

Training Course Planner 2020/21

Book training course places online and view the full dates* by visiting www.hcpa.info/training



Sharing best practice in care through partnership

*Please note: Some training courses run longer than one day; this planner only shows the first day. Some courses may not be fully funded.

Category	Course	Duration	2020										2021		
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Network Events	HCPA Members Network Events	1 Day			3 rd				2 nd			9 th			3 rd
Manager Forums	North Hertfordshire	2 hours		15 th				12 th				12 th			16 th
	Central Hertfordshire	2 hours		15 th				12 th				12 th			16 th
	South Hertfordshire	2 hours		15 th				12 th				12 th			16 th
Care Certificate	Includes: Duty of Care, Equality & Diversity, Privacy & Dignity, Fluids & Nutrition, Safeguarding, Health & Safety, Moving & Handling and Infection Prevention. Moving & Handling and Basic Life Support as practical sessions.	7 Days	1 st , 7 th , 20 th	6 th , 11 th , 28 th	1 st , 15 th , 30 th	14 th , 27 th , 29 th	4 th , 18 th , 25 th	1 st , 7 th , 21 st , 28 th	5 th , 13 th , 19 th	3 rd , 17 th	4 th , 7 th	5 th , 6 th , 12 th , 25 th , 26 th	3 rd , 15 th	1 st , 4 th , 16 th	
Leadership Courses & Continuing Professional Development (CPD)	An Introduction to Care Leadership	2 Days	21 st			1 st					15 th			20 th	
	Build a Culture of Dignity for Managers	1 Day				13 th						12 th		11 th	
	Chairing and Facilitating Meetings	Half-Day	16 th						17 th					22 nd	
	Difficult Conversations: A Guide for Leaders	1 Day	2 nd						4 th					5 th	
	Effective Complaints Management	1 Day		18 th				26 th				13 th			
	Equality and Diversity for Managers	1 Day			11 th						13 th			12 th	
	Gaining Outstanding in Inspections	Half-Day			10 th								1 st		5 th
	Leadership and Management for Health & Social Care - Level 5 Award	14 Days		1 st											
	Managing People: Proactively Raising Productivity Through Performance Management	2 Days	28 th							15 th				21 st	
	Quality Assurance and Inspections: Leading and Recognising Excellence in Care	2 Days	22 nd									29 th			6 th
	Recruitment and Retention: Leading a Compassionate Care Service	3 Days		19 th								8 th			12 th
	Strategies for Retaining a Competent, Skilled Workforce	Half-Day	24 th				22 nd					22 nd			
	Supervision and Appraisals	1 Day				7 th						6 th			7 th
	Time Management: A Guide for Leaders	1 Day			12 th					10 th					9 th
	Training Management - Level 3 Award	2 Days			9 th								4 th		11 th
Short Training Courses & Qualifications	Becoming a Physiotherapy Support Facilitator in Your Organisation	12 Days							7 th					1 st	
	Catheter Care	Half-Day			1 st						8 th				
	Catheterisation	Half-Day			1 st						8 th				
	Certificate in the Principles of Care Planning - Level 2 Award	5 Days		5 th							9 th				
	Chair Based Exercise Instructor: Level 2 Qualification	4 Days	21 st		8 th				7 th	12 th				18 th	23 rd
	Customer Service for Health and Social Care Settings - Level 2 Award	3 Days			24 th					9 th				10 th	
	Data Protection - Handling Information in a Care Setting - Level 2 Qualification	1 Day		6 th		15 th			23 rd			4 th		13 th	10 th
	Diabetes Management Including Administration and Blood Testing	1 Day			30 th				29 th			3 rd			24 th
	Dignity in Care	1 Day					27 th					6 th			5 th
	End of Life ABC	2 Days			16 th				23 rd			18 th			
	Equality and Diversity	1 Day	8 th									5 th			
	Falls Intervention: Managing Individuals Who Have Fallen	1 Day			16 th						20 th				
	Falls Prevention Strategies	1 Day			9 th	1 st				9 th	4 th				
	First Aid At Work	3 Days			24 th							9 th			
	Infection Prevention and Control Lead	Half-Day	21 st	20 th	10 th	8 th , 14 th			22 nd	6 th , 7 th , 14 th , 27 th	11 th	2 nd	13 th , 14 th		
LGBT+ Inclusion in the Workplace	Half-Day							3 rd				16 th			
Lone Working	Half-Day				28 th						9 th				
Education for Trainers	Medication: Assist in the Administration of Medication - Level 2 Qualification	2 Days			24 th									2 nd	
	Medication: Support Use of Medication - Level 3 Qualification	3 Days								20 th				19 th	
	Medication Best Practice: Leadership Responsibilities in Adult Disability Services	1 Day			17 th							24 th			
	Medication Best Practice: Leadership Responsibilities in Homecare Settings	1 Day		12 th								5 th			
	Medication Best Practice: Leadership Responsibilities in Residential Settings	1 Day	22 nd							30 th					
	NHS Guidelines - Identification, Assessment and Management of Frailty	Half-Day		14 th		15 th					19 th				4 th
	Oral Health Management	Half-Day	28 th			16 th					19 th				23 rd
	Pressure Ulcer - Prevention & Treatment	Half-Day			11 th						13 th		8 th		9 th
	Principles of Safeguarding and Protection in Health & Social Care	2 Days		21 st											3 rd
	Professional Boundaries	1 Day				22 nd					22 nd			22 nd	
	Promoting Nutrition and Hydration in Health & Social Care Settings - Level 3 Qualification	3 Days			8 th							11 th			
	Supporting Clients on the Autism Spectrum	2 Days				22 nd							7 th		
	Tier 2: Dementia Awareness	2 Days		6 th	22 nd						8 th				18 th
	Tier 2: Health and Wellbeing in Dementia	1 Day		26 th							6 th				
	Tier 2: Law, Ethics and Safeguarding in Dementia	1 Day			5 th										1 st
Tier 3 Dementia: Strategies to Support Behaviours of Distress	2 Days			16 th		11 th					16 th			20 th	
Urinary Tract Infection and Hydration	Half-Day		21 st						23 rd					26 th	
Vital Signs and Recognising Deterioration	1 Day			7 th							17 th				
Champion Pathways	Certificate in Assessing Vocational Achievement - Level 3 Award	4 Days		1 st		1 st				1 st				1 st	
	Conflict Management in a Training Session	Half-Day		29 th								5 th			4 th
	Education and Training - Level 3 Award	3 Days			4 th				3 rd					8 th	
	How Your Organisation Can Become a HCPA Internally Approved Training Provider	Half-Day	20 th		19 th	24 th				11 th					
Bespoke Training	Advanced Dementia	16 Days							8 th						
	Advanced End of Life	14 Days									22 nd				
	Advanced Engagement and Enablement	12 Days									14 th				
	Advanced Falls	14 Days							23 rd						
	Advanced Medication	12 Days		21 st										27 th	
	Advanced Nutrition	14 Days												19 th	
	Advanced Positive Behaviour Support (For Adult Disability Services)	12 Days			4 th										
	Advanced Safeguarding	14 Days									6 th				
Advanced Wound Management	13 Days		5 th												

CELEBRATING GREAT CARE

Celebrating 10 years of Hertfordshire's best in care at a glamorous and prestigious end-of-year awards ceremony!

Nominations are open until July 2020!

careawards@hcpa.info
www.hcpa.info/events

PROVE YOU ARE A PROFESSIONAL IN CARE!

Utilise a simple way to track your learning

- Collate evidence of your certification in one place
- Earn points for perks along the way

Now is the perfect time to assist all your staff to sign up to the Hertfordshire Care Academy.

info@hertscareacademy.com
www.hertscareacademy.com

STOPFALLS CAMPAIGN

The StopFalls Campaign includes guidance, resources, prevention self-assessments, exercise qualifications and community classes, and much more!

Why not download the HCPA StopFalls Mobile App?

stopfalls@hcpa.info
www.hcpastopfalls.info

FREE FOR YOUR BUSINESS

You will receive a fully impartial qualitative and quantitative report and action plan that accurately analyses all aspects of your care business. The valuable insight captured will help develop an appropriate plan for you to push forward the quality of your service.

STAN
HCPA Skills Training And Needs Audit

ifs@hcpa.info
www.hcpa.info/ifs

FREE FOR EMPLOYERS

Progress to Silver or Gold membership to gain access to **exclusive benefits**. Silver shows your engagement through Leadership. Gold shows your engagement through quality assurance.

enquiries@hcpa.info
www.hcpa.info/membership

FREE FOR TRAINERS

The Herts Good Care Recruitment Service is a partnership between Hertfordshire County Council and HCPA.

- The Campaign raises awareness and showcases great care - take part in January and July's Good Care Month!
- The Recruitment Team search for staff for you - Pick up the phone and explain your needs

jobs@hcpa.info
www.hertsgoodcare.com

FREE FOR TRAINERS

Professionals who work on behalf of Hertfordshire care homes with the Integrated Discharge Teams and wards at Lister, Watford General and Princess Alexandra Hospital, impartially assessing new, returning or self-funded local care home residents to ensure a safe transition from hospital to care home.

Lister Hospital - hcpaassessor@lister.enh-tr.nhs.net
PA Hospital - impartialassessor@hcpa.info
Watford - wherts-tr.impartialassessor@nhs.net

www.hcpa.info/impartialassessor

FREE FOR TRAINERS

HCPA created the INSPIRE framework to meet the needs of succession planning in organisations. This is your opportunity to build a bespoke programme that will support new and aspiring leaders to become knowledgeable, confident, and competent at leading your teams.

inspire@hcpa.info
www.hcpa.info/inspire

FREE FOR TRAINERS

Join the many residential services in Hertfordshire to market your bed vacancies for free, whether Adult Care Service or Private. Share and update your bed vacancies on a live system to enable the public to find bed vacancies specific to their search needs.

support@hcpa.info
www.hertscaresearch.org

FREE FOR TRAINERS

Gain this branding for your company by proving you have assessed your business.

- Complete relevant self-assessments for your business
- Show your inclusion in raising the profile of care in the county
- Upload & share your assessments with monitoring officers

If you are a Hertfordshire County Council contracted service, this is a requirement. If you are private, this shows your good practice in your internal quality assurance system.

enquiries@hcpa.info
www.hcpa.info/about-us/in-partnership

Bespoke Training Interested in something not listed above or would like something bespoke to your needs? We offer training on-site, adapted for your organisation's requirements! Email enquiries@hcpa.info to find out more

Events & Seminars For a list of HCPA's upcoming Events and Seminars, visit www.hcpa.info/events