

BROTHERS OF CHARITY SERVICES MERSEYSIDE TRAINING PROGRAMME

APRIL 2011 - SEPTEMBER 2011

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INDUCTION TRAINING FOR NEW EMPLOYEES IN SUPPORT ROLES

	TIMINGS	DURATION	APR	MAY	JUNE	JULY	AUG	SEPT
EMERGENCY FIRST AID AT WORK	10 - 4	5½ HRS	13 TH	---	15 TH	---	17 TH	---
COMMON INDUCTION STANDARDS WORKSHOP	10 - 12	2 HRS	28 TH	---	17 TH	---	30 TH	---
FIRE AWARENESS (AM SESSION MAINLY FOR NEW STARTERS)	10 - 12:30	2½ HRS	---	20 TH	---	29 TH	---	16 TH
MENTAL CAPACITY ACT	1 - 3	2 HRS	---	20 TH	---	29 TH	---	16 TH
INFECTION CONTROL	10 - 12	2 HRS	27 TH	---	29 TH	27 TH	31 ST	---
HANDLING & ADMIN OF MEDICINES / EPILEPSY	12.30 - 3.30	3 HRS	27 TH	---	29 TH	27 TH	31 ST	---
EQUALITY & DIVERSITY	10 - 12.30	2½ HRS	DATES WILL BE CIRCULATED A.S.A.P.					
FOOD HYGIENE	10 - 12:45	2¾ HRS	12 TH	---	14 TH	---	16 TH	---
HEALTH, SAFETY & RISK MANAGEMENT AWARENESS	1:30 - 4:15	2¾ HRS	12 TH	---	14 TH	---	16 TH	---
MOVING, HANDLING & HOISTING	10 - 4	5½ HRS	8 TH / 19 TH	27 TH	10 TH / 16 TH	22 ND	5 TH	23 RD
PERSON CENTRED SUPPORT PLANNING & RISK MANAGEMENT AWARENESS	10 - 3	4½ HRS	20 TH	---	22 ND	---	24 TH	---
PROTECTION OF VULNERABLE ADULTS (POVA)	10 - 4	5½ HRS	21 ST	---	23 RD	---	26 TH	---
PROACTIVE APPROACH TO CONFLICT (SPACE)	10 - 4	5½ HRS	26 TH	---	27 TH	---	22 ND	---
WELCOME DAY & PRINCIPLES OF CARE (INC. GRIEVANCE, COMPLAINTS & WHISTLEBLOWING)	10 - 3	4½ HRS	4 TH	9 TH	6 TH	4 TH	1 ST	5 TH

REFRESHER / UPDATE TRAINING FOR EXISTING EMPLOYEES IN SUPPORT ROLES

	TIMINGS	DURATION	APR	MAY	JUNE	JULY	AUG	SEPT
FIRST AID (AM - MORNING)	10 - 12:30	2½ HRS	---	18 TH	---	13 TH	---	13 TH
FIRST AID (PM - AFTERNOON)	1.30 - 4	2½ HRS	---	18 TH	---	13 TH	---	13 TH
FIRE AWARENESS (PM - AFTERNOON)	1:30 - 4	2½ HRS	---	20 TH	---	29 TH	---	16 TH
FOOD HYGIENE	10 - 11:45	1¾ HRS	---	31 ST	---	19 TH	18 TH	22 ND
HEALTH & SAFETY	12 - 2	2 HRS	---	31 ST	---	19 TH	18 TH	22 ND
INFECTION CONTROL	10 - 12	2 HRS	27 TH	---	29 TH	27 TH	31 ST	---
HANDLING & ADMIN OF MEDICINES / EPILEPSY	12.30 - 3.30	3 HRS	27 TH	---	29 TH	27 TH	31 ST	---
MOVING, HANDLING & HOISTING	10 - 4	5½ HRS	8 TH / 19 TH	27 TH	10 TH / 16 TH	22 ND	5 TH	23 RD
PERSON CENTRED PLANNING	10 - 3	4½ HRS	---	23 RD	---	18 TH	---	19 TH
PROTECTION OF VULNERABLE ADULTS (POVA)	10 - 2	3½ HRS	---	13 TH	---	8 TH	12 TH	9 TH
PROACTIVE APPROACH TO CONFLICT (SPACE)	10 - 3	4½ HRS	---	25 TH	---	25 TH	---	1 ST / 26 TH

**PLEASE APPLY FOR THE ABOVE SESSIONS USING A TRAINING APPLICATION FORM
ALL FORMS MUST BE SIGNED BY BOTH THE DELEGATE AND THEIR LINE MANAGER**

**TO REQUEST TRAINING IN A SUBJECT THAT IS NOT LISTED ABOVE, PLEASE COMPLETE A NON-MANDATORY
TRAINING REQUEST FORM AND FORWARD TO THE TRAINING OFFICE**