**Training Plan – February – April 2022**

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| **Date** | **Course Name** | **Location** | **Times** | **Suitable For:** | **Comments** |
| 10th February 2022 | Disciplinary Skills – mop up session for those that haven’t been able to attend | Head Office  Earn House  Boardroom | 930am – 130pm | Managers  Deputy Managers  (Also Nurses, Senior Carers and Home Administrators involved in the disciplinary process) | Book your place with Sarah Summers  [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk) and roster the date in the diary |
| 11th February 2022 | Disciplinary Skills | ASC  Balbeggie | 11am – 3pm | Managers  Deputy Managers  (Also Nurses, Senior Carers and Home Administrators involved in the disciplinary process) | Book your place with Sarah Summers  Sarah.summers@balhousiecare.co.uk and roster the date in the diary |
| 17th February 2022 | Disciplinary Skills – mop up session for those that haven’t been able to attend | Head Office  Earn House  Boardroom | 1 – 5pm | Managers  Deputy Managers  (Also Nurses, Senior Carers and Home Administrators involved in the disciplinary process) | Book your place with Sarah Summers  [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk) and roster the date in the diary |
| 21,22 &24th February 2022 | First Aid | Head Office  Earn House Boardroom | 9am – 4pm  3 day course | Employees who will deliver first aid | Book your place with Sharon Burke [Sharon.burke@balhousiecare.co.uk](mailto:Sharon.burke@balhousiecare.co.uk)  Roster your employee on for all three days and advise to attend Head Office for the training.  Pre course covid questionnaire needs completed and returned for the trainer 24 hours in advance. LFT to be done each day before the course. |
| 25th February 2022 | Absence Management – mop up session for those who haven’t been able to attend | Head Office  Earn House  Boardroom | 930am – 130pm | Managers  Deputy Managers  (Also Nurses, Senior Carers and Home Administrators involved in the absence management process) | Book your place with Sarah Summers  Sarah.summers@balhousiecare.co.uk and roster the date in the diary |
| 2nd, 3rd & 4th March 2022 | First Aid | Head Office  Earn House Boardroom | 9am – 4pm  3 day course | Employees who will deliver first aid | Book your place with Sarah Summers [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk)  Roster your employee on for all three days and advise to attend Head Office for the training.  Pre course covid questionnaire needs completed and returned for the trainer 24 hours in advance. LFT to be done each day before the course. |
| 21,22 &23rd March 2022 | First Aid | Head Office  Earn House Boardroom | 9am – 4pm  3 day course | Employees who will deliver first aid | Book your place with Sarah Summers [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk)  Roster your employee on for all three days and advise to attend Head Office for the training.  Pre course covid questionnaire needs completed and returned for the trainer 24 hours in advance. LFT to be done each day before the course. |
| 25th March 2022 | Absence Management – mop up session for those who haven’t been able to attend | Head Office  Earn House  Boardroom | 930am – 130pm | Managers  Deputy Managers  (Also Nurses, Senior Carers and Home Administrators involved in the absence management process) | Book your place with Sarah Summers  [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk) and roster the date in the diary |
| 29th, 30th, 31st March & 1st April 2022 | Manual Handling Train the Trainer | The Landmark Hotel  Kingsway West  Dundee  DD2 5JT | 9am – 430pm  4 day programme | Care Home Trainers | Book your place with Sarah Summers [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk)  Roster your employee on for all four days of training in Dundee.  Joining details need completed and returned for the trainer in advance. LFT to be done each day before the course. |
| 31st March 2022 | Recruitment & Selection | Head Office  Earn House  Boardroom | 1 – 5pm | Recruiting Managers | Book your place with Sarah Summers  Sarah.summers@balhousiecare.co.uk and roster the date in the diary |
| 1st April 2022 | Recruitment & Selection | Head Office  Earn House  Boardroom | 930am – 130pm | Recruiting Managers | Book your place with Sarah Summers  Sarah.summers@balhousiecare.co.uk and roster the date in the diary |
| 6th, 7th, 8th April 2022 | First Aid | Head Office  Earn House Boardroom | 9am – 4pm  3 day course | Employees who will deliver first aid | Book your place with Sarah Summers [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk)  Roster your employee on for all three days and advise to attend Head Office for the training.  Pre course covid questionnaire needs completed and returned for the trainer 24 hours in advance. LFT to be done each day before the course. |
| 12th April 2022 | Recruitment & Selection | Head Office  Earn House  Boardroom | 1 – 5pm | Recruiting Managers | Book your place with Sarah Summers  Sarah.summers@balhousiecare.co.uk and roster the date in the diary |
| 22nd April 2022 | Appraisal Skills | Head Office  Earn House  Boardroom | 930am – 130pm | Managers, Deputy Managers, Nurses & Senior Carers carrying out appraisals | Book your place with Sarah Summers  Sarah.summers@balhousiecare.co.uk and roster the date in the diary |
| 25th , 28th & 29th April 2022 | First Aid | Head Office  Earn House Boardroom | 9am – 4pm  3 day course | Employees who will deliver first aid | Book your place with Sarah Summers [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk)  Roster your employee on for all three days and advise to attend Head Office for the training.  Pre course covid questionnaire needs completed and returned for the trainer 24 hours in advance. LFT to be done each day before the course. |
| 25th, 26th, 27th & 28th April 2022 | Manual Handling Train the Trainer | The Landmark Hotel  Kingsway West  Dundee  DD2 5JT | 9am – 430pm  4 day programme | Care Home Trainers | Book your place with Sarah Summers [Sarah.summers@balhousiecare.co.uk](mailto:Sarah.summers@balhousiecare.co.uk)  Roster your employee on for all four days of training in Dundee.  Joining details need completed and returned for the trainer in advance. LFT to be done each day before the course. |