



Let's Build...

Drug & Alcohol Training

**Training Programme
2009/2010**

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Welcome to the Let's Build Training Programme 2009/2010

Let's Build offers a wide range of training courses designed to develop the competence and confidence necessary to work with substance use.

Our courses are aimed at individuals who, although not working for specialist drug and alcohol services, may encounter substance use issues during the course of their work or volunteering.

Courses in this programme allow people to enjoy the benefits of working in multi-agency groups and provide an opportunity to make links with other services.

Costs

Non-accredited courses – £20.00 (unless otherwise stated)

Accredited courses – £30.00 (unless otherwise stated)

In house training – Any charges for in house training will be agreed on an individual basis.

Costs include: Training Packs, Certificates and Registration for Accredited Courses.

We have made what we believe are nominal charges which allows us to continue to provide a varied and comprehensive programme.

It is not our intention to make any profit from our courses and as such any surplus would be put into our charity for the benefit of service users.

All Courses:

- Aim to provide knowledge and skills that can be applied in practice
- Reflect current evidence, policy and good practice
- Support Drugs and Alcohol National Occupational Standards (DANOS), where relevant

Our approach is to provide courses that are, informative and enjoyable. We are committed to providing training that supports equal opportunities, is non – judgemental and anti-discriminatory. This is monitored as part of our evaluation process.

In House Training

The courses in this programme can be adapted and delivered specifically for your organisation. Depending on your group and funding issues, it may be that we can provide such training free or at a nominal cost.

Accredited Training

We are a National Open College Network (NOCN) approved training centre. As such we offer a range of accredited courses, provided both through this programme and on request to suitable groups.

Workplace Drug and Alcohol Training

Drug and Alcohol misuse is becoming an increasing issue for employers in the UK. We can provide awareness training for management and staff, including how to respond to substance misuse issues appropriately and policy implementation.

Our thanks to;

Children and Young People's Department
Dual Diagnosis Team
Health Protection Agency
Nottinghamshire County Council
WAM (What about Me?)

Community Alcohol Team
face It
Mansfield District Council
Sorted
Women's Alcohol and Drug Service
(WANDS)

A Special thanks goes to the **Safer Nottinghamshire DAAT** for making this all possible.

More Information

If you wish to discuss your training needs, arrange a course or simply require further information about what we can provide,

Please contact Ruth Saunders, Training Coordinator.

Tel: **01623 652743**, mobile **07768 010815** or info@letsbuild.org.uk

How to book courses

A **fully completed booking form** is required in every case. This can be found in our training programme or by accessing the pdf version on our website.

Instructions for completion and return of your application can be found on the course booking form.

We will send confirmation of your place once we have processed your application.

An invoice payable within 30 days will be sent out to you at the same time as your confirmation letter.

We are unable to provide refunds for courses booked. We will however allow you to arrange for another person from your organisation to take your place.

A nominal charge of £20.00 (£30.00 for accredited courses, unless otherwise stated) is made for each delegate.

Early booking is recommended as courses fill up quite quickly.

If you have any queries regarding course availability,
booking arrangements etc. please contact;

Training Administrator tel: 01623 652743.

Visit our website

www.letsbuild.org.uk

Or email

info@letsbuild.org.uk

**For all your information and contacts
on drugs and alcohol services,
education, housing, employment,
debt advice and many more:**

Call Community 'Info Line'

0800 121 8189

Working in partnership with communities at most need

*Providing information and advice to parents, carers,
service users and professionals for the following:*

Drug and Alcohol Misuse	Sexual Health Services
Homeless Shelters	Drugs and Pregnancy
Council Housing Departments	Debt Advice Services
Citizen's Advice Bureaus	Young Person's Services
Women's Aid Centres	Drug and Alcohol Basic Awareness Training
Counselling Services	Drug and Alcohol Accredited Training
Victim Support	Domestic Violence
Education	Employment Services

Call Community 'Info Line' 0800 121 8189

Introduction to Alcohol Awareness

The UK population is reported to be drinking more alcohol, and more often than ever before. This course is designed as an introductory course to raise awareness of the impact of alcohol on the individual and on society.

Participants will be encouraged to examine their own attitudes to alcohol and explore some of the mythology that exists around drink.

Course aims:

- To explore the nature and extent of alcohol use in the UK
- To highlight the effects, risks and harms associated with alcohol use
- Develop skills to recognise when alcohol might be a problem
- To provide knowledge of treatment services

Date	Time	Venue
Wednesday 29th April 2009	9.30am – 4.00pm	Gedling BC, Arnott Hill Park, Arnold, Notts NG5 6LU
Monday 18th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 18th June 2009	9.30am – 4.00pm	Newark & Sherwood DC, Kelham Hall, Kelham, Newark, Notts NG23 5QX
Saturday 27th June 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 15th July 2009	9.30am – 4.00pm	Rushcliffe Civic Centre, Pavillion Rd, West Bridgford, Notts NG2 5FE
Tuesday 15th September 2009	9.30am – 4.00pm	Ashfield DC, Urban Road, Kirkby-in-Ashfield, Notts NG17 8DA
Thursday 1st October 2009	9.30am – 4.00pm	Bassetlaw DC, Queen's Buildings, Potter St, Worksop S80 2AH
Saturday 17th October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 12th November 2009	9.30am – 4.00pm	Stanhope Centre, Rock Valley, Mansfield, Notts NG18 1AL
Tuesday 9th February 2010	9.30am – 4.00pm	Broxtowe BC, Foster Ave, Beeston Notts NG9 1AB

This course supports the knowledge and understanding of the following DANOS units:

AA1, AB2, AB5, AD1, AC1

Intermediate Alcohol Training

Participants must have undertaken a basic alcohol awareness course before attending this training.

This course builds on knowledge gained from basic alcohol awareness training. It is designed for people working with problematic drinkers and will explore attitudes and perceptions that may affect this client group. Participants will identify barriers to access and strategies to improve services for problematic drinkers, develop skills in assessment and face-to-face working.

Course aims – participants will:

- Gain an understanding of treatment options relevant to problematic drinkers
- Develop knowledge of audit tools to aid assessment of client group
- Develop knowledge of the importance of multi-agency working protocols

Date	Time	Venue
Tuesday 12th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 9th September 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 21st January 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:

AA1, AB2, AF2, AG1

Introduction to Drug Awareness

Recommended as a first course for anyone wishing to gain knowledge in this field.

This course has been designed as an introductory course for individuals who wish to develop their awareness and understanding of substance misuse issues.

Course aims:

- To explore attitudes and perceptions in relation to drug use and drug users
- Enhance knowledge of the effects and risks of psychoactive substances
- Increase knowledge of some of the indicators/consequences of drug use
- To understand the role of harm reduction and how it is used in practice
- To provide an overview of UK drug law and how it impacts on individuals and organisations
- To provide information about the help available locally

Date	Time	Venue
Tuesday 16th June 2009	9.30am – 4.00pm	Bassetlaw DC, Queens Building, Potter St, Worksop S80 2AH
Saturday 18th July 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 28th July 2009	9.30am – 4.00pm	Rushcliffe Civic Centre, Pavillion Rd, West Bridgford, Notts NG2 5FE
Saturday 19th September 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 22nd September 2009	9.30am – 4.00pm	Stanhope Centre, Rock Valley, Mansfield, Notts NG18 1AL
Thursday 15th October 2009	9.30am – 4.00pm	Gedling BC, Arnott Hill Park, Arnold, Notts NG5 6LU
Wednesday 4th November 2009	9.30am – 4.00pm	Newark & Sherwood DC, Kelham Hall, Kelham, Newark, Notts NG23 5QX
Wednesday 9th December 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 20th January 2010	9.30am – 4.00pm	Ashfield DC, Urban Road Kirkby-in-Ashfield, Notts NG17 8DA

This course supports the knowledge and understanding of the following DANOS units:

AA1, AA3, AB2, AB5, AC1, AD1

Drugs and Housing

It is recommended that individuals have undertaken drug awareness training prior to undertaking this course.

This course will explore some of the issues clients and workers face in relation to substance use issues, in housing settings. Workers will develop their knowledge and skills to respond to incidents appropriately and support vulnerable clients.

Course aims – participants will:

- Gain an understanding of the Homelessness Act 2002 and its practical implications
- Gain an understanding of the links between homelessness and substance use
- Be aware of the key risks in relation to substance use and residential settings
- Be aware of legal responsibilities in relation to substance use issues
- Develop confidence in supporting clients and encouraging behaviour change

Date	Time	Venue
Wednesday 13th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 14th October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 28th January 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:

A11, AK3

Young People and Substances

This course is aimed at individuals working with young people under 18 years of age.

Course aims – participants will:

- Gain knowledge regarding the prevalence of substance use amongst young people
- Improve knowledge about the effects and risks of drug and alcohol use
- Develop assessment skills for intervening with young people
- Develop the skills to communicate effectively with young people in relation to substances
- Be able to identify appropriate service options available to young people and the barriers to access
- Have an overview of current policy and practice when working with young people

Date	Time	Venue
Wednesday 24th June 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 30th September 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 3rd December 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:
AA1, AA3, AB2, AC1, AD1

Working With Drug Using Clients

It is essential that individuals attend a basic drugs awareness course before attending this training.

This course has been developed for people wishing to develop their practice in relation to working with drug users. Course participants will develop their confidence around assessment, appropriate treatment and interventions.

Course aims – participants will:

- Develop their knowledge and skills in working with drug using clients
- Identify and explore key areas of assessment in relation to drug using clients
- Identify ways of reducing the health risks associated with problematic drug use
- Develop knowledge of different treatment options available
- Gain a basic knowledge of the principles and skills of motivational interviewing

Date	Time	Venue
Tuesday 10th November 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 3rd February 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:

AA1, AB2, AB5, AD1, AF1, AI1, AC1

Introduction to Crack Cocaine

This course has been designed to develop participant's knowledge and understanding of crack cocaine.

The course will explore practical strategies and approaches for use with crack cocaine users.

Course aims – participants will:

- Improve their knowledge of crack cocaine, its properties, use, physiological effects and social impact
- Gain an understanding of the issues associated with polydrug use
- Identify barriers to engaging with stimulant users and how these might be addressed
- Explore a range of practical tools and interventions to engage with stimulant users

Date	Time	Venue
Wednesday 6th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 24th September 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 5th November 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 12th January 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:
AB1, AB2, AC1, AD1, AI1

Introduction to Opiates

This course is aimed at workers who wish to gain awareness of heroin, its use and effective responses.

Course aims – participants will:

- Gain an understanding of how and why people use heroin
- Develop confidence in assessing and responding to the needs of opiate users
- Develop their knowledge of the range of treatment options available for this client group
- Develop their knowledge of harm reduction and how risk can be reduced

Date	Time	Venue
Thursday 14th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 8th October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:

AB2, AB5, AD1

Introduction to Dual Diagnosis

It is essential that people attend a basic drug awareness course before attending this course.

This course gives participants the opportunity to explore the interplay of substance use and mental health issues for service users and workers.

Course aims – participants will:

- Understand how attitudes and fears affect effective working with clients who have multiple needs
- Gain knowledge of the psychological impact of substance use on vulnerable clients
- Understand the impact of substance misuse on mental health
- Gain awareness of effective treatment options and services relevant to this client group

Date	Time	Venue
Wednesday 20th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 16th July 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 15th October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:

AF1, AF2, AG1

Intermediate Dual Diagnosis

Participants should have undertaken basic dual diagnosis training prior to attending this course.

Course aims:

- To equip workers with the skills to empower their clients
- To discuss the impact on families and carers
- To offer an introduction to psychosocial interventions
- To discuss relapse management

Date	Time	Venue
Thursday 12th November 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 10th December 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 4th March 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:
AF2, AG1, AG2, AG3

Reducing Injecting Related Harm

Harm reduction is a major theme within the drugs field. This one day course will focus on the practical interventions employed to reduce the harm resulting from problematic drug use, but will also explore the background and development of this approach.

Course aims – participants will:

- Consider the definition and development of harm reduction
- Identify the harms associated with problematic drug use
- Explore the health consequences of risky behaviour
- Gain an understanding of harm reduction interventions

Date	Time	Venue
Tuesday 19th May 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 23rd July 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 1st October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 27th January 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:
AB2, AB4, AB5, AH3

Brief Intervention Training

This course is aimed at front line workers, who do not work within specialist drug and alcohol settings, but who may need to intervene where drinking or drugs poses a real or potential problem.

Course aims – participants will:

- Develop an understanding of the principles, concepts and evidence base for brief interventions
- Have an understanding of what is required to make interventions effective
- Develop techniques to enable users to take realistic action to reduce the harm caused by alcohol/drug use

Date	Time	Venue
Thursday 30th July 2009	9.30am – 1.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 11th November 2009	9.30am – 1.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:
AB2, AB5, AC2

In addition to the above courses, Brief Interventions Training (alcohol) is being arranged throughout the year for:

- **Primary/secondary care workers**
- **Housing providers.**

If you would like this course arranging for your staff group/organisation please contact the Training Administrator on 01623 652743

**or visit our website
www.letsbuild.org.uk
for more up to date information.**

Dangerous Highs – Volatile Substance Abuse

This course is aimed particularly, at those working with young people. The course aims to increase and develop participant's knowledge and understanding of the issues surrounding volatile substance abuse (VSA).

Course aims – participants will:

- Know the range of products that can be/are abused and why
- Gain an understanding of the associated effects of solvent abuse
- Know some of the potential signs and symptoms of use
- Know the risks and dangers of solvent use
- Explore briefly how to support young people

Date	Time	Venue
Tuesday 30th June 2009	9.30am – 1.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 17th November 2009	9.30am – 1.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:
AA1, AB2, AB5, AD

Working Effectively With Women Who Use Substances (Including Alcohol)

Participants should have completed a basic drug awareness course before attending this course.

This course aims to prepare a range of professionals to manage the increasing challenges that substance misuse presents for women (including pregnancy).

Course aims – participants will:

- Gain an understanding of substances used by women and the possible impact
- Discuss how a professional attitude towards drug use may create barriers for women to receive quality care
- Develop the ability to make appropriate child protection assessments for women who use substances
- Gain knowledge of the importance of utilising a specific and consistent care pathway for women who use substances during pregnancy

Date	Time	Venue
Thursday 2nd July 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 19th November 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

This course supports the knowledge and understanding of the following DANOS units:

AA1, AA2, AA3, AB

Introduction To Mental Health

This is an introductory course, aimed at people who wish to develop their awareness of mental health to better support clients who may also be using substances.

Course aims – participants will:

- Gain an overview of mental health problems and their interactions with substances
- Be made aware of the most prevalent mental health problems
- Have knowledge of the most common interactions of stimulant and depressant substances on mental health

Date	Time	Venue
Thursday 30th April 2009	2.00pm – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 4th February 2010	2.00pm – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Safeguarding Children (inc Hidden Harm)

This one-day course will increase understanding of the impact that substance use can have on parenting capacity and the importance of effective inter-agency assessments to safeguard children. The training will focus on the experiences of children living with adults who use drugs or alcohol.

Course aims – participants will:

- Gain understanding of a child's experiences, exploring risk and protective factors in relation to parental substance use
- Develop skills and tools to use with children and families where parental substance use is an issue
- Gain knowledge of practice guidance, relevant resources and support services

Date	Time	Venue
Tuesday 1st September 2009	9.30am – 2.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 24th November 2009	9.30am – 2.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Sexual Health Awareness

This course is aimed primarily at individuals who work with young people, the aim is to increase knowledge around sexual health and to develop worker's confidence to assist young people to access services.

Course aims:

- To provide the skills and information necessary to support and encourage attendance at GU services
- To provide information relating to sexually transmitted infections, HIV and AIDS

Date	Time	Venue
Thursday 21st May 2009	10.00am – 12.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 8th September 2009	10.00am – 12.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Sharps Training

This short course aims to provide people with practical information about the safe removal of needles and syringes and to address some of the myths in relation to blood borne viruses.

Course aims – participants will:

- Know how to safely pick up and remove discarded needles and syringes
- Know what action should be taken if someone receives a needlestick injury
- Be given information in relation to blood borne viruses (BBV)

Session 1	Tuesday 14th July 2009	9.30am – 10.15am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0JH
Session 2	Tuesday 14th July 2009	10.45am – 11.30am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0JH
Session 3	Tuesday 14th July 2009	12.00am – 12.45pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0JH
Session 4	Tuesday 14th July 2009	2.00pm – 2.45pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0JH
Session 5	Tuesday 14th July 2009	3.15pm – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0JH

When booking please state which session you wish to attend

Please note: there is no charge for this training

An Introduction To Counselling Skills

This course will introduce learners to the concept of the principles involved in the basic skills and theory of counselling skills

Learning outcomes – participants will:

- Demonstrate an understanding of counselling
- Identify counselling skills
- Differentiate between 'counselling' and using 'counselling skills'
- Define 'active listening'
- Recognise core conditions for building relationships
- Identify the qualities of a good listener
- Recognise factors which hinder communication
- Develop self-awareness in their own gifts and abilities
- Plan how they will continue to use and develop these skills

Date	Time	Venue
Wednesday 29th July 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 21st October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Awareness of Refugees and Asylum Seekers

Course aims – participants will:

- Gain an understanding of the differences between refugees and asylum seekers
- Be able to identify some barriers to accessing services for refugees and asylum seekers
- Develop their knowledge and skills in order to more effectively engage with asylum seekers and refugees

Date	Time	Venue
Wednesday 22nd April 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 17th June 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Wednesday 7th October 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Brief Intervention Training – Smoking Cessation

This short course is designed to equip frontline staff with the confidence, knowledge and skills required for them to 'raise the issue' of smoking in order to support people to achieve and maintain a more healthy lifestyle.

Course aims – participants will:

- Know the health risks associated with smoking and tobacco use and the benefits of not smoking
- Understand current issues relevant to smoking
- Understand the stages and processes of change and resistance to change.
- Follow the 5 As model of brief intervention
- Know the referral process and signposting into specialist services

Date	Time	Venue
Thursday 25th June 2009	10.00am – 12.00am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Thursday 14th January 2010	10.00am – 12.00am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Please note: There is no charge for this training

Brief Intervention Training – Obesity and Weight Management

This short course is designed to equip frontline staff with the confidence, knowledge and skills required for them to 'raise the issue' of weight and obesity in order to support people to achieve and maintain healthy weight.

Course aims – participants will:

- Know the health risks associated with weight gain and the benefits of maintaining healthy weight
- Understand current issues relevant to obesity and weight management
- Understand the stages and processes of change and resistance to change
- Follow the 5 As model of brief intervention
- Have knowledge of the referral process and signposting into specialist services

Date	Time	Venue
Wednesday 16th September 2009	10.00am – 12.00am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Please note: There is no charge for this training

Inclusive Resources

Many resources produced are not easily accessible to those having particular learning needs or difficulties, for example dyslexia. The course will provide information and advice about how to make your resources more accessible.

Course aims – participants will:

- Explore some of the barriers that individuals face and how these may be addressed
- Know what style, font, layout and colour schemes are considered to be helpful
- Develop confidence in producing resources to meet a range of learning needs

Date	Time	Venue
Friday 17th July 2009	9.30am – 12.00am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 22nd January 2010	9.30am – 12.00am	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Please note: There is no charge for this training

Disability Awareness Training

Course aims – participants will:

- Explore our understanding of disability and the impact on the people we work with
- Identify the models of disability and how this affects people's lives
- Recognise the barriers for people using our services and identify solutions
- Understand their responsibilities under the Disability Discrimination Act

Date	Time	Venue
Friday 25th September 2009	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 29th January 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 12th March 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Motivation and Leadership

This course, aimed at team leaders, will provide an opportunity to gain knowledge and skills that can be used to improve management and leadership.

The course is also suitable as a 'first step' for individuals who may in the future be in a position to study for the CMI Diploma.

Course aims – participants will:

- Understand their management and leadership style
- Explain the importance of Maslow/Hertzberg theories
- Develop strategies to motivate their teams
- Understand how to ensure performance meets outcomes
- Complete an action plan to improve management and leadership

Date	Time	Venue
Friday 5th March 2010	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Accredited Training for Professionals

Introduction To Drug Awareness For The Individual

National Open College Network (NOCN level 2)

Learning outcomes – the learner will:

- Know the difference between some types of drugs, including their legal status
- Be aware of some of the causes of the drug misuse
- Recognise some of the physical and psychological effects of drug misuse
- Recognise the implications of drug misuse on others
- Gain an awareness of the health issues associated with drug misuse
- Recognise the effects of withdrawing from drugs
- Identify agencies offering help and information on drug misuse

Please note: Learners will need to attend all three days training and complete a portfolio to achieve the certificate.

Date	Time	Venue
Tuesday 6th October 2009 Day 1	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 20th October 2009 Day 2	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Tuesday 3rd November 2009 Day 3	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Accredited Training for Professionals

Introduction To Alcohol Awareness For The Individual

National Open College Network (NOCN level 2)

Learning outcomes – the learner will:

- Know about the differences in unit strengths
- Be aware of possible causes of alcohol misuse
- Recognise some of the psychological effects of alcohol misuse
- Be aware of the effects that alcohol use can have on others
- Gain an awareness of health issues associated with alcohol misuse
- Recognise the effects of withdrawing from alcohol
- Identify agencies offering help and information on alcohol misuse

Please note: Learners will need to attend all three days training and complete a portfolio to achieve the certificate.

Date	Time	Venue
Friday 5th June 2009 Day 1	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 19th June 2009 Day 2	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 3rd July 2009 Day 3	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Accredited Training for Professionals

Introduction To Mentoring

National Open College Network (NOCN level 2)

Learning outcomes – the learner will:

- Demonstrate an understanding of what is meant by mentoring
- Demonstrate a familiarity with the knowledge, attributes and skills required for successful mentoring
- Recognise own development needs
- Demonstrate a familiarity with effective record keeping in mentoring
- Demonstrate a knowledge of the diversity aspects of mentoring

Please note: Learners will need to attend all three days training and complete a portfolio to achieve the certificate.

Course 1

Date	Time	Venue
Friday 4th September 2009 Day 1	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 18th September 2009 Day 2	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Friday 2nd October 2009 Day 3	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

Course 2

Date	Time	Venue
Saturday 9th May 2009 Day 1	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Saturday 16th May 2009 Day 2	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ
Saturday 30th May 2009 Day 3	9.30am – 4.00pm	The Willows, Ransom Wood Business Park, Mansfield, Notts NG21 0HJ

How long does the course last?

Candidates are expected to complete within one year and should expect to commit themselves to 240 hours of self study. This programme is offered on a flexible learning basis designed to be completed within one year. Learning is supported by personal tutorials, which may take place via web-cam and internet links or in person. Candidates are expected to learn through individual research assignment work.

What does the course aim to do?

The programme is designed to offer a competence based, work related qualification in management studies.

What qualifications will you achieve?

CMI Diploma in Management.

What will you study?

The course covers a broad range of management subjects selected from four Key Management roles;

- Managing Activities – Control of Quality, Safety and Output, Continuous Improvement
- Managing Finance – Planning and Control of Physical and Financial Resources
- Management of People – Development of Personal Management Style, Recruitment and Selection, Planning, Controlling and Managing the Work of teams and Individuals
- Managing Information – Meetings and Decision Making

How will your progress be assessed?

Work-based assignments based on the assessment criteria determined by the Chartered Institute of Management.

What might this course lead to?

Strategic Management and Leadership Diploma Level 7.

Are there any entry requirements?

While there are no formal entry requirements, candidates must convince the course co-ordinator at interview that they are capable of completing the programme.

What will it cost

Level 5 £713.00

Level 7 £789.00

Please see over for scheduled dates

Date	Time	Venue
Friday 8th May 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 12th June 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 10th July 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 14th August 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 11th September 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 9th October 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 13th November 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 11th December 2009	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ
Friday 8th January 2010	9.30am – 3.00pm	The Willows, Ransom Wood Business Park, Notts, Mansfield NG21 0HJ

Please note: Although you should arrange to be available between 9.30am and 3.00pm for each session, your taught sessions may not last for this amount of time.

Exact times of attendance will depend on the level being undertaken and this will be arranged with participants at the start of the course.

Other Recommended Training and Contacts

The Let's Build Training Team, whilst offering a comprehensive range of courses, is keen to support people's personal and professional development in other areas where there is a link to substance misuse.

We are pleased to provide you with contact details for other agencies who can provide you with training.

Safeguarding Children

It is recognised that a range of issues relating to drug and alcohol use affect both young people and children. The Nottinghamshire Safeguarding Children's Board delivers a variety of courses on safeguarding children, these courses aim to enable participants to keep the welfare of children at the centre of their work.

For more information relating to the above training contact:

Sarah Bale – 0115 9934332 – www.nottinghamshire.gov.uk

Domestic Violence Training

For more information contact the Domestic Violence Forum – 0115 9623237

email – enquires@ndvf.co.uk

HLG – The Hostels Liaison Group

Nottingham Hostel Liaison Group, 21 Clarendon Street, Nottingham NG1 5HR

Telephone: 0115 8599525 Website: www.hlg.org.uk

Disability Training

For more details contact Margaret Clements on: 01623 626972

New Leaf/Stop Smoking Brief Interventions Training

Flexible training available to suit you and your team, for more information please

contact Helen Shields (Stop Smoking Co-ordinator) on: 01623 414114 ext 4421

email: helen.shields@nottspct.nhs.uk

Lesbian, Gay, Bi-sexual and Transgender Training (LGBT)

For more information contact Shirley Macreadie on: 07990 692873

Commission for Equality and Human Rights (CEHR)

Website: www.cehr.org.uk

Nottinghamshire County Teenage Pregnancy Partnership

A variety of courses around sexual health, for more information contact

Emma North on: 01623 627322

email: Emma.North@nottscg.gov.uk

Course Booking Form (Part 1)

Please note: All names and addresses must be completed in full, in order to process your application and for you to receive confirmation for the course you have applied for.

Applicants for **NOCN** courses must fully complete all 3 parts of the booking form, registration will **only** take place on receipt of **fully completed** forms.

Course Title:
Course Date:
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
Forenames:
Surname:
Date Of Birth:
Job Title:
Organisation Name & Address:
Post Code:
Do you have any additional requirements? (Please state:)
Telephone: Fax:
e-mail Address:

Completed application forms should be sent to:

Let's Build Training Administrator

The Willows, Ransom Wood Business Park, Southwell Road West, Mansfield, Notts NG21 0HJ

Tel: 01623 652743 Fax: 01623 631462 email: info@letsbuild.org.uk

Please note that confirmation of your place wherever possible will be made by post or e-mail, however if you have any queries please do not hesitate to contact Let's Build on 01623 652743. If we are unable to offer you a place due to the course being full, we will notify you accordingly.

Cost: A nominal charge of £20.00 (£30.00 for accredited courses) unless otherwise stated is made for each delegate. An invoice payable within 30 days, will be sent out to you at the same time as your confirmation.

We are unable to provide refunds for courses booked. We will however allow you to arrange for another person from your organisation to take your place.

Delegates should be aware that **lunch will not** be provided

PLEASE COMPLETE THE FORM ON THE REVERSE

Course Booking Form (Part 2)

NOCN Course Candidates must complete this section in full

Please tick one statement from each section which describes you best

Gender		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not Specified
Ethnicity		
<input type="checkbox"/> 01 White British	<input type="checkbox"/> 08 Indian	
<input type="checkbox"/> 02 White Irish	<input type="checkbox"/> 09 Pakistani	
<input type="checkbox"/> 03 Any Other White	<input type="checkbox"/> 10 Bangladeshi	
<input type="checkbox"/> 04 Mixed White and Black Caribbean	<input type="checkbox"/> 11 Any other Asian Background	
<input type="checkbox"/> 05 Mixed White and Black African	<input type="checkbox"/> 12 Caribbean	
<input type="checkbox"/> 06 Mixed White and Asian	<input type="checkbox"/> 13 African	
<input type="checkbox"/> 07 Any other Mixed Background	<input type="checkbox"/> 14 Any other Black Background	
	<input type="checkbox"/> 15 Chinese	
	<input type="checkbox"/> 16 Any other Ethnic Group	
	<input type="checkbox"/> 99 Not Stated	
Employment Status		
<input type="checkbox"/> FS Full time Student	<input type="checkbox"/> RE Registered Unemployed-seeking work	
<input type="checkbox"/> FT Employed – Full time	<input type="checkbox"/> UN Unwaged – Not Seeking Work	
<input type="checkbox"/> PT Employed – Part Time	<input type="checkbox"/> NS Not Specified	
Ability		
<input type="checkbox"/> 1. Candidate considers him/herself to have learning difficulty and/or disability		
<input type="checkbox"/> 2. Candidate does not consider him/herself to have a learning disability		
<input type="checkbox"/> 3. No Information provided by the candidate		

Course Booking Form (Part 3)

Boundaries.

This training programme is open to all our partner agencies to use. There are, however, instances in which boundary issues may arise between the training provider and individual participants on the course, especially if they are a client of the training provider. In order to address this we will endeavour to ensure that the training providers are made aware of the participants they are due to train prior to the event. Wherever concerns or conflicts arise, we shall try to provide for a suitable alternative arrangement.

Medical: Do you have any medical information we should know about? (please state)

Learning: Do you have any specific learning needs we should know about? (please state)

Previous Training Courses attended: Please note you must complete basic courses before attending Intermediate courses.

Own Agency Introduction Yes No

Basic Drug Awareness Yes No

Basic Alcohol Awareness Yes No

Basic Stimulant Training Yes No

Relevance: Please also state the relevance of the course to your role:

Applicant's Signature:

Date:

Line Manager's use only: (Where appropriate)

Line Manager's signature:

Print name:

Date:

Telephone:

e-mail:



Let's Build...

**Let's Build
The Willows
Ransomwood Business Park
Southwell Road West
Mansfield
NG21 0HJ**

Tel: 01623 652743

www.letsbuild.org.uk