



## Core skills Training for the Workplace



Our training room is available for hire which is an ideal space for 1 to 20 people.

- 65" Smart TV, compatible with laptops for presentations
- Flexible format seating: up to 16 board room or 20 theatre style
- Fully accessible
- Refreshments provided
- Kitchen facilities available
- Free Wi-Fi and parking

All for only £15 per hour.  
Call us on: 01568  
616653 to discuss your  
requirements

Please note all information in the brochure is correct at the time of printing

### Services for Independent Living

1 Owen Way  
Leominster Enterprise Park  
Leominster  
HR6 0LA  
Phone: 01568 616653  
E-mail: [hr@s4il.co.uk](mailto:hr@s4il.co.uk)  
Visit: [www.s4il.co.uk](http://www.s4il.co.uk)

Registered Charity Number: 1099020

### Development opportunities for all:

- Communication
- Fire Safety
- Health & Safety
- Adult Safeguarding
- First Aid
- Mental Capacity
- Nutrition and Infection Control
- Equality & Diversity
- Medication
- Moving and Positioning
- Mental Health First Aid



All provided in our modern, friendly environment  
with access to all facilities and refreshments.

Training/ meeting rooms available for hire

98.8% of attendees in 2018 rated our training as good or  
excellent  
SIL was nominated as Care Trainer in the Hereford Times  
Health & Social Care Awards 2018

## About Us / Course overview & Objectives

### About us

Services for Independent Living (SIL) is a service user and family carer controlled charitable company. A minimum of 51% of the Board of Trustees are disabled people or a family carer.

SIL provides services that enable disabled and older people to live independent lives in their own homes within their own community. We support people with learning difficulties, physical impairments, mental health issues including dementia, older people and family carers.

### Our Training

Our team of certified trainers bring hands-on experience and knowledge to their training. We offer a selection of dates found in the following pages, call us to discuss your training requirements on 01568 616653 or email [hr@s4il.co.uk](mailto:hr@s4il.co.uk):

### Medication—£35 per person

- \* Understand the legislation that affects the administration of medicines
- \* Describe how medication should be stored and recorded
- \* Understand the different types of medication and how they work
- \* Follow protocols and policies when receiving, storing and recording medicines
- \* Describe common adverse reactions to medication
- \* Understand the differences in protocols between various healthcare provisions.

### Adult Safeguarding—£25 per person

- \* Recognise the signs of harm or abuse
- \* Ways to reduce the likelihood of abuse
- \* Respond to suspected or disclosed abuse
- \* National and local context of protection from harm or abuse.

## Course Overview and Objectives

### Health & Safety—£25 per person

- \* State the legal obligations of themselves and their employers
- \* Recognise a range of hazards in their working environment
- \* Recognise a range of harms that could be caused by hazards in their working environment
- \* Explain the importance of following hazard controls that have been put in place.

### Communication - not just words—£25 per person

- \* Describe the importance of effective communication at work
- \* Explain how to meet the communication and language needs, wishes and preferences of individuals
- \* Explain how to promote effective communication
- \* Describe the principles and practices relating to confidentiality
- \* Explain the importance of handling information correctly.

### Mental Health First Aid Training - £125 per person for 2 days

- \* An in depth understanding of mental health and the factors that can affect wellbeing
- \* Practical skills to spot the triggers and signs of mental health issues
- \* Confidence to step in, reassure and support a person in distress
- \* Enhanced interpersonal skills such as non-judgemental listening
- \* Knowledge to help someone recover their health by guiding them to further support

**All attendees will be awarded a certificate to confirm they are a Mental Health First Aider**

**All courses include a certificate of attendance and refreshments.**

**To book your place or for more information about any of our courses email [HR@s4il.co.uk](mailto:HR@s4il.co.uk) or call 01568 616653 and ask for Karen.**

## Course Overview and Objectives

### Moving & Positioning—£35 per person

(please note this course takes place at a venue in Hereford)

- \* Basic principles and techniques that are specific to the individuals that you support
- \* Understand limits of your role in relation to moving and positioning
- \* Awareness of key legislation and organisational procedures
- \* Know how to assess risks and be aware of good practice techniques
- \* Recognise how we can prevent injuries caused by bad practice
- \* Demonstrate good moving and positioning techniques.

### Nutrition & Infection Control—£25 per person

- \* Describe the legal requirement with regard to nutritional hygiene and safety
- \* Explain the results of poor nutritional hygiene practices at work and at home
- \* Recognise the causes and symptoms of food poisoning
- \* Understand the importance of good personal hygiene
- \* Understand the importance of correct food handling and preparation at work.
- \* State their obligations and that of their employers with regard to infection control
- \* Understand the consequences of poor infection control practice
- \* State the actions to be taken in relation to the infection control requirements put in place at their place of work
- \* Identify the correct actions with regard to a range of different infection control situations.

### Equality & Diversity—£25 per person

- \* Equality and diversity at work
- \* Key anti-discrimination legislation
- \* The impact of discrimination on individuals and the community
- \* Their legal rights and responsibilities
- \* The benefits a diverse workforce can bring to healthcare organisations.

## Course Overview and Objectives

### Mental Capacity and DOLs—£25 per person

- \* List the functions of the Mental Capacity Act 2005
- \* Describe the groups that will be affected by the legislation
- \* Explain what is meant by the term 'best interests'
- \* Explain the role of Lasting Power of Attorneys
- \* Describe the function of the Court of Protection
- \* Explain the Deprivation of Liberty Safeguards.

### Fire Safety—£25 per person

- \* List their obligations and that of their employer with regard to fire safety
- \* Describe actions to be taken in the event of a fire occurring at work
- \* Identify the correct fire extinguisher for use on a range of different fires
- \* Describe how fires occur and spread
- \* Describe how they can reduce the risk of fire occurring
- \* Understand how they may reduce the threat of fire in their homes (where applicable)
- \* Understand the duties that are undertaken by the fire marshal.

### First Aid—£35 per person

- \* Assessing the casualty and situation
- \* The unconscious casualty
- \* Cardio– pulmonary Resuscitation (CPR)
- \* Recognising and treating: head Injuries, choking and asthma, severe bleeding, shock, burns and scalds and fractures
- \* The first aid kit and reporting procedures
- \* Heart attack, seizures and diabetes.

### Person Centred Care—£25 per person

- \* Understand the legislation and standards governing person centred care
- \* Understand the meaning and importance of person centred care
- \* Explain the importance of privacy and dignity
- \* Describe how to promote choice and independence.
- \* Explain how to improve care delivered to ensure person centred care.