



self help uk

Training Programme & Workshops Voluntary & Community Sector Learning 2019 - 2020



The CPD Standards Office
CPD PROVIDER: 21343
2018 - 2020
www.cpdstandards.com



For all training enquiries please email:
training@selfhelp.org.uk
or ring Martin Cook on **0115 9111662**

Welcome to the Self Help UK Training Programme 2019 – 2020

Self Help UK's dedicated Outreach and Development Team can help your group start up, increase capacity or deal with funding and governance issues.

For more information about the team please go to our website: www.selfhelp.org.uk

To email the team, please send to: outreach@selfhelp.org.uk

The training we offer, through our widely experienced and qualified team of facilitators, will enable professionals, groups and organisations to be effective and informed in supporting the self-care community.

A range of courses are available and are delivered either face-to-face or online.

Self Help UK (SHUK) takes an individual and customised approach to meeting your training needs. Please follow the simple two stage process below.

Step 1: Decide on your training needs:

SHUK offers a free, no obligation **Training Needs Analysis Service**: if you require this, please message: training@selfhelp.org.uk

- Our training is quality assured and is available at highly competitive rates, which will be adjusted, depending on the number of participants and the nature of your organisation.

If you already know which training you require, then contact us for a prompt quote.

Step 2: Book your training:

- Read and agree to our Booking Policy (please see p.14).
- Confirm the details quoted for the training you have selected.

We are keen to hear your ideas for new training courses. If you cannot find what you are looking for in this brochure, please let us know. Prices for all our courses are available on request.

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Self Help Group Training

This range of half-day courses can be facilitated for a single group where there is sufficient demand and will be tailored to the needs of those attending.

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Online Courses

This suite of short courses has been developed as part of the Self Help UK Virtual Learning Environment (VLE) to give our training country wide reach and accessibility. Courses are currently available in:

Supporting Self-Care and Social Prescribing.

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Trustee Training

Recognising that some self help groups have developed into charities in their own right, Self Help UK offers a range of training courses for Trustees.

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Personal Development and Wellbeing

With its ethos of supported self care, Self Help UK has developed a team of experienced facilitators to deliver a range of sessions designed to promote the wellbeing and emotional resilience of your group members or colleagues.

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The Knowledge Bank

Self Help UK is keen to enable self help group members to use their lived experience and to have the confidence to pass this on to others through building a resource bank of self help knowledge.

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First Aid Training

We can provide you with professional, cost effective and convenient First aid Training for your group or organisation.

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Workshops

Self Help UK has a track record in the facilitation of workshops for both self help groups and organisations, covering a range of topics.

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Self Help Group Training

Course Title

Outline

Setting up a Self Help Group

Individually tailored training will help make the best of your most valuable resource - your group members. We will share experiences and discuss best practice in launching groups.

Facilitating Group Sessions

The training covers how to get the most from group sessions. It includes tips on effective planning, gathering feedback and subsequent review.

Promoting your Group through Social Media

The training covers the main social media channels and how best to extend reach to existing and potential group members and funders.

Ideas for Group Activities

This training encourages the sharing of ideas for the focus of your group sessions, the emphasis is on variety and on being creative!

Fundraising for Groups

Wondering how to keep your group afloat financially? This session gives useful tips on applying for grant funding and includes signposting to appropriate sources of funding.

Sustaining Groups

Complementing the session above on fundraising, the focus here is maintaining the development of your group in the face of shrinking or changing membership.

Facilitating Meetings

This training covers managing the formalities of group meetings, such as agreeing an agenda, taking and circulating minutes, addressing engagement and participation.

Finance and Treasurer Training

This session explores the roles, responsibilities and best practice in managing finances for groups at a range of levels of formality.

Leadership Skills for Key Group Members

What is meant by "leadership", how can it be cultivated and developed? The training also addresses the vital role of reflective practice.

Managing Change

Using models of group development, this session explores the journey taken by your group to better understand and support its' development.

Self Help Group Training continued

Course Title

Outline

Conflict Resolution

Using real life examples and drawing on your group's experience, this session focuses on group dynamics and on good practice in promoting cohesion.

Health and Safety

This session explores effective risk assessment and risk management strategies for your group.

Safeguarding
Vulnerable Adults
(SOVA)

Our SOVA session reviews and develops your knowledge of the types and indicators of abuse and the procedures for prevention in the current legal context.

Online Courses

NOTTINGHAM
TRENT UNIVERSITY



Self Help UK's Virtual Learning Environment currently hosts two courses with an immediate currency and relevance to a wide range of professionals, since they support the NHS agenda around the personalisation of care and the self-management of long term health conditions.

NB: These courses are also available through face-to-face delivery

Supporting Self Care



Anglia Ruskin
University

Who is this course for?

This course is for health and social care professionals and for those working in the community and voluntary sector in a wide range of roles. The course is accredited by the **CPD Standards Office**.

What does it cover?

The Strategic Context of Self-Care: an overview of the public policy background to the current self-care agenda. **The Benefits of Self-Care:** a review of how self-care and self-management impacts individuals' health and wellbeing. **Self-Care Barriers and Enablers:** this module examines the evidence base and reviews examples of what works well and what doesn't when supporting individuals to self-care. The course also includes self-reflection and action planning exercises,

identifying and planning to address areas for development in their knowledge and skills around self-care. Participants will have access to a forum in which they can discuss and exchange self-care news and views with their colleagues from across a range of settings.

Social Prescribing is here!

If you work in the health and social care or the voluntary and community sector, you can now register for Self Help UK's informed, detailed and up to date course.

Self Help UK has almost 40 years' experience in supporting the social prescribing model.

We have partnered with **Nottingham Trent University** to create an exciting and informative online Social Prescribing course using our unique, combined evidence base.

Please see below for more details...

Social Prescribing

NOTTINGHAM
TRENT UNIVERSITY



Who is this course for?

This course is for health and social care professionals (including Social Prescribing Link Workers) and for those working in the community and voluntary sector in a wide range of roles.

The course was produced in partnership with **Nottingham Trent University**.

What does it cover?

Self Help UK has almost 40 years' experience in supporting the social prescribing model. We have partnered with Nottingham Trent University to create an exciting and informative Social Prescribing course using our unique, combined evidence base. The course includes:

- *What is social prescribing?*
- *What happens beyond the prescription?*
- *What does social prescribing mean for my organisation?*
- *Working with self help groups*
- *What is social prescribing best practice?*

Trustee Training

Course Title

Outline

Responsibilities of
Charity Trustees

*The landscape of the voluntary sector - what is a charity?
Responsibilities under charity law - Trustees acting together
as a Board.*

- *The Role of the Board*
- *Decision making*
- *Delegation*
- *Governance and management*

Inducting New Trustees

*Good practice in how to facilitate the induction of Trustees
and what to include.*

Induction
for New Chairs

*Good practice in what to include in and how to
facilitate the induction of Chairs.*

Governance Training
for Staff Members

An overview of effective governance for trustees.

Finance for Trustees

*What Trustees need to know about effective
financial management.*

Personal Development & Wellbeing Training

Course Title

Outline

Building Confidence

*Develop thinking, attitudes and behaviours which develop
your self-confidence alongside your colleagues.*

Personal Goal Setting

*Reflect on experience and create goals which are significant to
you and begin working towards achieving them.*

Managing Stress

*Recognise and work to maintain optimum levels of stress and
to recognise when stress becomes counter productive for you.*

Maximising your Energy

Review how your diet, exercise, attitude and relaxation time impact on your energy levels and how these can be improved and balanced.

Building Resilience

Identify and practice strategies for building resilience which are effective for you.

Developing Knowledge and Skills

Motivate yourself to become a lifelong learner through this interactive and engaging session.

The Knowledge Bank

The aim of the Knowledge Bank is:

- To support groups to create and market their own training resources, based on their particular area of lived experience, as a means of developing their sustainability.
- To give members support in communicating with potential funders and advocating for their group.
- To validate the lived experience of group members and to develop their skills.

Groups can access the **Knowledge Bank** support package in its entirety or the component parts can be accessed separately, according to individual group needs.

Course Title

Outline

Becoming an Effective Trainer

Develop presentation skills which will enable you to plan, prepare and deliver effective and engaging training to a range of audiences.

Creating your Own Training Resources

Using your group's self help expertise, you will be supported to create accessible and interesting training resources.

Gaining CPD Accreditation

You will be supported through the CPD Standards Office accreditation procedure, making your training offer more attractive to health professionals.

Marketing your Training to Health Professionals

Linking in to SHUK's networks (including through our website) you will be able to reach out to interested professionals and organisations.

First Aid Training

Emergency First Aid at Work.

A popular one day, certificated introduction to Emergency First Aid at Work. This training is useful for all, but will be of particular interest to individuals and groups within the community and voluntary sector. Book early as places go very quickly. The course will cover, in accordance with HSE guidelines:

- Cardiopulmonary resuscitation (CPR)
- Causes of unconsciousness and recovery position
- Dealing with an unconscious casualty
- Control of wounds and bleeding
- Other illnesses and conditions
- Incident management and accident reporting

The course also includes a demonstration of using a defibrillator. Training can be delivered at Self Help UK premises, or at a venue of your choice by arrangement.

Workshops

Self Help UK has a proven track record in the facilitation of workshops for both self help groups and organisations. We can help you format and run an effective workshop to achieve a range of outcomes, which may include:

- Funding or activities.
- Strategies and development.

Examples of workshops we have facilitated recently include:

- For the NHS (looking at local patient participation strategies)
- For several self help groups with a focus on diabetes support (to create a plan for developing their offer to group members)

“Meet the Funders” Workshops

Periodically, Self Help UK facilitates Meet the Funder Workshops which give key group members the chance to meet a particular funder and find out more about:

- The sorts of projects and activities a funder is interested in funding.
- Whether any of their grant programmes would suit your group.
- Tips on what they are looking for in an application.

To find out more, please contact us: 0115 911 1662 training@selfhelp.org.uk

Booking and Cancellation Terms and Conditions

To book a place, simply complete the form at the back of this programme and send it to: training@selfhelp.org.uk

- Course costs vary; please contact us for a quote.
- Our charges vary for self help groups, businesses and statutory bodies.
- Bookings must be via email or in writing. We do not accept telephone bookings.
- We aim to hold our courses at accessible venues: by arrangement delivery can be on your own premises or at those of Self Help UK.
- Invoices will be issued once a booking form has been received.
- Please pay within 14 days to reserve your place/s.
- Please let us know as soon as possible in writing or by email if you can no longer attend training you are booked on. We do not accept telephone cancellations.
- Cancellations made up to 3 weeks before the course date will incur a £10 administration fee.
- There is a 50% charge for cancellations made between 21 and 14 days before the course, and a 100% charge for cancellations made less than 14 days before the course.
- Unattended places cannot be refunded.

Self Help UK reserves the right to cancel and withdraw a course at any time. In these circumstances delegates will be offered a full refund or an alternative date.

Data Protection and the GDPR

The information given regarding delegates on the booking form will be entered onto an attendees list which will be used for training and administrative purposes only.

Training Booking Form

Course Title

Outline

Name of the person making this booking

Organisation or Group

Telephone number

Email

Invoice address

How many delegates is the booking for?

Delegate names

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Please indicate below the course(s) you would like to book

.....
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I agree to the fees quoted by Self Help UK for the training above and to the Booking and Cancellations Terms and Conditions. I am aware that the information given will be used for training and administration purposes only.

Signature Date.....

Please complete and **post** form to:
Martin Cook (Training Bookings), SHUK, 21-23 Pelham Rd,
Nottingham NG1 3PL or scan and email as below

For all training enquiries please email: training@selfhelp.org.uk
or ring Martin Cook on **0115 9111662**