

## TRAINING PROGRAMME 2011

| <u>DATE</u>    | <u>SESSION SUBJECT</u>  | <u>SPEAKER</u>   | <u>TIMES</u>   | <u>ATTENDANCE CAX</u> | <u>VENUE</u> |
|----------------|---|------------------|----------------|-----------------------|--------------|
| 19 Jan 11      | Autism  | H. Castro        | 10.00 to 12.00 | 20                    | HQ           |
| 25 Jan 11      | Nappi Refresher   | Nappi Uk - AS    | 09.00 to 16.00 | 16                    | HQ           |
| 26 Jan 11      | Nappi Refresher   | Nappi Uk - AS    | 09.00 to 16.00 | 16                    | HQ           |
| 2 Feb 11       | Mental Health / Learning Disabilities/ Medication Issues & Epilepsy   | Dr. C.S Mukherji | 11.00 to 12.30 | 20                    | HQ           |
| 2 Feb 11       | Mental Health / Learning Disabilities/ Medication Issues specific to Rushwell House                         | Dr. C.S Mukherji | 14.00 to 15.30 | 20                    | RH           |
| 3 Feb 11       | Mental Health / Learning Disabilities/ Medication Issues specific to Lotus House                            | Dr. C.S Mukherji | 13.00 to 15.00 | 20                    | RH           |
| 14 Feb 11      | Report Writing / Incident Forms & policies  | L. Gardner       | 14.30 to 15.30 | 12                    | LH           |
| 17 Feb 11      | Autism  | H. Castro        | 14.00 to 16.30 | 20                    | LH           |
| 21 Feb 11      | Mental Capacity with Dols   | H. Castro        | 14.00 to 16.30 | 20                    | LH           |
| 22 Feb 11      | Nappi – Lone worker elements  | Nappi Uk - AS    | 09.00 to 12.15 | 16                    | HQ           |
| 23 & 24 Feb 11 | Nappi – 2 days  | Nappi Uk - AS    | 09.00 to 16.00 | 16                    | HQ           |
| 25 Feb 11      | SOVA  | J. Warukira      | 12.00 to 14.30 | 12                    | HQ           |
| 4 MARCH 2011   | MEDICATION AWARENESS  | L. Gardner       | 10.00 TO 12.30 |                       | RH           |
| 4 MARCH 2011   | REPORT WRITING  | L. Gardner       | 13.00 TO 15.00 |                       | RH           |
| 8 MARCH 2011   | NVQ ASSESSORS & CANDIDATES MEETING  | MAPS LEARNING    | 10.00 TO 16.00 |                       | HQ           |
| 15 Mar 11      | Fire Safety with Fire extinguishers   | Ashtree          | 10.00 to 12.00 | 15                    | HQ           |
| 15 Mar 11      | Fire Safety with Fire extinguishers   | Ashtree          | 12.30 to 14.30 | 15                    | HQ           |
| 15 Mar 11      | Fire Safety with Fire extinguishers   | Ashtree          | 14.30 to 16.30 | 15                    | HQ           |
| 16 Mar 11      | Fire Marshall – <b>CANCELLED DUE TO TRAINER BEING STUCK IN M1<br/>DUE TO AN ACCIDENT WILL BE REARRANGED</b> | Ashtree          | 10.00 to 16.00 | 12                    | HQ           |
| 21 Mar 11      | Health & Safety In Social Care  | Ashtree          | 10.00 to 16.00 | 20                    | HQ           |
| 24 Mar 11      | Emergency First Aid at Work   | Ashtree          | 10.00 to 16.00 | 12                    | HQ           |
| 30 Mar 11      | CIEH Food Safety Level II   | Ashtree          | 10.00 to 17.00 | 20                    | HQ           |
| 31 Mar 11      | Moving & Handling of People – re Berkeley   | Ashtree          | 10.00 to 16.00 | 12                    | HQ           |

| DATE            | SESSION SUBJECT  | SPEAKER       | TIMES                    | ATTENDANCE CAX | VENUE    |
|-----------------|--|---------------|--------------------------|----------------|----------|
| 1 Apr 11        | Moving & Handling of People – re Rushwell House                      | Ashtree       | 10.00 to 16.00           | 12             | Rushwell |
| 7 Apr 11        | Infection Control  | Ashtree       | 10.00 to 13.00           |                | HQ       |
| 7 Apr 11        | Infection Control  | Ashtree       | 13.30 to 16.30           |                | HQ       |
| 11 Apr 11       | AUTISM   | H. CASTRO     | 14.30 to 16.30           |                | LH       |
| 14 APRIL 2011   | NVQ ASSESSORS & CANDIDATES MEETING –<br>CANCELLED TO BE RE-ARRANGED  | MAPS LEARNING | 10.00 TO 16.00           |                | HQ       |
| 17 APRIL 11     | COMPLIANCE WORKSHOP – FOR ESSENTIAL STANDARDS OF<br>QUALITY & SAFETY | H.CASTRO      | 10.00 TO 12.00<br>MIDDAY |                | HQ       |
| 21 APRIL 2011   | NVQ ASSESSORS & CANDIDATES MEETING<br>CANCELLED TO BE RE-ARRANGED    | MAPS LEARNING | 10.00 TO 16.00           |                | HQ       |
| 27 APRIL 11     | COMPLIANCE WORKSHOP – FOR ESSENTIAL STANDARDS OF<br>QUALITY & SAFETY | H.CASTRO      | 10.00 TO 12.00<br>MIDDAY |                | HQ       |
| 28 APRIL 2011   | NVQ ASSESSORS & CANDIDATES MEETING<br>CANCELLED TO BE RE-ARRANGED    | MAPS LEARNING | 10.00 TO 16.00           |                | HQ       |
| 4 MAY 11        | COMPLIANCE WORKSHOP – FOR ESSENTIAL STANDARDS OF<br>QUALITY & SAFETY | H.CASTRO      | 10.00 TO 12.00<br>MIDDAY |                | HQ       |
| 7 JUNE 2011     | NAPPI – RE-REFRESHER   | NAPPI UK      | 09.00 TO 16.00           |                | HQ       |
| 8 JUNE 2011     | NAPPI – RE-REFRESHER   | NAPPI UK      | 09.00 TO 16.00           |                | HQ       |
| 9 JUNE 2011     | NAPPI – RE-REFRESHER   | NAPPI UK      | 09.00 TO 16.00           |                | HQ       |
| 22 & 23 JUNE 11 | NAPPI – 2 DAY COURSE   | NAPPI UK      | 09.00 TO 16.00           |                | HQ       |
| 5&6 JULY 11     | NAPPI – 2 DAY COURSE   | NAPPI UK      | 09.00 TO 16.00           |                | HQ       |
| 7 JULY 11       | AUTISM   | H.CASTRO      | 13.30 TO 16.30           |                | HQ       |
| 18 JULY 2011    | NAPPI – LONE WORKING   | NAPPI UK      | 09.00 TO 12.15           |                | HQ       |
| 18 JULY 2011    | NAPPI – LONE WORKING   | NAPPI UK      | 13.00 TO 16.15           |                | HQ       |
| 19 JULY 2011    | NAPPI – MDU SPECIFIC - REFRESHER                                     | NAPPI UK      | 09.00 TO 16.00           |                | SH       |
| 20 JULY 2011    | NAPPI – MDU SPECIFIC - REFRESHER                                     | NAPPI UK      | 09.00 TO 16.00           |                | SH       |
| 21 JULY 2011    | NAPPI – MDU SPECIFIC - REFRESHER                                     | NAPPI UK      | 09.00 TO 16.00           |                | SH       |
| 10 AUGUST 11    | SUPPORT PLAN WORKSHOP  | L.GARDNER     | 13.00 TO 15.00           |                | BERKELEY |
| 10 AUGUST 11    | AUTISM   | H.CACSTRO     | 13.00 TO 15.00           |                | HQ       |

| DATE            | SESSION SUBJECT                | SPEAKER   | TIMES          | ATTENDANCE CAX | VENUE |
|-----------------|--------------------------------|-----------|----------------|----------------|-------|
| 5 SEPTEMBER 11  | NAPPI – RE-REFRESHER           | NAPPI UK  | 09.00 TO 16.00 |                | HQ    |
| 6 SEPTEMBER 11  | NAPPI – RE-REFRESHER           | NAPPI UK  | 09.00 TO 16.00 |                | HQ    |
| 13 SEPTEMBER 11 | FIRE MARSHALL                  | ASHTREE   | 10.00 TO 16.00 | 12             | HQ    |
| 14 SEPTEMBER 11 | FIRE SAFETY WITH EXTINGUISHERS | ASHTREE   | 10.00 TO 12.00 | 15             | HQ    |
| 14 SEPTEMBER 11 | FIRE SAFETY WITH EXTINGUISHERS | ASHTREE   | 12.30 TO 14.30 | 15             | HQ    |
| 14 SEPTEMBER 11 | FIRE SAFETY WITH EXTINGUISHERS | ASHTREE   | 14.30 TO 16.30 | 15             | HQ    |
| 20 SEPTEMBER 11 | SHIFT LEADING                  | L.GARDNER | 09.00 TO 15.00 |                | HQ    |
| 29 SEPTEMBER 11 | HEALTH & SAFETY IN SOCIAL CARE | ASHTREE   | 10.00 TO 16.00 | 20             | HQ    |
| 30 SEPTEMBER 11 | INFECTION CONTROL              | ASHTREE   | 10.00 TO 13.00 | 20             | HQ    |
| 30 SEPTEMBER 11 | EQUALITY & DIVERSITY           | ASHTREE   | 13.30 TO 16.30 | 20             | HQ    |
| 3 OCTOBER 211   | CIEH FOOD SAFETY LEVEL II      | ASHTREE   | 10.00 – 17.00  | 20             | HQ    |
| 10 OCTOBER 11   | COSHH                          | ASHTREE   | 10.00 TO 12.00 | 20             | HQ    |
| 11 OCTOBER 11   | FIRST AID IN SOCIAL CARE       | ASHTREE   | 10.00 TO 16.00 | 12             | HQ    |
| 12 OCTOBER 11   | FIRST AID IN SOCIAL CARE       | ASHTREE   | 10.00 TO 16.00 | 12             | HQ    |
| 19 OCTOBER 11   | FIRE MARSHALL                  | ASHTREE   | 10.00 TO 16.00 | 12             | HQ    |
| 24 OCTOBER 11   | MOVING & HANDLING              | ASHTREE   | 10.00 TO 16.00 | 12             | HQ    |
| 25 OCTOBER 11   | SHIFT LEADING                  | L.GARDNER | 09.30 TO 16.00 |                | HQ    |
| 3 NOVEMBER 11   | AUTISM                         | H.CACSTRO | 14.00 TO 16.00 |                | HQ    |
| 7 NOVEMBER 11   | AUTISM                         | H.CACSTRO | 10.00 TO 12.00 |                | HQ    |
| 11 NOVEMBER 11  | BEHAVIOURAL MANAGEMENT         | BILD      | 10.00 -16.30   | 20             | HQ    |
| 16 NOVEMBER 11  | SELF INJURIOUS BEHAVIOR        | BILD      | 10.00 -16.30   | 20             | HQ    |
| 13 DECEMBER 11  | NAPPI – RE-REFRESHER           | NAPPI UK  | 09.00 TO 16.00 |                | HQ    |
| 14 DECEMBER 11  | NAPPI – RE-REFRESHER           | NAPPI UK  | 09.00 TO 16.00 |                | HQ    |
| 15 DECEMBER 11  | NAPPI – RE-REFRESHER           | NAPPI UK  | 09.00 TO 16.00 |                | HQ    |
| 22 DECEMBER 11  | AUTISM                         | H.CASTRO  | 12.00 TO 14.30 |                | LV    |

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