

Training Programme 2006/7

the **TRAINING**
exchange

Management Courses

Introduction to Management
Supervision Skills
Project Management
Appraisals
Monitoring & Evaluation

Professional Development Courses

Difficult & Aggressive Behaviour
Young People – Mental Health & Emotional Support Needs
Training for Trainers
Groupwork Skills
Callers in Crisis
Mental Health Awareness
At Risk Young People
Working with Diversity
Working with Loss & Change
Effective Communication
Trainers Toolkit
Service User Involvement

Drug & Alcohol Training Courses

Introduction to Drugs Work
Alcohol & Poly Drug Use
Motivational Interviewing
Brief Solution Focussed Therapy
Steroids & Other Body Building Drugs
Relapse Prevention
Dual Diagnosis
Women & Drugs
Bins & Needles – Safer Injecting & Harm Reduction
Engaging & Assessing Drug & Alcohol Users

All courses take place in Bristol

The Training Exchange is an independent training and consultancy service experienced at working with public, private and voluntary sector organisations.

We believe that training and staff development should be rewarding, informative, challenging, responsive and above all, enjoyable.

About Us

The **Training Exchange** is an independent training and consultancy service.

We focus on issues that affect health, young people and communities.

Based in Bristol, we work across the south of England providing services to the public, private and voluntary sectors.

The Training Exchange is recognised regionally as a major provider of training and professional development courses. We are involved in national developments within the field, our courses are delivered by experienced practitioners and develop according to current evidence and standards of good practice.

The **Training Exchange** has a reputation for delivering high quality training which has a sustainable impact on individuals and organisations.

We enable people to use theory to inform practice. When presentations are given they are short, relevant and evidence based. Participants are always given opportunities to reflect on new information and apply it to their own experience and workplace.

Courses run with a maximum of 18 people

Accreditation

The Training Exchange is a National Open College Network (NOCN) Approved Centre. Currently we provide the continuing professional development awards “Managing People: Managing Projects” and “Evidence Based Approaches to Counselling Substance Users” (see pp 3 & 8). Students are assessed and can submit evidence to accredit their learning with the OCN. The course encourages students to put theory into practice by combining input with activities to rehearse and develop skills.

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How the Training Exchange can help you

Multi Agency Training Courses

We specialise in bringing people together for training. Consistently participants feed back on the value of networking and the opportunity to learn from each other.

Training Programmes

The Training Exchange designs and delivers courses, programmes and packages to meet wider training needs. We are regularly commissioned to manage, develop and deliver small and large training programmes for individual organisations, Local Authority Departments, Community Safety and Drug Partnerships and Drug Action Teams.

In-House Training

If you have a lot of people interested in any one course it may be more cost effective to commission training on an in house basis. The courses listed in this programme only represent a snapshot of the range of training we can provide. Many other courses are available, please check our website for a full list or contact us – if we cannot meet your training needs ourselves we can refer you to other providers. All our courses can be adapted to meet the needs of your organisation, network or region.

Community Development Projects

To support the involvement and participation of individuals and communities in consultation and planning processes, service monitoring and review.

Project Development and Support

New or complex projects can benefit from the neutrality and expertise that we offer as an independent, outside agency.

Learning Resource Development and Production

Leaflets, training packs and materials, cd-roms, dvds

Conference Management and Administration

Harder than it might seem! Let us take the pressure off so you can make the most of your day.

Other Services

- Facilitation and Consultancy
- Organisational development
- Training needs analysis, Training strategy development
- Team building, reviews, strategic planning
- Project evaluation
- Report writing
- Research

Management Skills Courses

Introduction to Management

Two day course – 3th & 4th Oct 2006
Trainer – Rob Sheffield

Have you recently assumed responsibility for managing others? How is it possible to balance the demands of the task, the process of getting work done, and the needs of your team members? This course aims to provide practical ways to do this, as well as to reflect on the type of leader you want to be. On this new course each participant receives individualised feedback on their management style by completing two questionnaires, the KAI and Leadership Style Inventory. The additional cost of using these materials is reflected in the increased course fees.

Supervision Skills

Two day course – 6th & 7th Nov 2006 or 12th & 13th Mar 2007
Trainer – Susan Moores

The course looks at approaches to line managing staff; the parameters and purposes of supervision; templates for recording supervision; an integrated 'model' and an overview of theoretical frameworks. The course provides space to develop practice around complex issues such as making appropriate interventions and challenging effectively. **(see below for accreditation)**

Project Management

Three day course – 21st, 22nd & 23rd Nov 2006
Trainer – Susan Moores

The course provides opportunities to explore the whole process of project management – from initial idea, or response to need, through planning, setting up, delivery, review and evaluation. Throughout the course there are exercises to provoke discussion on topics such as: management style; prioritization, delegation, management and leadership; identity and equality; policy implementation and success factors. **(see below for accreditation)**

Appraisals

One day course – 17th Jan 2007
Trainer – Susan Moores

This course enables participants to reflect on the purpose of appraisal as professional personal development. We explore the process of appraisals and the relationship between supervision and appraisal in the workplace. There are opportunities to look at the content of policy, questions to include and meaningful recording of the appraisal process.

Monitoring & Evaluation

One day course – 1st Feb 2007
Trainer – Susan Lawrence

Do you need to monitor and evaluate any aspect of your project or service? This course provides a clear framework to develop monitoring and evaluation systems that demonstrate accountability to funders as well as contributing to your project's learning and plans for the future.

OCN Accredited Management Programme

The Supervision Skills and Project Management courses can be taken together as a five-day professional development programme accredited by the Open College Network – "Managing People: Managing Projects". Students who successfully complete the training days, homework tasks and portfolio of evidence are awarded with 5 credits.

Taken as a whole the course affirms good practice and offers new tips and perspectives for those already in management. For those about to take on new responsibilities or actively seeking management roles it provides a useful framework to understand the concept and practice of 'effective management'.

Professional Development Courses

Difficult & Aggressive Behaviour

One day course – 2nd Oct 2006 or 26th Feb 2007
Trainer – Sue Eusden
DANOS units – AA4.2, AB3, AB4.2

This course explores our understanding of difficult and aggressive behaviour. It introduces participants to practical ways of applying this understanding to preventative work. It presents opportunities to develop self awareness and build confidence in responding to incidents. This is not a course in self defence or break away techniques.

Young People - Mental Health & Emotional Support Needs

Two day course – 17th & 18th Oct 2006 or 21st & 22nd Mar 2007
Trainer – Suzanne Pearson

The course explores and develops awareness of young people's mental health and emotional issues in order to develop practical approaches to promoting good mental health. The course develops understanding of self injury and ways of supporting young people who self injure and experience psychotic episodes.

Training for Trainers

Two day course – 1st & 2nd Nov 2006 or 7th & 8th Mar 2007
Trainers – Jo Bush and Jools Hesketh

The course adopts and examines an experiential approach to learning in groups. It provides participants with opportunities to explore the practical application of learning theories, to exchange ideas, to develop new skills or refresh and receive feedback on existing skills.

Groupwork Skills

Two day course – 17th & 24th Nov 2006
Trainer – Elizabeth Mason
DANOS units – AA4, AD3, AI3, BI3

For anyone who wants to develop their knowledge and understanding of working with groups. The course introduces participants to the key stages of groupwork and gives opportunities to explore a range of practical facilitation skills.

Callers in Crisis - skills for front line staff

Two day course – 27th & 28th Nov 2006
Trainer – Sal Ball

This two day course is aimed at anyone who responds to people experiencing crisis in a variety of settings. It aims to explore the meaning and expression of crisis, as well as positive ways of responding, both face to face, and over the telephone. It is relevant to those who are the first point of contact for service users, such as administrators and receptionists, as well as other roles within support services.

Mental Health Awareness

One day course – 12th Dec 2006
Trainer – Suzanne Pearson
DANOS units – AA3.1, AA4

This course aims to raise participants' awareness of mental health issues in order to enable them to better understand and support individuals. It emphasises the social model of understanding mental health issues and user perspectives.

At Risk Young People - the essentials

Two day course – 13th & 14th Dec 2006
Trainers – Steve Wilkinson and Briony Waite

This course equips those who work with at risk young people with a solid foundation from which they can develop their practice. It combines useful theory relating to at risk young people with a range of practical skills that support personal and social development.

Working with Diversity

One day course – 10th Jan 2007
Trainers – Pat Rose and Rosa Johnson
DANOS units – AA4.1&2, AB3.1

We can feel uncomfortable and unsure when dealing with issues about race and culture. The course aims to address this by developing participants' confidence and by presenting opportunities to identify the barriers that can be created by different attitudes, beliefs and values. The course enables participants to work towards making services more inclusive.

Working with Loss & Change

One day course – 19th Jan 2007
Trainer – Elizabeth Mason
DANOS units – AB1

Many service users who come into contact with professionals and services have experienced multiple losses and disruptions to their lives. This course aims to raise awareness and increase understanding of the impact of bereavement, loss and change. Participants will identify ways of supporting service users to adapt to change.

Effective Communication - using assertiveness techniques to get yourself heard

One day course – 24th Jan 2007
Trainer – Susan Lawrence

Do you ever find yourself being dumped upon, taken for granted, manipulated or blowing your top? This course will enable you to develop skills and confidence, through using essential techniques, to improve your communication and the way that others respond to you.

Trainers Toolkit

One day course – 25th Jan 2007
Trainer – Ruth Bradbrook

Ever feel like you could do with a few ideas and activities in jazz up your sessions? This day is a chance to have some fun and take part in a host of activities, also to discuss with fellow trainers and facilitators how you can use them in different settings. On offer there are ice breakers and energisers, activities to explore group and team dynamics, leadership styles, problem solving strategies, active ways of presenting theories and models, active evaluation methods to help highlight learning, gauge the group mood, and assist in applying learning elsewhere.

Service User Involvement

One day course – 31st Jan 2007
Trainer – Susan Lawrence
DANOS units – AA3, AA4, AC3, BA1.2

Are you involving users or using users? This course develops your awareness and understanding of the values, principles and good practice of involving users in services - the why, what and how of user involvement. Participants will develop a checklist to support the development or review of workplace user involvement strategies.

Drug & Alcohol Training Courses

DANOS

The Drug & Alcohol National Occupational Standards specify the standards of performance that staff in the drug and alcohol field should be working towards. Our courses give participants opportunities to develop the knowledge, understanding and skills that underpin these standards.

Courses in this programme are mapped to DANOS. You will see a list of the units relevant to each course as you read this booklet. Please contact us if you need more information about the link between DANOS and training and continuing professional development. All our courses contain learning that relates to the core units of the NVQ in Health & Social Care, in particular AC1 Reflect on and develop your practice and AA6 Promote choice, wellbeing and the protection of all individuals. Therefore these units are not listed separately.

Course participants get a certificate of attendance and the opportunity to collect evidence for portfolios when working towards National Vocational Qualifications.

treatment

Introduction to Drugs Work

One day course – 28th Sept 2006 or 7th Feb 2007
Trainer – Phil Harris
DANOS units – AA1, AB2, AB4, AB5.1

The course develops understanding of addiction and treatment by exploring the role of drugs within society, the factors that contribute to the drug using experience and how people change. Concepts are defined such as tolerance, withdrawal, addiction and dependency. Course learning is based upon evidence and models of practice recommended by the National Treatment Agency.

Alcohol & Poly Drug Use - what you need to know

One day course – 5th Oct 2006 or 15th Feb 2007
Trainer – Rowan Miller or Lucy Giles
DANOS units – AA1, AB2, AB5.1

It is extremely rare these days for someone to present to a drug project using only one substance. This course aims to raise awareness of different interactions of drugs on the body. Participants explore the issues that relate to working with people who use many different substances.

Motivational Interviewing

Two day course – 9th & 10th Oct 2006 or 28th Feb & 1st March 2007
Trainer – Phil Harris
DANOS units – AA2, AB1, AI1, AI2

The course enables people to understand the role of Motivational Interviewing in a trans-theoretical approach to counselling problematic drug users. It is an intensive course appropriate to people who can apply these skills to their work.

Brief Solution Focussed Therapy

Two day course – 9th & 10th Nov 2006 or 14th & 15th Mar 2007
Trainer – Phil Harris
DANOS units – AA2, AA3, AB2.3, AI1, AI2, AJ1.2, AJ2.1

Brief Solution Focussed Therapy is an action orientated intervention which can be highly successful in helping people implement change. The course explores the key techniques that help people build clear goals and treatment pathways for themselves, fostering greater compliance.

Steroids & Other Body Building Drugs

One day course – 15th Nov 2006 or 2nd Mar 2007
Trainers – Tom Blackman and Justin Hoggans
DANOS units – AA1, AA3.2, AB2, AD1, AH3.1, AH4.1

Steroid users rarely see themselves as 'drug users' and can find drug projects intimidating. The course aims to develop confidence in working with this group, covering a range of drugs from steroids, stimulants and pain killers, to insulin and growth hormone. Methods of use, effects, side effects, health risks and harm reduction strategies are covered alongside safer injecting, 'stacking', and cycles of use.

Relapse Prevention

Two day course – 22nd & 23rd Nov 2006 or 28th & 29th Mar 2007
Trainer – Phil Harris
DANOS units – AA2, AA3, AB2.3, AI1, AI2, AJ2.3

The course introduces participants to skills to support people in confronting high risk situations. The programme also explores key issues in relapse, such as abstinence versus controlled use, gender and age specific issues and extra-therapeutic factors.

Dual Diagnosis

Two day course – 29th & 30th Nov 2006
Trainer – Phil Harris
DANOS units – AA2, AA4.2, AB2, AB5.1, AG1.1

This course is for those working with clients experiencing both mental health and substance misuse problems. It provides an opportunity to explore Dual Diagnosis as a treatment issue in its own right, drawing on clinical guidance. It presents methods to assess client need and opportunities to develop skills in working with this client group.

Women & Drugs

One day course – 4th Dec 2006
Trainer – Rowan Miller or Lucy Giles
DANOS units – AA1, AA3.1, AA4, AB1.1, AB3.1, AB4

Women who use drugs problematically can be amongst the most discriminated against, judged and vulnerable people you will come across in drug work. The course explores physical, cultural and social issues relating to women who use drugs. We also look at barriers to services and how we as workers can challenge stereotypes and discrimination.

Bins & Needles - Safer Injecting and Harm Reduction

One day course – 15th Jan 2007
Trainer - Rowan Miller or Lucy Giles
DANOS units - AA1, AB2, AB5, AH3

The course aims to build knowledge and confidence in safer injecting practice. It explores the history of harm reduction in the UK to identify how to work with service users to develop their understanding about the importance of reducing the risks they may be taking.

Engaging and Assessing Drug and Alcohol Users

One day course – 6th Feb 2007
Trainer – Rowan Miller or Lucy Giles
DANOS units – AA1, AA4, AB1.1, AB5.1

Engagement and assessment can be the most important stages in treatment. This course looks at the skills needed to be effective in engaging with some of the most marginalised people in society. A range of different assessment techniques and brief interventions are explored to develop an assessment process that is useful for the person approaching the service and the worker providing it.

Evidence Based Approaches to Counselling Substance Users (EBA)

Accredited Drug & Alcohol Training Programme

Who is it for?

Workers and volunteers who are new to the field of substance misuse work
Experienced practitioners seeking recognition of professional practice
Those working with substance misusers in related fields

What is involved?

The course is divided into 4 units; students attend 13 days of formal training (78 hours) that take place over 8 months. Additional time commitments vary according to the level at which students submit evidence of learning.

What do I get?

An OCN accredited qualification at level 2 or 3. The course is mapped to DANOS units AA1, AA2, AB2, AH3, AH10, AI1 and as an added option units AJ1 & AJ2.

Phil Harris from Freespace leads course delivery.

Maximum group size is 16 with ongoing tutorial and resource support provided.
Course Fees £1600 + VAT

"The strengths of the course lie in the content, which has increased the skill level, information and confidence of students, and theories have directly informed practice." Service Manager

"The EBA course is a remarkable combination of explorations of meanings in addiction and treatment, exercises in competencies for both clients and counsellors, and programmed learning goals and their assessments. It is as complete and thorough a guide to dealing with addictions as exists." Dr Stanton Peele Social/Clinical Psychologist and specialist in the addiction field.

Programme Dates

Unit One: Critical Issues in Dependency and Treatment

Orientation (<i>morning</i>)	12th September
Drugs and Society	19th September
Models of Change	26th September
Attribution and Self-Efficacy	3rd October

Unit Two: Counselling Pre-Decisional Change Drug Users

Therapeutic Alliance	14th November
Motivational Interviewing Part 1	21st November
Motivational Interviewing Part 2	28th November

Unit Three: Counselling Post-Decisional Change Drug Users

Behavioural Change	9th January 2007
Solution Focused Therapy	16th January 2007
Relapse Prevention	23rd January 2007

Unit Four: Dependency Counselling in Context

Working with Young Drug Users	6th March 2007
Dual Diagnosis	13th March 2007
Ethics and Practice	20th March 2007
Debriefing (<i>morning</i>)	27th March 2007

We get some great feedback...

"Brilliant course and trainer. This is the best training I have ever received."

"Excellent facilitation of group discussions. Liked flexibility within structured training - good balance and as usual great food. Thanks."

"Excellent presentation, well explained and easy to transfer into practice. Very inspirational."

"Good, accessible venue; comfortable; challenging in a safe way; stimulating thought. Left with bags of ideas to take through to my work practice and a bit of validation for myself."

"Trainer was amongst the best I have encountered - clear, concise, managed group perfectly and good humoured. Day went at 'normal speed' rather than the usual 'training day drag'."

"Very worthwhile, nice size group and mix of people. Felt very cared for and valued. Safe place to mess up!!"

"Without wishing to be sycophantic I always feel that I gain from your courses and always enjoy them."

"Thank you again for a brilliant training day. I was extremely happy with how you tailored it to our project. We came out with some good ideas for improving what we do and I'm certain the volunteers will be more confident."

...but we can always improve

Have you got anything you want to tell us?

Please send any comments, suggestions or ideas on how we can improve our service to the directors, Jo or Jools.

jo@trainingexchange.org.uk or
jools@trainingexchange.org.uk or
telephone 0117 941 5859

Sal Ball

Sal has a background in mental health work, training and management of helplines, crisis lines and volunteers. Sal creates supportive and safe environments and uses a facilitative style to enable participants to explore issues raised within their work so that they can better support the users of their services and address organisational issues.

Tom Blackman

Tom has been a bodybuilder for 7 years and has competed for 3 years. Recently he took the overall winner title at the EFBB South Coast. He researched steroids and associated drugs for 2 years before deciding to use them and has a vast knowledge of their uses. He works voluntarily at a steroid clinic based within a drug service needle exchange, providing information, advice and guidance to steroid users.

Ruth Bradbrook

Ruth is a highly creative and innovative facilitator, with an excellent awareness of group dynamics and processes. Ruth draws on a vast range of techniques and activities which she uses in her work to develop awareness of self, others and specific issues. Ruth's background is in working developmentally with challenging and vulnerable young people and now works as a trainer, facilitator and coach in the voluntary, statutory and private sectors.

Jo Bush and Jools Hesketh

Jo & Jools are directors at The Training Exchange. Jo is an experienced and qualified trainer and youth worker with many years experience in education and training settings. Jools is a qualified health promotion specialist who has extensive experience in the promotion, development, delivery and evaluation of training.

Sue Eusden

As well as regularly delivering training, Sue works as a counsellor and psychotherapist. She has a background of work with young homeless people and problematic drug users. Sue's experience has been gained in a variety of settings in the voluntary, statutory and private sectors.

Lucy Giles

Lucy has been working with women who use drugs for 17 years. Her experience includes work in a variety of roles for street homeless in London, in a residential rehabilitation centre and with the first tenancy support scheme for women. She is currently client services manager at the CAAAD Project. Lucy is a qualified trainer and has many years experience of providing training to professionals in the social care field including developing accredited courses for new workers.

Phil Harris

Phil has worked in the drug misuse field for over 10 years as a practitioner, trainer and manager. Currently he works as a researcher, treatment designer and writer in the area of evidence based practice, behavioural change and social policy. He has written over twenty papers on various aspects of substance misuse and his books, 'Drug Induced: Addiction and Treatment in Perspective' and 'Empathy for the Devil: Working with Substance Misuse in the Community' are available from Russell House Publishing.

Justin Hoggans

Justin has worked in drug services with needle exchange for 10 years as a practitioner, manager and trainer. He delivers training on harm reduction and safer injecting to drug workers. He has been working on a steroid clinic for the past 18 months, providing needle exchange and safer injecting advice to steroid users.

Rosa Johnson

Rosa currently works as a community drug worker with Nilaari a specialist drug agency in Bristol. She is an experienced and qualified counsellor with a diploma in Integrative Counselling and a degree in Cognitive Behavioural Therapy. She also has experience of community development work and advocacy with older people.

Susan Lawrence

Susan is an experienced trainer and group facilitator, qualified in Social Work, Youth & Community Work and Further & Adult Education. She has 14 years experience of working in the voluntary and community sector. Susan works from a community development perspective, using inclusive and creative methods to maximise participants' learning and enjoyment.

Elizabeth Mason

Elizabeth is an experienced trainer and counsellor, qualified in both Social Work and Youth & Community Work. She has extensive experience in Training, Youth & Community Development Work and Community Education. Elizabeth has a wide a range of experience in direct work with individuals and groups in the statutory and voluntary sector. She is a BACP accredited counsellor with additional groupwork training.

Rowan Miller

After gaining a degree in psychology, Rowan has worked in drug and alcohol services for 14 years. Her experience includes working as a drug advisor for the national drug and legal advice agency Release; setting up a working forum on dance drugs; living and working in a drug rehabilitation house; as a project worker then manager in a busy statutory West London needle exchange; providing young persons drug services in Exeter and developing and now co-ordinating a community based drug and alcohol project in East Bristol (the CAAAD Project). Rowan is a qualified trainer with many years experience of delivering courses on drug and alcohol related topics.

Susan Moores

Susan has 15 years experience of working for the most part in the voluntary sector in a range of paid and unpaid roles including; youth project manager, management committee member, trainer, organisational consultant and non-managerial supervisor. Her work is grounded in values that recognise the individual and collective experience, learning and development, community action and social change.

Suzanne Pearson

Suzanne is a qualified psychiatric nurse with 25 years experience of working with people with mental health and emotional support needs in both statutory and voluntary sector services. Suzanne is an independent mental health trainer and is course tutor for the Level 3, Certificate in Community Mental Health Care at a local FE college.

Pat Rose

Pat comes from a social work background. She has worked with serious offenders within the criminal justice system as a probation officer. Pat also has experience working as an advocate for black and ethnic minority individuals in the mental health services.

Rob Sheffield

Rob Sheffield has over 16 years experience of team leadership, and a background as a Training Manager in the educational publishing, direct marketing and aerospace industries. He is skilled and motivated in helping people understand each others' strengths, so they can use them more effectively. With an MSc from the London School of Economics, he established his training and coaching consultancy in 1999. He is currently researching a part-time PhD looking at how teams can create a working climate to encourage and support the development of ideas.

Briony Waite

Briony Waite has worked with troubled young people for a number of years both in statutory and voluntary settings. Briony currently manages a youth crime prevention project that provides an intensive mentoring and education support programme for young people who have offended or are at risk of offending.

Steve Wilkinson

Steve Wilkinson is a qualified social worker with 10 years experience of working with young people both in the voluntary and statutory sector. Steve has worked as a residential social worker, as a youth worker, a drugs worker and as the coordinator of a youth project in Bath and North East Somerset. Steve has also worked as a trainer in child protection, mentor skills and process and behaviour management with challenging young people. He is currently the manager of a youth crime prevention scheme in Bristol.

How to book

To book on to a course, please complete and return the form opposite.
Additional forms can be requested by phone or email.

Places can only be confirmed on receipt of a completed application form.
When we receive your application form we will send confirmation and an invoice,
which is payable within 30 days.

Further details, maps and course outlines will be sent to you a week before the date of the course.

development
Book early
skills

because courses fill quickly

We only run two programmes a year.
If you miss this one the next course won't be
for another six months.



management

health

Booking form

Please detach or photocopy as necessary and return completed forms to:
The Training Exchange, Easton Business Centre, Felix Road, Bristol, BS5 0HE
Any enquiries, please telephone or fax **0117 941 5859** e-mail **admin@trainingexchange.org.uk**

Participant (First name) _____ (Surname) _____
Job / Position _____
Organisation _____
Contact Address _____

Postcode _____
Contact Telephone No. _____
Contact e-mail Address _____
Do you have any special needs or dietary requirements we need to know about? _____

Please book a place on the following course/s:

COURSE TITLE	DATE	FEES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and understood the booking and cancellation terms _____
Signed _____ Please add VAT at 17.5% _____
Date _____ **TOTAL FEES PAYABLE** _____

Payment Cheques should be made payable to "The Training Exchange Ltd"

I enclose a cheque for £ _____ Please send an invoice for £ _____
Invoice to: _____ Job / Position _____
Invoice Address _____

Terms and Conditions

Transferred bookings: Bookings can be transferred 21 days before the course, subject to a £30 administrative fee.

Cancellations: Cancellations received more than 21 days before the course will be subject to a £30 administration fee.
For cancellations received after this date, no refund will be made.
All cancellations, transfers and other changes to bookings must be confirmed in writing or by fax.

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Management Skills Courses

- Introduction to Management** – 3th & 4th Oct 2006
- Supervision Skills** – 6th & 7th Nov 2006 or 12th & 13th Mar 2007
- Project Management** – 21st, 22nd & 23rd Nov 2006
- Appraisals** – 17th Jan 2007
- Monitoring & Evaluation** – 1st Feb 2007

Professional Development Courses

- Difficult & Aggressive Behaviour** – 2nd Oct 2006 or 26th Feb 2007
- Young People - Mental Health & Emotional Support Needs** – 17th & 18th Oct 2006 or 21st & 22nd Mar 2007
- Training for Trainers** – 1st & 2nd Nov 2006 or 7th & 8th Mar 2007
- Groupwork Skills** – 17th & 24th Nov 2006
- Callers in Crisis** – 27th & 28th Nov 2006
- Mental Health Awareness** – 12th Dec 2006
- At Risk Young People - the essentials** – 13th & 14th Dec 2006
- Working with Diversity** – 10th Jan 2007
- Working with Loss & Change** – 19th Jan 2007
- Effective Communication** – 24th Jan 2007
- Trainers Toolkit** – 25th Jan 2007
- Service User Involvement** – 31st Jan 2007

Drug & Alcohol Training Courses

- Introduction to Drugs Work** – 28th Sept 2006 or 7th Feb 2007
- Alcohol & Poly Drug Use - what you need to know** – 5th Oct 2006 or 15th Feb 2007
- Motivational Interviewing** – 9th & 10th Oct 2006 or 28th Feb & 1st March 2007
- Brief Solution Focussed Therapy** – 9th & 10th Nov 2006 or 14th & 15th Mar 2007
- Steroids & Other Body Building Drugs** – 15th Nov 2006 or 2nd Mar 2007
- Relapse Prevention** – 22nd & 23rd Nov 2006 or 28th & 29th Mar 2007
- Dual Diagnosis** – 29th & 30th Nov 2006
- Women & Drugs** – 4th Dec 2006
- Bins & Needles - Safer Injecting & Harm Reduction** – 15th Jan 2007
- Engaging and Assessing Drug & Alcohol Users** – 6th Feb 2007

All courses take place in Bristol
 Drug & Alcohol related courses in this programme are mapped to DANOS

Cost (includes refreshments, lunch and training packs)

1 day courses £110 (+VAT) 2 day courses £195 (+VAT) 3 day courses £280 (+VAT)
Introduction to Management course £235 (+VAT)

The Training Exchange is an independent training and consultancy service.
 We focus on issues that affect health, young people and communities.

Full course outlines available from **The Training Exchange**
 telephone/fax **0117 941 5859**
 e-mail **admin@trainingexchange.org.uk** website **www.trainingexchange.org.uk**

Booking form

Please detach or photocopy as necessary and return completed forms to:
The Training Exchange, Easton Business Centre, Felix Road, Bristol, BS5 0HE
 Any enquiries, please telephone or fax **0117 941 5859** e-mail **admin@trainingexchange.org.uk**

Participant (First name) _____ (Surname) _____

Job / Position _____

Organisation _____

Contact Address _____

Postcode _____

Contact Telephone No. _____

Contact e-mail Address _____

Do you have any special needs or dietary requirements we need to know about? _____

Please book a place on the following course/s:

COURSE TITLE	DATE	FEES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and understood the booking and cancellation terms _____ **SUB-TOTAL** _____

Signed _____ Please add VAT at 17.5% _____

Date _____ **TOTAL FEES PAYABLE** _____

Payment

Cheques should be made payable to "The Training Exchange Ltd"

I enclose a cheque for £ _____ Please send an invoice for £ _____

Invoice to: _____ Job / Position _____

Invoice Address _____

Terms and Conditions

Transferred bookings: Bookings can be transferred 21 days before the course, subject to a £30 administrative fee.

Cancellations: Cancellations received more than 21 days before the course will be subject to a £30 administration fee.
 For cancellations received after this date, no refund will be made.
 All cancellations, transfers and other changes to bookings must be confirmed in writing or by fax.

Management Skills Courses

Introduction to Management – 3th & 4th Oct 2006

Supervision Skills – 6th & 7th Nov 2006 or 12th & 13th Mar 2007

Project Management – 21st, 22nd & 23rd Nov 2006

Appraisals – 17th Jan 2007

Monitoring & Evaluation – 1st Feb 2007

Professional Development Courses

Difficult & Aggressive Behaviour – 2nd Oct 2006 or 26th Feb 2007

Young People - Mental Health & Emotional Support Needs – 17th & 18th Oct 2006 or 21st & 22nd Mar 2007

Training for Trainers – 1st & 2nd Nov 2006 or 7th & 8th Mar 2007

Groupwork Skills – 17th & 24th Nov 2006

Callers in Crisis – 27th & 28th Nov 2006

Mental Health Awareness – 12th Dec 2006

At Risk Young People - the essentials – 13th & 14th Dec 2006

Working with Diversity – 10th Jan 2007

Working with Loss & Change – 19th Jan 2007

Effective Communication – 24th Jan 2007

Trainers Toolkit – 25th Jan 2007

Service User Involvement – 31st Jan 2007

Drug & Alcohol Training Courses

Introduction to Drugs Work – 28th Sept 2006 or 7th Feb 2007

Alcohol & Poly Drug Use - what you need to know – 5th Oct 2006 or 15th Feb 2007

Motivational Interviewing – 9th & 10th Oct 2006 or 28th Feb & 1st March 2007

Brief Solution Focused Therapy – 9th & 10th Nov 2006 or 14th & 15th Mar 2007

Steroids & Other Body Building Drugs – 15th Nov 2006 or 2nd Mar 2007

Relapse Prevention – 22nd & 23rd Nov 2006 or 28th & 29th Mar 2007

Dual Diagnosis – 29th & 30th Nov 2006

Women & Drugs – 4th Dec 2006

Bins & Needles - Safer Injecting & Harm Reduction – 15th Jan 2007

Engaging and Assessing Drug & Alcohol Users – 6th Feb 2007

All courses take place in Bristol

Drug & Alcohol related courses in this programme are mapped to DANOS

Cost (includes refreshments, lunch and training packs)

1 day courses £110 (+VAT) 2 day courses £195 (+VAT) 3 day courses £280 (+VAT)

Introduction to Management course £235 (+VAT)

The Training Exchange is an independent training and consultancy service.
We focus on issues that affect health, young people and communities.

Full course outlines available from **The Training Exchange**

telephone/fax **0117 941 5859**

e-mail admin@trainingexchange.org.uk website www.trainingexchange.org.uk

Venues & Costs

Venues

Courses take place at accessible venues in Bristol.
All venues have public transport links.
Directions to venues are sent out in advance of the course.

All courses start at 9.30am
and end at 4.30pm

Cost

includes refreshments, lunch and training packs

1 day courses £110 (+VAT)

2 day courses £195 (+VAT) ✨

3 day courses £280 (+VAT)

✨ **Introduction to Management course £235 (+VAT)**

Two concessionary places are available on each course,
contact us for further information
Group rates are available for multiple bookings

Courses run with a maximum of 18 people

The Training Exchange is a social enterprise

“a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profits for shareholders and owners.”

Social Enterprise:

A Strategy for Success, DTI July 2002

for further details & full course outlines

contact

The Training Exchange, Easton Business Centre, Felix Road, Bristol BS5 0HE
telephone/fax **0117 941 5859**

e-mail **admin@trainingexchange.org.uk**

website **www.trainingexchange.org.uk**