

**Mid North Coast Regional Council for
Social Development Inc**

PO Box 4477, Coffs Harbour Jetty, NSW 2450

Ph: 6651 1788 Fax: 6651 4688

Contact: Emily Hams – HACC Development Officer

Email: ehams@mncrcsd.com.au

TRAINING CALENDAR

REGIONAL HACC DEVELOPMENT PROJECT

January – June 2010



<u>About HACC training</u>	3
Other Training Opportunities	3
Tailor made training	3
Sharing Training opportunities	3
Registration	4
Training Fees	4
Venues and Catering	4
<u>Training Opportunities January-June 2010</u>	
Introduction to the Strengths Approach (St Lukes)	5
Person Centred Thinking Skills (Helen Sanderson & Assoc)	6
Conflict Resolution	7
Manual Handling for Direct Care Workers	8
HACC Orientation for new workers	9
Interagency Protocol for Responding to the Abuse of Older People	10
<u>Registration</u>	
Training Registration form	11-12

About HACC Training

The Regional HACC Development Project training calendar is funded under the Home and Community Care Program (HACC) of the Department of Ageing, Disability and Home Care (ADHC).

The HACC Development Project builds on the existing strengths of the HACC sector through the provision of opportunities for professional development, service improvement and information sharing.

Who can participate in HACC training opportunities?

HACC Funded Services

Services and staff funded under the HACC program are eligible to participate in HACC funded training opportunities.

From time to time a small fee may be charged for training to offset the cost of training or to assist in providing additional training opportunities.

The number of places available for each HACC service may be limited in order to ensure training opportunities are available for all services.

Non HACC Funded Services

Whilst priority for HACC training places is given to HACC funded services and staff, from time to time there may be opportunities for other services who work with the HACC target group and network to participate in HACC training opportunities.

Availability of HACC training places for non-HACC services is dependent upon availability. A small fee will be charged to offset the cost of training.

If you are a non-funded HACC service and you wish to participate in training please let us know. You will be placed on a waiting list and your expression of interest will assist us in planning future training opportunities for the broader sector.

Other Training Opportunities

As part of our broader aims to support the community services sector across the region, Mid North Coast Regional Council for Social Development (MNCRCSD) also plans to provide other non-HACC funded training opportunities in the near future.

We will be sending out a training needs survey in the coming months so you can let us know how we can best support you. You can also email us at any time with any ideas or suggestions.

Tailor Made Training

MNCRCSD have a team of highly qualified enthusiastic training staff. To support you in your continuous professional development efforts, MNCRCSD are able to run tailor made training for your specific service and staff training needs at a reasonable cost. Contact us for more information.

Sharing Training Opportunities

If you are running training opportunities in your service and wish to extend the benefit of this to other services please let us know. MNCRCSD can promote your training opportunities to the broader sector via our website, newsletter and e-bulletins.

Registration

To enrol for HACC training, please complete the training registration form on the last page and fax / mail / email it to:

Emily Hams, HACC Development Officer

MNCRCSO, PO Box 4477, Coffs Harbour Jetty, NSW 2450

Ph: 6651 1788 Fax: 6651 4688 Email: ehams@mncrcsd.com.au

Please complete one enrolment form per course.

Once we receive your registration form we will confirm your enrolment via email.

Where courses are fully booked, you will be placed on a waiting list for the training in case a place becomes available. We will also use your expression of interest to inform future training delivery.

Courses that are in high demand will be capped at 2 participants per service provider to ensure opportunities for the broadest number of HACC funded agencies in the region.

Training Fees

Once you have received confirmation of your place in one of our courses, you will need to arrange payment (see schedule below) to secure your place within 7 days of your email confirmation. You can contact Emily Hams – HACC Development Officer on 02 6651 1788 to discuss payment.

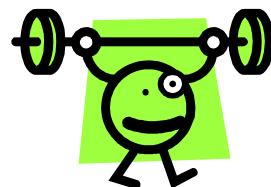
The contribution rates per course are:

Course	Duration	Contribution fee (per person)
Introduction to the Strengths Approach	2 days	\$50
Person Centred Thinking Skills	2 days	\$50
Manual Handling	½ day	\$10
HACC Orientation	½ day	FREE
Conflict Resolution	1 day	\$30
Interagency protocol on responding to the abuse of older people	½ day	FREE

Venues and catering

Venue details will be emailed to you with your enrolment confirmation. Morning tea and light lunches will be provided in the training – please be sure to let us know if you have any special dietary requirements on your enrolment form.

INTRODUCTION TO THE STRENGTHS APPROACH



Overview of the course

This two day workshop explores and considers the essential nature of the strengths approach to community services. It covers the underlying principles and processes of strengths-based practice and highlights the core skills. The workshop provides experiential practice opportunities using some of the tools useful in identifying and mobilising strengths and tapping aspirations as a basis for concrete goal setting.

Who Should Attend?

The workshop is suitable for those wanting an introduction to strengths-based practice.

What you will learn:

Participants will have considered the core principles of strengths-based practice and have identified the processes and skills of the approach and their implications for practice. The days consist of experiential exercises, group discussions, sharing of ideas, critiquing and practicing skills, reflecting, challenging and being challenged. Extensive handouts are provided and these may be reproduced as long as they acknowledge St Luke's as the source.

Training Organisation & Facilitator:

St Lukes are very well known throughout Australia for their strength based and client centred approaches and some of the fabulous tools and resources that support us in our work with clients. Find out more at www.stlukes.org.au

Eloise Neylon (M. Counselling; B.SocSc). Eloise studied clinical psychology before training as a Narrative Therapist at Waikato University in New Zealand. She has worked in the human services field for 15 years as a Family Therapist and as a Supervisor, Trainer and Manager.

Location	Dates	Time
Nambucca Heads	Monday 22 February to Tuesday 23 February	9.30am to 4.30pm
Taree	Thursday 25 February Friday 26 February	9.30am to 4.30pm

Participant numbers are limited to **26** per 2 day course.

PERSON CENTRED **THINKING SKILLS**



Overview of the course

For people being supported by services it is not person centred planning that matters as much as the pervasive presence of person centred thinking. If people who use the services are to have positive control over their lives, if they are to have self directed lives within their own communities then those who are around the person, especially those that do the day to day work, need to have person centred thinking skills.

Who Should Attend?

This course would be wonderful for organisations who are already using a person-centred approach within their services or for services that are ready and committed to embedding person centred practice within their organisations.

What you will learn:

After attending this course, participants will be able to:

- Separate what is important to someone from what is important for them.
- Discover what is working and not working in a situation from different perspectives.
- Record how someone communicates through using a communication chart.
- Being able to identify what are core responsibilities and where you can use creativity and judgement.
- Be able to mindfully record learning by using: a) learning log and b) the 4 plus 1 questions.

Training Organisation & Facilitator:

Helen Sanderson & Associates (HSA) are renowned internationally for their leading work in the area of person centred approaches and have developed some wonderful tools and training to support organisations to move to more person centred services. Find out more at www.helensandersonassociates.co.uk

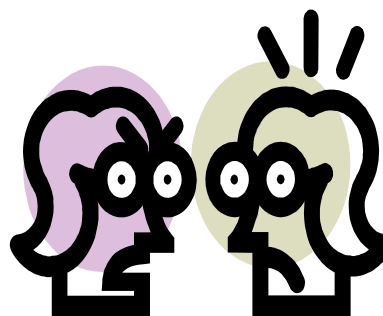
Tara Cantwell works within the Australian arm of HSA. Tara has significant experience implementing person centred processes within organisations and has extensive experience working with families, children and volunteers within disability services and home and community support.

Location	Dates	Time
Coffs Harbour	Monday 19 April 2010 to Tuesday 20 April 2010	9.30am to 4.30pm
Taree	Thursday 22 April 2010 to Friday 23 April 2010	9.30am to 4.30pm

Participant numbers are strictly limited to **20** per course.

CONFLICT

RESOLUTION



Overview of the course

In the home, workplace, and nation conflict arises through differences – it is an inevitable part of life. How we deal with it is what counts!!

This one-day workshop will introduce the different approaches to conflict, their appropriateness, benefits and disadvantages. The optimistic cooperative process of win-win will be explored. We will look at how conflicts escalate and the need for self-awareness and listening skills. From identifying the issue to development of an action plan, a five step SIGEP problem solving process will be examined to provide creative resolutions to conflicts while adding value to relationship at the same time.

Who Should Attend?

Managers, supervisors, coordinators - anyone with responsibility for resolving conflict in the workplace.

Training Organisation & Facilitator:

Centre for Community Welfare Training provides high quality, low cost training to non-profit community organisations in NSW. Find out more by clicking on www.acwa.asn.au

Caryn Walsh is a dynamic and experienced psychotherapist, educator and trainer. Caryn delivers a range of programs for CCWT, and also works for the Australian College of Applied Psychology (ACAP), the Jansen Newman College and she also teaches extensively on domestic violence and helping adult survivors of childhood abuse.

Location	Dates	Time
Coffs Harbour	Wednesday 17 March 2010	9.30am to 4.30pm
Port Macquarie	Thursday 18 March 2010	9.30am to 4.30pm

Participant numbers are limited to **20** per course.

MANUAL HANDLING

Overview of the course

This ½ day workshop will provide an overview of manual handling so that workers are able to identify, assess and control manual handling risks inherent in their daily tasks. The workshop will be a mix of theory and activities specifically relating to HACC work.



Who Should Attend?

Staff working in HACC funded services.

What you will learn:

This workshop will be interactive and include:

- Why manual handling is such an important OH&S issue in home and community care
- What the law says and who has responsibility for what
- How the body functions and how we can protect ourselves at work
- An understanding of the basic principles of ergonomics
- Participate in the risk management approach to manual handling
- Identify high risk tasks and learn the best ways to perform these tasks safely.

As all organisations will use different mechanical aids and equipment – it will not be possible to train workers in the specific use of equipment.

Location	Dates	Time
Coffs Harbour	Wednesday 24 March 2010	10.00am – 2.00pm
Kempsey	Thursday 27 May 2010	10.00am – 2.00pm
Forster	Thursday 17 June 2010	10.00am – 2.00pm

Participant numbers are limited to **20** for this workshop

HACC ORIENTATION

FOR NEW WORKERS

Overview of the course

This ½ day workshop will help new workers understand the HACC Program and how their role fits within a broader system that enhances the independence of frail aged people, younger people with disabilities, and their carers, in order to avoid their premature admission to long term residential care.



Who Should Attend?

New staff (paid and unpaid) who work in HACC services.

What you will learn:

After attending this course, participants will be able to:

- Identify the HACC target group, including special needs groups
- Have a general understanding of HACC National Standards
- Describe the key HACC Services on the Mid North Coast
- Understand the intake, assessment and referrals process
- Be aware of the funding and reporting requirements of their service.

Training Organisation & Facilitator:

The HACC Development Officer and Project Officers from the Mid North Coast Regional Council for Social Development will be facilitating these workshops.

Location	Dates	Time
Coffs Harbour	Thursday 29 April 2010	10.00 to 2.00pm
Port Macquarie	Wednesday 9 June 2010	10.00 to 2.00pm
Forster	Thursday 17 June 2010	10.00 to 2.00pm

Participant numbers are limited to **35** per course

IDENTIFYING AND RESPONDING TO THE ABUSE OF OLDER PEOPLE

Overview of the course

This ½ day workshop will focus on building knowledge and skill in identifying actual, suspected and potential situations of abuse of older people and on responding appropriately within the agency policies and procedures and the overarching NSW Interagency Protocol for Responding to Abuse of Older people.



Who should attend?

This course is designed for paid workers or volunteers working for community service agencies that provide direct support to older people, and supervisors and senior staff in community care agencies who have not previously completed training on responding to abuse of older people

What you will learn:

After attending this course, participants will be able to:

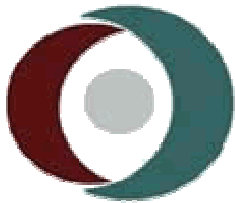
- Identify the types and signs of abuse and factors contributing to abuse of older people
- Identify and discuss common issues faced by workers when they suspect or identify abuse such as duty of care, confidentiality and reporting
- Identify responsibilities and procedures in reporting abuse within an agency
- Develop an understanding of the role and workings of the NSW Interagency Protocol for Responding to Abuse of Older people as an overarching structure for responding to abuse

Training Organisation & Facilitator:

Janet Atkinson is the HACC Development Officer with the Mid North Coast Regional Council for Social Development. Janet is a qualified trainer and has over 20 years experience working in a diverse range of community services on the Mid North Coast including aged care, carer services, mental health, drug & alcohol education and occupational rehabilitation. The workshop was developed by Age Communications Pty Ltd in October 2008, the workshop materials were commissioned by the Office of Ageing who is responsible for developing and updating the Interagency Protocol on Responding to Abuse of Older people.

Location	Dates	Time
Nambucca	Tuesday 30 March 2010	10.00am – 2.00pm
Port Macquarie	Tuesday 8 June 2010	10.00am – 2.00pm

Participant numbers are limited to **20** per course



**Mid North Coast Regional Council for
Social Development (MNCRCSD)**
PO Box 4477, Coffs Harbour Jetty, NSW 2450
Ph: (02) 6651 1788 Fax: (02) 6651 4688
Email: ehams@mncrcsd.com.au

Training Registration Form 2010

Notes:
1: complete a separate registration form for each course
2: maximum of 2 participants per organisation per course

1 Your details:

Organisation Name: _____
HACC Project Name: _____
Postal Address: _____
Contact Name: _____
Phone: _____ Fax: _____
E-mail: _____

2 Please nominate the training session you wish to attend:

Course Name: _____
Location: _____
Date(s): _____
Start / Finish times: _____

3 Who will be attending?

Name	Position	Email address	Access, dietary or other requirements?

④ Contribution and Payment Details:

Contribution costs vary by course – please check the amounts on the course information pages. Payment is required within 7 days of receipt of email confirmation of your enrolment. As most of our courses will be in high demand with waiting lists, we are unable to hold your enrolment without payment being received.

PAYMENT OPTIONS (indicate your payment choice) Cheque preferred- thank you

Cheque: Please make cheques payable to

Mid North Coast Regional Council for Social Development - training

Electronic Bank Transfer

BSB:704328

Account Number: 47626

Account name: mid north coast regional council for social development

Please note: in the reference box please put the above Invoice number so that we can identify you

If paying via electronic transfer, please email our Finance Officer to advise that you have paid via this method:

finance@mncrcsd.com.au

TOTAL: \$_____ GST Inclusive

Please forward payment to:

HACC DEVELOPMENT OFFICER, MNCRCSD

Post: PO Box 4477, Coffs Harbour Jetty, NSW 2450 or via Fax: 6651 4688

(please note – receipts will only be issued on request)

TOTAL: \$_____

Please forward this form and payment to:

EMILY HAMS – HACC DEVELOPMENT OFFICER

MNCRCSD

Post: PO Box 4477,

Coffs Harbour Jetty, NSW 2450

Fax: 6651 4688

You will receive email confirmation of your enrolment within 5 days of receipt of your registration form. Courses have maximum numbers of participants (usually around 20), so please register early to avoid disappointment.

Courses that are in high demand will be capped at 2 participants per service provider to ensure opportunities for the broadest number of HACC funded agencies in the region.

This training calendar is funded by ADHC under the Regional HACC Development Project and accordingly, priority will be given to enrolments from HACC funded services. Where spaces are available they will be made available to non- HACC funded services on a cost recovery basis.