



Activities	Develop activities that are person centred and assist with the enrichment of individuals	3 Hours	Min – 3 Max - 18
Anaphylaxis	Define anaphylaxis; describe the body’s reaction, explain the common triggers, Demonstrate the first aid treatment of someone suffering, Explain the medication used for safe treatment.	3 Hours	Min – 3 Max - 18
Assertiveness	Explain what assertiveness is, Identify passive, aggressive and assertive behaviour, Identify where non assertive behaviour comes from, explain the rules of assertiveness, Demonstrate the techniques for assertive behaviour.	Half Day	Min – 3 Max - 18
4 Layer Compression Bandages	To enable the learner to understand the reasoning for using compression bandaging. Raise awareness of the problems associated with ulceration To demonstrate the application of 4 layer or multi layer compression bandages	Half Day	Min – 3 Max - 18
Asthma and Diabetes	Enable the learner to understand how asthma and diabetes develops. Raise awareness of asthma and diabetes and its treatments. Inform the learner of the symptoms associated with the conditions. Inform the learner of the complications associated with the conditions. Inform the learner of the process to follow when dealing with an asthma attack	Half Day	Min – 3 Max - 18
Autism	To give you an insight into Autistic Spectrum Disorder, the symptoms, diagnosis and potential interventions to assist the sufferer of Autism in leading their life	Half Day	Min – 3 Max - 18
Bedrails	To raise the knowledge of the correct positioning and use of bedrails including MCA assessment, positioning and risk assessments	Half Day	Min – 3 Max - 18
Bipolar Disorder	To enable learners to have a basic knowledge of Bipolar Disorder and how it can affect individuals	Half Day	Min – 3 Max - 18
Care Certificate	The Care Certificate was developed, jointly by Skills for Care, Health Education England and Skills for Health. It: applies across health and social care covers what is required to be caring, giving workers a good basis from which they can further develop their knowledge and skills.	5 Days	Min – 3 Max - 12

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Care of Older People	is to provide an overview to some of the changes that occur as the client ages, to enable the staff to be able to care for these individuals in a safe and dignified manner, ensuring that they receive a high standard of care, which meets their all their needs	Half Day	Min – 3 Max - 18
Care of the Acutely Confused	is to explore and discuss the common causes of acute confusion, the common behaviours presented and risks presented both to the patient and staff. The session will look at supportive management plans which lessen both patient and staff stress	Half Day	Min – 3 Max - 18
Care Planning	is to explore and discuss how care planning and supporting the individual to be involved in and making decisions about their care, is the essence of quality care, achieved through holistic assessment, and which is free from discriminatory practice	Half Day	Min – 3 Max - 18
Catheterisation	The learner will be able to understand the rationale for catheterization of male, female and suprapubic catheters. To understand the implications for cathetersiation and also to demonstrate effective insertion of catheter using anatomical models	Full Day	Min – 3 Max - 12
Challenging Behaviour	To ensure that you have knowledge and understanding of the differing types of challenging behaviours, their causes (Conditions) and also how to use de-escalation techniques to minimise the harm from this type of behaviour	Half Day	Min – 3 Max - 18
Clinical Supervision	To give you an insight into what clinical supervision is and how to gain the best from your staff using various methods	Half Day	Min – 3 Max - 18
Coaching and Mentoring	To allow the learner to be able to perform basic coaching and mentoring skills. Understanding the importance of achieving effective coaching and mentoring to enhance the workplace	Half Day	Min – 3 Max - 18
Communication	To ensure you have the knowledge and understanding to be able to communicate with your staff / clients through a range of different methods	Half Day	Min – 3 Max - 18
Complaints	To enable the learner to be able to facilitate the complaints procedure and understand the importance of an effective complaints procedure within the workplace	Half Day	Min – 3 Max - 18

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Continence	To inform the carer how the management of incontinence, both urinary and faecal, and the promotion of continence differ. To ensure the learner has the basic knowledge to apply the principles of catheter care. To inform the learner about the principles of stoma care.	Half Day	Min – 3 Max - 18
COSHH	is to give you an overview to COSHH to ensure that at all times you have the knowledge and understanding to be able to work to best practice.	Half Day	Min – 3 Max - 18
Chronic Disease Management	To enable learners to be able to manage Chronic Diseases and to be able to utilise the Modified Early Warning Score (MEWS) system to correctly manage early symptoms.	Full Day	Min – 3 Max - 18
Dementia	To develop your knowledge and awareness in the care of individuals who have a diagnosis of dementia and to create an understanding in behaviours that may accompany this	Half Day	Min – 3 Max - 18
Dementia	An insight into what the experience of dementia may be like, An introduction to the concept of person centred care An understanding of dementia as a range of conditions An understanding of how dementia may affect a person's behaviour & communication, A demonstration of how teamwork and support leads to better care for people with dementia	Full Day	Min – 3 Max - 18
Dignity in care	knowledge and understanding to be able to promote and advocate a dignity and respect based delivery of care	Half Day	Min – 3 Max - 18
Documentation and Record Keeping	to ensure you are able to complete all required documentation within care, in a way that it complies with both legal and organisational requirements	Half Day	Min – 3 Max - 18
Drug and Alcohol	to raise the candidates awareness in aspects of drug and alcohol misuse and how it affects people	Half Day	Min – 3 Max - 18
Dysphagia	to give you an oversight into dysphagia, the possible causes and also interventions and assistance for the person suffering	Half Day	Min – 3 Max - 18
End of Life Care	To ensure you have an awareness of the process of dying and how to ensure that the clients symptoms are relieved	Half Day	Min – 3 Max - 18
Epilepsy	basic understanding of epilepsy and the management of it	Half Day	Min – 3 Max - 18
Epilepsy Buccal Midazolam	basic understanding of epilepsy and when emergency treatment is required including the use of buccal midazolam	Half Day	Min – 3 Max - 12

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Equality and Diversity	The aim of this training is to ensure care staff gain an awareness of equality, diversity and care values, and how anti-discriminatory practice underpins individual care.	Half Day	Min – 3 Max - 18
Faecal Continence	To inform the carer how the management of faecal incontinence and the promotion of continence differ. To ensure the learner has the basic knowledge of bowel transition. To inform the learner about the Bristol Stool Chart.	Half Day	Min – 3 Max - 18
Falls in the Older Person	to provide an over view of the implications of falls in older people/persons, for the individual concerned and the care organisations, and how these falls may be prevented and reduced through risk assessment	Half Day	Min – 3 Max - 18
Fire Safety Awareness	is to inform the learner of current legislation relating to Fire Safety and how this applies to their organisation	Half Day	Min – 3 Max - 18
Fire Marshall	Explain the typical role of a fire warden/marshal in relation to workplace safety. Identify and use a range of portable fire extinguishers Recognise the way people behave in a fire situation Explain the key fire safety duties under the law Be competent in your duties during an evacuation Recognise the need for fire evacuation drills Describe how to prevent fire & limit its impact Understand the principles of a risk assessment	Full Day	Min – 3 Max - 12
First Aid – Basic life support	To enable learners to understand the basics of first aid including CPR, secondary survey, recovery position and choking	Half Day	Min – 3 Max - 12
Emergency first aid at work	To meet the OFQUAL and HSE requirements for Emergency First Aid at Work (EFAW)	Full day	Min – 3 Max - 12
First aid at work	To meet the OFQUAL and HSE requirements for First Aid at Work (FAW)	3 Days	Min – 3 Max - 12
Paediatric First Aid	To meet the First Aid requirements of OFQUAL and the NNEB	2 Days	Min – 3 Max - 12
FAW Requalifier	The three year update course to renew the FAW qualification	2 Days	Min – 3 Max - 12
Food Hygiene	is to provide an over view of food hygiene alongside necessary information to help avoid food borne illness in your establishment	Half Day	Min – 3 Max - 18
Gastrostomy Tubes	a basic understanding of what a gastrostomy is, how it works and the care that your client will require to manage their feeding tube.	Half Day	Min – 3 Max - 18

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Grievance and Disciplinary	a greater understanding of grievance and disciplinary procedures in the workplace, the rights of the employees and the requirements of the employer	Half Day	Min – 3 Max - 18
Health Advisors	Taking BP with electronic monitor, explaining the reading Pulse - taking pulse manually and distinguishing regular/irregular Cholesterol - brief intro/resources what it is and how is related to vascular health BMI - association with Type 2 diabetes (I am not sure if there will be time for this but would prefer this than how to use the scales	Half Day	Min – 3 Max - 18
Health and Safety	The aim of the session, is to give you an overview to health and safety to ensure that at all times you have the knowledge and understanding to be able to work to best practice.	Half Day	Min – 3 Max - 18
HIV / Aids Awareness	enable you to have an understanding of HIV and AIDS, transmission of infection and the chain of infection, how to minimise the risk of cross infection and guidance on how to comply with the Code of Practice.	Half Day	Min – 3 Max - 18
Infection Control	to enable you to have an understanding of basic infection control, transmission of infection and the chain of infection, how to minimise the risk of cross infection and guidance on how to comply with the Code of Practice	Half Day	Min – 3 Max - 18
Interviewing Techniques	is to give you the insight and knowledge for effective interviewing techniques to insure the correct selection of staff for the role	Half Day	Min – 3 Max - 18
Leadership Course	To enable the learners to be able to lead teams. This is designed for learners to be able to understand the importance of effective leadership and how it can achieve greater things	Half Day	Min – 3 Max - 18
Legislation	increase the knowledge of the service provider on health care legislation, so that they may: Provide quality care in a safe environment and which does not breach individual rights. Work in a safe environment that respects and upholds the rights of the employee	Half Day	Min – 3 Max - 18
Linking theory to practice	enable the learner to recognise how theories may be applied to support the care planning process and may assist the individual to achieve their potential	Half Day	Min – 3 Max - 18
Lone Worker	the knowledge of the hazards associated with lone working including de-escalation techniques, road rage and the policies and procedures that operate	Half Day	Min – 3 Max - 18

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Moving and Handling	To ensure you are working to current M & H guidelines To alleviate any poor techniques that you have adopted To minimise the risk of injury	Full Day	Min – 3 Max - 12
M & H Supervisors	Demonstrate a sound knowledge of relevant legislation that affects you, Identify your vulnerability to injury when undertaking Manual Handling tasks, Explain the workings of the spine and how to reduce the risks of spinal injury Demonstrate the principles of biomechanics Demonstrate knowledge of ergonomics Demonstrate the process of risk assessment	2 Days	Min – 3 Max – 12
M & H Champions	To ensure you are working to current M & H guidelines To have a sound knowledge of biomechanics and efficient movement To ensure safe practice for your assessing Explain the theory behind moving and handling Demonstrate safe practice using a range of techniques Have the skills to problem solve and convey safe practice to others	2 Days	Min – 3 Max - 12
Mental Capacity and Deprivation of Liberty Safeguards	Is to provide an overview of the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards and the implications they have for the service user and service provider.	Half Day	Min – 3 Max - 18
Medication Awareness	Is to provide an overview of the process of administering medication safely to your clients	Half Day	Min – 3 Max - 18
Medication	A more in depth course looking at the legislation, administration and correct use of MAR charts and associated documentation.	Full Day	Min – 3 Max - 18
Mental Health	Understanding of Mental Health conditions, how they can be identified and ways to deal with the conditions	Half Day	Min – 3 Max - 18
MUST	To provide an insight into basic nutrition. To enable the learner to recognise signs of malnutrition. To understand the principles of nutritional screening.	Half Day	Min – 3 Max - 18

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Nutrition	To enable you to gain a thorough understanding of nutrients from food and reasons why they are essential for health	Half Day	Min – 3 Max - 18
Oral Suctioning	Definition of suctioning . Sites for suction . Deferent between oropharyngeal / nasopharyngeal suctioning and endotracheal / tracheostomy suctioning . Purposes for suctioning . Indications for suctioning. Choosing the right size catheter	Half Day	Min – 3 Max - 18
Parkinson`s Awareness	to give you an insight into Parkinson`s disorder. We will:- Consider the possible causes of Parkinson`s Discuss its effects Look at ways in which we can support the person that has Parkinson`s Consider the treatment options	Half Day	Min – 3 Max - 18
Principles in Care	give all of the participants an insight into the basics of care, including the core values, confidentiality, Maslow`s Hierarchy of Care and the need for person centred approach to care planning.	Half Day	Min – 3 Max - 18
Risk Assessments	Inform the learner about the risk assessment process. Assist them in recognising what is a risk. Identify when clients rights are in conflict with the risk assessment process	Half Day	Min – 3 Max - 18
Safeguarding Adults	knowledge and understanding of how to recognise and report abuse within the workplace, ensuring that you are working to <i>your local</i> Adult Safeguarding Policy and Procedures.	Half Day	Min – 3 Max - 18
Safeguarding Children	knowledge and understanding of how to recognise and report abuse within the workplace, ensuring that you are working to <i>your local</i> Adult Safeguarding Policy and Procedures.	Half Day	Min – 3 Max - 18
Self Harm	increase people`s awareness of self harm and suicide, and the actions required.	Half Day	Min – 3 Max - 18
Sexuality + Personal Relationships	To increase the understanding of sexuality and how different expressions of sexuality affect people`s lives, including those with learning difficulties.	Half Day	Min – 3 Max - 18
Staff Supervision	To give you an insight into what staff supervision is and how to gain the best from your staff using various methods	Half Day	Min – 3 Max - 18
Stress Management	a basic understanding of stress, the mechanisms behind it, causes of stress and how to manage it efficiently.	Half Day	Min – 3 Max - 18

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Stroke Awareness	give you an oversight into the condition of stroke, the importance of speedy intervention, how it affects the sufferer and what you can do to improve their life after	Half Day	Min – 3 Max - 18
Subcutaneous Fluids	To have an understanding why subcutaneous fluids are used, especially in the elderly To have an awareness of some complications. To be able to identify the advantages of using the subcut route.	Half Day	Min – 3 Max - 18
Syringe Drivers	To understand why syringe drivers are used in palliative care To discuss problems encountered To gain knowledge of the drugs most commonly used in syringe drivers	Half Day	Min – 3 Max - 18
Team Building	what a team is, how it is formed, the different types of teams, and the roles individuals take on within them	Half Day	Min – 3 Max - 18
Team Leading	the differing roles of being a leader and to apply it in a positive proactive way.	Half Day	Min – 3 Max - 18
The Role of the Keyworker	ensure care staff who are Keyworkers understand their role and will be able to support the residents' they Keywork in a positive and proactive way.	Half Day	Min – 3 Max - 18
Time Management	To understand the benefits of managing your time effectively To provide you with methods to manage your time effectively	Half Day	Min – 3 Max - 18
Tissue Viability	to enable the learner to have a basic awareness of the skin, its structure and functions, in relation to skin care and the prevention / management of pressure ulcers. Also to enable the learner to have a basic understanding of the wound healing process and factors which may compromise this	Half Day	Min – 3 Max - 18
Tracheostomy	enable you to have a basic understanding of what a tracheotomy is, the anatomy and physiology surrounding this, care and also complications that can arise.	Half Day	Min – 3 Max - 12
Understanding and Managing Risk	To enable learners to be able to understand the risk assessment process, but also how to lessen the negative impact that risk assessments can have on the individuals and to help a person achieve a fulfilling life whilst minimizing risk	Half Day	Min – 3 Max - 18
Values	is to introduce the focus of values based care delivery within the national care framework	Full Day	Min – 3 Max - 18

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Venepuncture	to enable you to have an understanding of the process of venepuncture, safe practice techniques and to demonstrate a safe venepuncture.	Half Day	Min – 3 Max - 12
Wound Care Management	be able to define types and categories of wounds, to enable us to have a basic understanding of the wound healing process, dressings, surgical interventions and any factors which may compromise this including the associated documentation.	Half Day	Min – 3 Max - 18
Train the Trainer Courses -	Train the Trainer courses are to enable the candidate to be able to facilitate training in certain subjects. The candidate will learn the basics of teaching and training, how to conduct sessions and documentation required, as well as the knowledge and practical skills required to train the subject. Upon completion of the course the candidate will receive resources and support in their chosen subject.		Min 3 Max 8
Moving and Handling		4 Days	Min 3 Max 6
First Aid		3 Days	Min 3 Max 6
Safeguarding Adults		2 Days	Min 3 Max 6
Dementia		3 Days	Min 3 Max 6
Level 3/4 Award in Teacher Training (formerly PTLTS)		5 Days	Min 3 Max 12

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