6th June

**Cohort 3:** Baytree Garden Centre, near Spalding.

21st April 2016  
5th May  
19th May  
9th June  
23rd June  
7th July

**Cohort 4:** Greetwell Place, Lincoln.

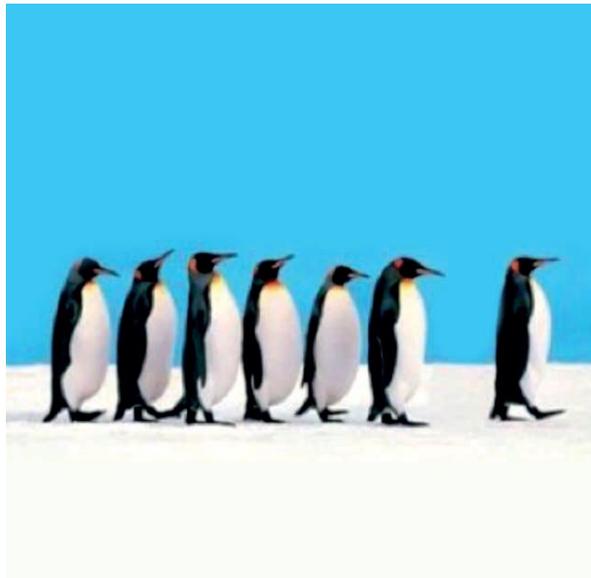
21st September 2016  
5th October  
18th October  
2nd November  
16th November  
29th November

Further cohorts will be made available if there is a high level of demand.



## **Developing Seniors Reflect and Celebrate: 20<sup>th</sup> July 2016**

This short event (afternoon tea and cake) will give seniors and their plus one the opportunity to reflect on how participating in this programme may have impacted on their personal and professional development, skills and knowledge. Most importantly, this event is about celebrating the achievement of completing the programme, shared with us and other professionals who will be handing out the senior's certificates and awards/badges.





## Developing Managers Programme

Building on the successful Supporting Managers Programme, this six Module programme includes Leadership and Management skills as well as individual days focussed on each of the 5 Fundamental Standards. Throughout the programme participants will be supported to complete a practical improvement project within their organisation.

Participants will also be encouraged to continue their learning through the formation of an Action Learning Set.

**The cost for this programme will be £100 per person.**

**Cohort 1:** Greetwell Place, Lincoln.

28<sup>th</sup> January 2016, 25<sup>th</sup> February, 16<sup>th</sup> March, 13<sup>th</sup> April, 11<sup>th</sup> May and 8<sup>th</sup> June.

**Cohort 2:** Baytree, Spalding

14<sup>th</sup> July 2016, 11<sup>th</sup> August, 8<sup>th</sup> September, 6<sup>th</sup> October, 3<sup>rd</sup> November and 8<sup>th</sup> December

**Cohort 3:** Venue TBC

24<sup>th</sup> January 2017, 21<sup>st</sup> February, 21<sup>st</sup> March, 25<sup>th</sup> April, 23<sup>rd</sup> May and 20<sup>th</sup> June.

For more information or to reserve your place on this programme, please contact Sue on 01522 581073 or email [linca-worforce@btconnect.com](mailto:linca-worforce@btconnect.com)



<b>Module</b>	<b>Elements</b>
<b>Improvement Project</b>	Managers will be sent an improvement project brief and some pre-course information/reading. The project will run alongside each course, with on-going support and advice.
<b>Well-Led</b>	Exploring the difference between leadership & management, Understanding leadership responsibilities, Explore how to lead with self-awareness, resilience & emotional intelligence, Work through an outcomes-based Governance Framework, Engaging staff, service users and other stakeholders with service improvement
<b>Safe</b>	Understanding what makes a service safe, Review the concept of risk assessments, Explore the balance between safety and human rights, Signposting to Infection Control, Staff Management and Medication Management support programmes, Residential – strategies for maintaining premises and environment, Community – keeping staff safe when the environment and equipment is maintained by others, Understanding the Care Act implications for the management of Safeguarding including Domestic Abuse, Developing a culture of open learning and how this relates to all aspects of a safe service
<b>Caring</b>	Record Keeping, Person-Centred thinking, Equality & Diversity
<b>Effective</b>	Managing Role/Supervision, Workforce Planning, Value-Based Recruitment & Retention
<b>Responsive</b>	Dealing with Comments, Complaints & Concerns, Understanding the role of CQC and its feedback
<b>Towards Outstanding</b>	Understanding the Bigger Picture (PESTLE), Knowing your service, Working with Quality Measures, Project Management skills, Action Learning Sets, Seeking Inspiration - Learning lessons from around the world (research)



# Training and Development

Training costs (unless otherwise specified) will be:

**£25 for a full day course**

**£15 for a half day course**

Individual Training Sessions have been linked to the QCC fundamental standards.

## **SAFE**

This training is to support managers and potential safeguarding champions to ensure that care providers in Lincolnshire deliver care in a way which meets the safeguarding requirements of the Care Act.

Wednesday 1<sup>st</sup> June 2016: Greetwell Place, 2 Limekiln Way, Greetwell Road, Lincoln, LN2 4US

Wednesday 6<sup>th</sup> July 2016: Baytree Garden Centre, High Road, Spalding, Lincs

Wednesday 28<sup>th</sup> September 2016: Market Rasen Festival Hall, Caistor Road, Market Rasen, Lincs, LN8 3HL

Friday 4<sup>th</sup> November 2016: Jubilee Church Life Centre, 1-5 London Road, Grantham, Lincs, NG341 6EY

Thursday 19<sup>th</sup> January 2017: venue to be confirmed

Thursday 2<sup>nd</sup> March 2017: venue to be confirmed

Training will run from 9.30am – 4.00pm



## **Safeguarding Workshop**

The aim of the day is to support managers and potential safeguarding champions to ensure that care providers in Lincolnshire deliver care in a way which meets the safeguarding requirements of the Care Act.

We will be running interactive workshops alongside guest speakers to give you the information you need:

- An overview of the new safeguarding environment
- Domestic Abuse – key messages for care staff
- Encouraging an Open Learning Culture – the key to embedding safeguarding
- Dignity in Care
- An introduction to training and other resources

Tuesday 11<sup>th</sup> October 2016, 9.30am – 4.00pm, Boston West Golf Club, Hubbert's Bridge, Boston, Lincs, PE21 3QX

Places cost £30.00 per person and places are limited to two per organisation. A networking lunch is included

## **Immigration**

Hosted by the Home Office this training will cover:

- Establishing the Right to Work
- What documents to check
- How to spot obvious forgeries

Tuesday 28<sup>th</sup> June 2016, a choice of a morning or afternoon workshop.  
The Source, Sleaford, Lincs



## **Medication**

A one day course in conjunction with Pharmaceutical Departments. This course is suitable for managers and their nominated Champion.

Date/Venue: TBC

## **Health and Safety**

**Interactive Contingency Planning** is aimed at Managers and Directors, to ensure they have a good level of understanding around contingency planning, evacuation procedures, environmental cleanliness and much more. This day will help learners to understand how and where to meet the CQC responsibilities.

Date/ Venue: TBC

**Health and Safety for Nominated Champions**, to work within their service and to help frontline staff to understand their own accountability involved in all Health and Safety. This day will include reasons for evacuation, scalds and correct water temperature, meeting the related CQC responsibilities, environmental cleanliness and more.

Care Home Nominated Champion date/venue: TBC

Domiciliary Care Nominated Champion date/venue: TBC



## **Mental Capacity Act, Deprivation of Liberty Safeguards and Human Rights**

This training will cover updated legislation, new case law and Human Rights. It would be beneficial for all Directors, Managers, Deputies etc to attend this particular training.

We strongly recommend that anyone booked on the developing Managers Programme should attend this course, if you have not already done so in the last 12 months.

Thursday 2<sup>nd</sup> of June 2016, 9.30am – 3.00pm at Greetwell Place, Lincoln.  
**Places are limited on this specific date for MCA/DoLs Training.**

Thursday 13<sup>th</sup> October 2016, 9.30am – 3.00pm, Greetwell Place, Lincoln

Thursday 10<sup>th</sup> November 2016, 9.30am – 3.00pm, Baytree Garden Centre, Spalding

Wednesday 7<sup>th</sup> December 2016, 9.30am – 3.00pm, The Storehouse, Skegness

We will be running further training on the following dates, venues to be confirmed:

Wednesday 18<sup>th</sup> January 2017

Thursday 9<sup>th</sup> February 2017



## EFFECTIVE

### **Frailty and long-term Health Conditions**

This workshop is being developed in conjunction with colleagues from Lincolnshire Health and Social Care. One session will equip managers and their Frailty Champion with an understanding of the integrated care and support needs of the frail elderly. Champions will act as a monitor for service users who are at risk of frailty.

Further dates and venues to be confirmed.

The workshop will include coverage of long-term conditions as they apply to the frail elderly; tissue viability, continence, Parkinson's, heart disease, COPD, diabetes, stroke, arthritis and other long-term health conditions.

This workshop is free

### **Oral Health and Healthy Eating**

This workshop is being developed, with the aim of supporting managers and their Champion to learn about best practice and current legislation; with guidance and practical support supplied by experts in their fields.

Date: May 2016, date and venue to be confirmed

### **The Dysphagia Board Game or Stop the Pressure Board Game**

We now have the Dysphagia Board Game and Stop the Pressure Game available for hire, helping to make in-house development fun and interactive. These games can be hired out for up to one month at a time, free of charge, although a cheque deposit for £100 is required and will be returned on the safe and intact return of the board game.



## **Training Skills Training**

If you have an in-house trainer or you need to support individuals who deliver basic training to your staff, we now have a new approach to help raise the quality of training delivery in your organisation.

A new one-day workshop which will provide the basis for those trainers to review and grow existing training programmes, identify and improve training resources.

### **This training will:**

- Identify the need to know who they are training too
- The importance of good planning prior to a training session
- How to develop resources
- Deliver good training sessions
- How to use assessment with training courses to benefit compliance in practice
- The importance of reflection and evaluation

### **Benefits of attending this training:**

- Upskill current Trainer(s)
- Develop and practice skills
- Get better value out of current training packages
- Start to develop new packages of training for your organisation

### **Dates:**

Wednesday 29<sup>th</sup> June 2016: Jubilee Church Life Centre, 1-5 London Road, Grantham, Lincs, NG31 6EY

Tuesday 20<sup>th</sup> September 2016: venue to be confirmed

**We are able to offer this training at the discounted price of £40.00 per person and places are limited to two per organisation.**



## **Moving and Handling Train the Trainer**

This a four day training the trainer course, enabling the delivery of in-house Moving and Handling of People, along with the ability to complete an effective risk assessment.

Dates 8<sup>th</sup> – 11<sup>th</sup> November 2016

Venue Jubilee Church, Grantham

Cost £468.00 per delegate

These fees can be paid in up to three instalments, with agreement with LinCA WFD.

## **Moving and Handling Trainer Refresher**

For those who are due to refresh their Moving and Handling Trainer Qualification, a two day course has been arranged.

Dates: October/November date to agreed

Venue: to be confirmed

Cost £234.00 per delegate

These fees can be paid in up to two instalments, with agreement with LinCA WFD.





## **Hydration and Nutrition**

This is a half day event, working in partnership with our health colleagues to deliver a workshop which is aimed at managers or their equivalent. During this informative workshop, learners will part-take in this interactive session to learn how to prevent urine infections, how to meet the needs of someone who has a swallowing difficulty, available resources for staff training and much more.

There is a £15 fee to attend this workshop.

Dates and venues to be confirmed.

## **The Nutrition Board Game**

We now have the Nutrition Board Game available for hire, helping to make in-house development fun and interactive. This game can be hired out for up to one month at a time, free of charge, although a cheque deposit for £100 is required and will be returned on the safe and intact return of the board game.

## **First Aid Training**

This full day training course will teach learners about the basics of life support (CPR, ABC, strokes, etc.) and will cover some life threatening conditions (diabetes, epilepsy, etc.). This course is suitable for all new or inexperienced staff.

Two dates have been planned for:

Tuesday 10<sup>th</sup> May in Lincoln, 9am-5pm

Tuesday 13<sup>th</sup> September near Spalding, 9am-5pm



# Nursing Study Day

For all nurses in Social Care

We will be running interactive workshops alongside guest speakers to give you the information you need:

- Revalidation – Are you!?
- Why maintaining and Improving Skills to Support Practice is important
- Legislation and its impact on Care

Thursday 21<sup>st</sup> July 2016: Boston West Golf Club, Hubbert's Bridge, Boston, Lincs, PE21 3QX

9.30am – 4.00pm. Lunch included.



## **First Aid Training**

### **Emergency Life Support**

This full day training course will teach learners about the basics of life support (CPR, ABC, strokes, etc.) and will cover some life threatening conditions (diabetes, epilepsy, etc.). This course is suitable for all new or inexperienced staff.

Tuesday 10<sup>th</sup> May 2016, 9.30am – 5.00pm, Greetwell Place, Lincoln

### **Basic Life Support – Care Certificate**

Half-day training will be held on the following dates:

Wednesday 15<sup>th</sup> June 2016, 9.30am – 1.30pm, St Barnabas Hospice, Louth

Monday 20<sup>th</sup> June 2016, 9.30am – 1.30pm, Baytree Garden Centre, Spalding

Wednesday 6<sup>th</sup> July 2016, 9.00am – 1.00pm or 1.30pm – 5.00pm, Greetwell Place, Lincoln

Thursday 4<sup>th</sup> August 2016, 9.30am – 1.30pm, Admiral Rodney Hotel, Horncastle

Tuesday 13<sup>th</sup> September 2015, 9.00am – 1.00pm or 1.30pm - 5.00pm, Baytree Garden Centre, Spalding

Wednesday 9<sup>th</sup> November 2016, 9.00am – 1.00pm or 1.30pm – 5.00pm, Greetwell Place, Lincoln



## RESPONSIVE

### **Long-term Recruitment Workshop**

**Date:** To be confirmed

To celebrate LinCA Workforce Developments' successful bid to host an I Care Ambassador service we are hosting a workshop to highlight the benefits of having an I Care Ambassador within your organisation. Joining the national team of ambassadors will help to boost your business; motivate and keep your workforce and attract the best people into your organisation.

Hear what Student Nurse placement, college and school placements as well as non care placements. Meet other organisation who work with and lead on work placements

### **I Care Ambassadors Skills Workshop**

Tuesday 7<sup>th</sup> June 2016: Greetwell Place, 2 Limekiln Way, Greetwell Road, Lincoln

To provide I Care Ambassadors with the right skills to be successful and manage the process

### **Workforce Planning Event**

Date/Venue: TBC

This event will support management teams to effectively plan their own workforce, including staff who may soon be retiring, going on paternity leave, career promotion, etc. Delegates will learn an overview of the Lincolnshire workforce and reasons why completing the National Minimal Data Set is so important. Further support with updating or starting the NMDS will be offered.



## CARING

### **Dementia Friends**

Alzheimer's Society's Dementia Friends programme is the biggest ever initiative to change people's perceptions of dementia. It aims to transform the way the nation thinks, acts and talks about the condition. Dementia Friends is about learning more about dementia and the small ways you can help.

LinCA WFD is offering free Dementia Friends sessions to care providers. All agreed sessions must be made accessible to your local community, including your employees, service users and their families. To find out more or to plan a date please email [mark.inca@btconnect.com](mailto:mark.inca@btconnect.com) or [linca-workforce@btconnect.com](mailto:linca-workforce@btconnect.com)



## **Understanding Dementia**

A new blended learning training course to support staff who have already completed any basic Dementia training in the past. The aim of the course is to identify and support people to live a person centred life. We will example behaviours, communication and person-centred approaches to quality care. Lets become proactive rather than reactive when it comes to Dementia Care.

The aim of the course is to identify and support people with Dementia to live life.

All delegates will be required to completed selected modules on the Social Dementia Gateway on the Social Care Institute for Excellence website. Details of the modules required to be completed will be provided when you are confirmed as an attendee. To view potential materials please log onto:

<http://www.scie.org.uk/dementia/e-learning/index.asp>

### **Dates:**

Thursday 30<sup>th</sup> June: Baytree Garden Centre, High Road, Weston, Spalding, Lincs, PE12 6JU

Thursday 28<sup>th</sup> July: Lincoln Golf Centre, Thorpe on the Hill, Lincoln, LN6 9DA



## **Advanced Autism - Exploring Sensory Issues**

This is a full day to look at the overview of sensory interrogation difficulties and its impact on the service user

**Date:** To be confirmed

Please note that Learning and Disability providers will have priority booking due to limited space



## **End of Life**

Details to be confirmed

For more information on any of the courses or events listed in this programme or to book training please visit our website at <http://www.lincolnshirecareassociation.org.uk> or email Sue Lovelock at [linca-workforce@btconnect.com](mailto:linca-workforce@btconnect.com)

## **Training – Developing Training Skills**

A one day workshop identifying the skills of the trainer, what resources to use and understanding how to assess learning.

Wednesday 29<sup>th</sup> June 2016, 9.30am – 4.00pm  
Jubilee Church Life Centre, Grantham

For weekly training updates please check our website at <http://www.lincolnshirecareassociation.org.uk>

For more information on any of the courses or events listed in this programme or to book training please visit our website at <http://www.lincolnshirecareassociation.org.uk> or email:

Mark Turton at [mark.linca@btconnect.com](mailto:mark.linca@btconnect.com)  
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