worcestershire
c o u n t y c o u n c i l

DPS CATEGORY PORTFOLIO FOR

WORCESTERSHIRE COUNTY COUNCIL LEARNING AND DEVELOPMENT TRAINING

Categories	Area	Courses included within each category are listed below, but are not limited to:
1	Social Work (Children's & Adults) Training for Social Work Qualified Staff and Social Work Academy.	• Age Assessment • Developing Effective Supervision • Equality and Diversity Children's Social Work • Essential Best practice in Court (for Children's Social Workers) • Good practice in person centred assessment, support planning and decision making • Introduction to Working with Unaccompanied Children - for Social Work Teams • Practice Education Masterclass • Supervising a Learner in Practice
2	Social Care (CFC & Adults) Training is offered to Adults working within Children's Families and Communities Services and Adult Social Work and Social Care Services, including Foster Carers.	• Alcohol Awareness • Bereavement & Loss In Children • Brief Solution Focus • Continence, catheter & stoma principles of care • Dementia Awareness • Direct Work with Children • Drugs Awareness (fostering) - AKA. Drug & Novel Psychoactive Substances Awareness • End of Life Care • FASD Awareness (fostering) • MAPA DSD • MAPA Level 1 • MAPA Level 1 update

		• MAPA Level 2 • MAPA Level 2 update • Mental Health First Aid (Adults) • Nutrition and hydration principles of care • Person centred approaches (inc. risk enablement) • Proactive pressure care • Protective Behaviours Foundation Training • Risk Assessment Principles and Practice • Self-Harm Awareness (fostering) • Understanding & Managing Stress (fostering) • Understanding & Working With Eating Disorders (fostering) • Understanding Depression & Anxiety (fostering) • Understanding Drug and Alcohol Misuse • Understanding how loss impacts on children • Valuing Difference Part 1 (fostering) • Valuing Difference Part 2 (fostering) • Working With FASD Children (fostering) • Youth Mental Health First Aid
3	Safeguarding, Mental Capacity Act and Deprivation of Liberty Safeguards (CFC & Adults) Training is offered to Adults working within Children's Families and Communities Services and Adult Social Work and Social Care Services.	• Adult Safeguarding basic awareness • Adult Safeguarding for Practitioners • Adult Safeguarding recognising, responding, reporting • CFC Safeguarding - Specialist - Emotional Abuse • CFC Safeguarding - Specialist - Sexual Abuse • CFC Safeguarding Supervision • CFC Safeguarding - Reaching Sound Judgements • Domestic Abuse Awareness (fostering) • Domestic Abuse: Intercollegiate Level 4 • Understand Domestic Abuse and how to respond (Level 2) • Domestic Abuse: Working with those who are, or may be experiencing domestic abuse (Level 3) • Empowering Choice for MCA & DOLS

		• MCA & DOLS Practitioners & Decision Makers • Participating Supervising Adults Safeguarding Enquires • Safeguarding (fostering)
4	Health & Safety Training is offered to Adults working within different service areas within the Council and external care providers, commissioned to provide care by the Council. Therefore case studies and considerations need to be factored into training delivery to include areas of work such as residential care homes, domiciliary care and school settings.	**Food Safety** • Accredited Food safety in catering L2 • Accredited Supervising Food safety in catering L3 **Health & Safety** • Accredited Health and Safety in Health and Social Care (includes Infection Control) L2 • Accredited Level 3 Supervising Health and Safety in the Workplace • Accredited Health & Safety in Social care L3 • COSHH **Moving and Handling** • Diligent - Ergo Coach • Diligent Ergo-Coach Update • Moving and handling people front line (inc hoist) • Moving and handling people front line (inc hoist) - Refresher • Moving and Handling Key Person Risk Assessor • Moving and Handling Key Person Risk Assessor Update • Moving and Handling Key Person Train the Trainer • Moving and Handling Key Person Train the Trainer Annual Update • Securing Passengers with Wheelchairs **First Aid** • Foundation in First Aid • Emergency First Aid • Emergency First Aid (fostering) • First aid at work certificate **Schools (Teachers & Support Staff)**

		• Schools - Emergency First Aid • Schools - First Aid at Work Certificate • Schools - First Aid at Work Requalification • Schools - Paediatric First Aid • Schools - Educational Visit Coordinator • Schools - Educational Visit Coordinator Refresher • Schools - Manual Handling Objects • Schools – COSHH • Schools - PAT Testing • Schools - Risk Management • Schools - Visit Leader **Fire Safety** • Fire Awareness • Fire regulations for Managers **Medication** • Introduction to the safe handling of medication • Managing the safe handling of medication • Managing the safe handling of medication - Refresher • Medications Transcribing only
5	Corporate Business Skills Support provided across the organisation at all levels.	**Management and Leadership (all levels)** • Psychometric profile testing • Emotional Intelligence • Performance Management Role Players • Talent Management Development Programme (all levels) • Bespoke Team Development Leadership Sessions • Generic Management & Leadership Training (all levels) **Resilience & Well-being** • NLP Coaching for Practitioners • NLT Coaching CPD for Practitioners

		• NLP Coaching Train the Trainer • Mediation for Practitioners • Mediation CPD for Practitioners • Executive 1:1 Coaching and/or Mentoring **Inspirational, Motivational Conference Speakers (on a range of subjects)** **Continuous Professional Development (profession specific)** • Employment Law Training • Finance & Resources Training • Planning • Trading Standards • Finance • Action Learning Sets
6	ICT Training is providing on a bespoke basis and offered to a diverse range of internal council staff.	Whilst training is bespoke, our approach is reactive and therefore we have listed the training that we have historically procured: • Excel: Advanced Functions • Excel: Calculations and Common Functions • Excel: Charts and Graphs • Excel: Data Management • Excel: Data Management and Analysis • Excel: Linking Worksheets and Workbooks • Excel: Lookup Tables • Excel: Manage Multiple Worksheets and Lookup Tables • Excel: More Functions, Validation and Formatting • Excel: Pivot Tables and Pivot Charts • Excel: Setting up your Spreadsheets • Excel: Sorting & Filtering Workshop • Excel: Spreadsheet Data

		- Excel: Using Calculations Efficiently and Working with Useful Functions - Excel: Using Conditional Logic (IF) - Excel: Working with lists and data tables - Excel: Working with multiple Workbooks - Microsoft Office Drop In Sessions - OneNote: Go 'Paper Light' with MS OneNote - OneNote: Making The Most of OneNote - Outlook: Best Practice and Time Saving Tips - Outlook: Email Management - Outlook: Making the Most of Outlook - PowerPoint: Create Efficient, Effective and Dynamic Presentations - PowerPoint: Use Animation for Maximum Impact - Project: Advanced Functionality - Project: Fundamentals - Project: Reporting Workshop - Publisher: Overview - VISIO: Overview - Word: Creating Professional looking reports - Word: Top Tips for Working Smarter in Word - ITIL foundation - ITIL practitioner - Enterprise Architecture - eLearning Portal - ICT Training for ICT Staff