**Training Plan – March – April 2022**

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| **Date** | **Course Name** | **Location** | **Times** | **Suitable For:** | **Comments** |
| 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. |