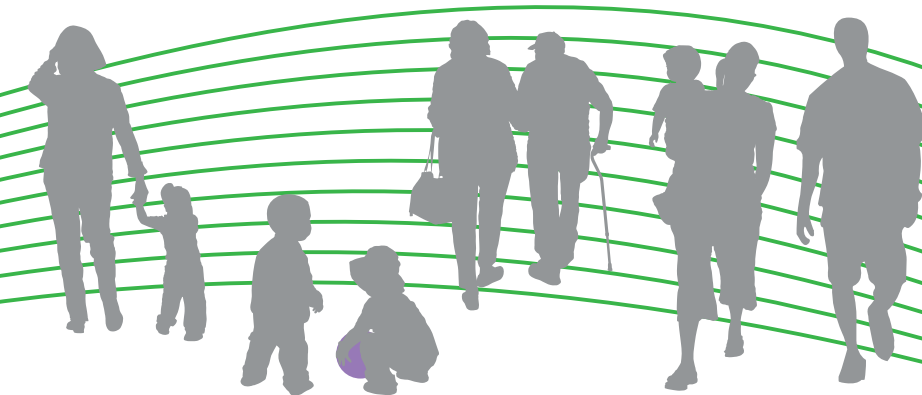


## SUBSTANCE MISUSE

Course title	Course overview	Target audience	Learning outcomes
<p><b>Smoking Cessation and Prevention (SCP)</b> One Day</p>	<p>A one-day course that will enable participants to increase their awareness and understanding of the issues young people face around tobacco use. Relevant information and signposting opportunities are included in this course.</p>	<p>Any professionals wanting to make referrals and support young people who want to quit smoking</p>	<ul style="list-style-type: none"> <li>Understand the reasons young people smoke and evaluate own attitudes to why young people smoke.</li> <li>Identify key issues for young people and develop a range of communication skills and interventions to support young people who wish to stop smoking.</li> <li>Be familiar with referral pathways to relevant stop smoking services for young people.</li> </ul>
<p><b>Smoking Cessation – Brief Intervention (SCBI)</b> Half Day</p>	<p>A half day course looking at ways to support young people to examine their commitment to stop smoking. Developing a knowledge of services within Portsmouth that can support young people to stop smoking.</p>	<p>Any staff and volunteers whose work brings them into contact with children, young people, parents and carers.</p>	<ul style="list-style-type: none"> <li>Confidence in raising the issue of smoking with a young person</li> <li>Knowledge of Brief Intervention techniques</li> <li>Be familiar with referral pathways to relevant stop smoking services for young people.</li> </ul>

	Dates	Times	Portsmouth workforce	Outside Portsmouth
SCP	Mon 18 June 2012	9.30am - 4.30pm	No charge	£100
SCBI	Fri 9 November 2012	9.30am - 1pm	No charge	£80

**To book a place on a course please complete a [booking form](#) or email [sorted@portsmouthcc.gov.uk](mailto:sorted@portsmouthcc.gov.uk)**  
**For any further information please contact the training co-ordinator on 023 9284 1714**

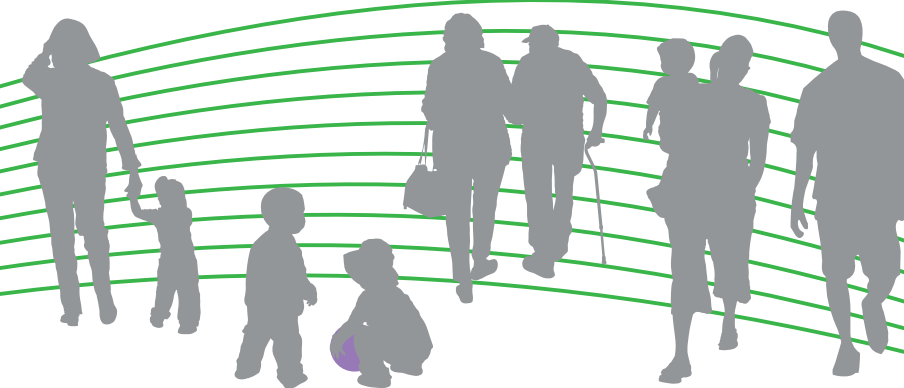


## FOOD, HEALTH & FOOD HYGIENE

Course title	Course overview	Target audience	Learning outcomes
<p><b>Level 2 Award in Healthier Food and Special Diets</b> One day</p>	<p>This course will help you understand the principles of balanced diets and how to plan and provide special diets. All participants are required to undertake a multiple choice exam at the end of the session. <b>Royal Society of Public Health accredited</b></p>	<p>Any staff involved in catering, food, and health related occupations, for example; carers, community workers, fitness trainers and other individuals who have a role in the promotion of healthy eating.</p>	<ul style="list-style-type: none"> <li>• Be able to state sources of essential nutrients and their importance in our daily diet</li> <li>• Understand the main features of special diets and associated health problems that may arise</li> <li>• Gain an insight into considerations to be made when preparing meals for those on a special diet</li> </ul>
<p><b>Healthy Eating in Practice (HEP)</b> Half day</p>	<p>A half day course incorporating the theory essential for professionals wishing to support the delivery of healthy eating messages within their setting.</p>	<p>Any practitioner working with young people or community members who would like to run sessions to promote healthy eating within their setting.</p>	<ul style="list-style-type: none"> <li>• Define the Eatwell Plate and different food groups</li> <li>• Increased confidence in interpreting and comparing food labels</li> <li>• Gain ideas for games or activities to promote healthy eating within own setting</li> </ul>
<p><b>Cooking with groups (CG)</b> One day</p>	<p>A one-day course that will equip participants with the skills, confidence and knowledge to deliver healthy practical cookery sessions within their setting.</p>	<p>Anyone delivering or who wishes to deliver practical healthy eating sessions. It is suitable for individuals who have limited practical cookery skills.</p>	<ul style="list-style-type: none"> <li>• Gain confidence to run a practical cookery session within own setting</li> <li>• Knowledge and confidence of basic practical cookery skills and how to impart these in a group setting</li> <li>• Understand the importance of risk assessment and lesson planning for practical cookery group sessions</li> </ul>

	Dates	Times	Portsmouth workforce	Outside Portsmouth
Level 2 award	Thur 17 May 2012	9.30am - 4.30pm	£115	£200
	Thur 25 October 2012	9.30am - 4.30pm	£115	£200
HEP	Thur 17 May 2012	10am - 12.30pm	No charge	£80
	Tues 23 October 2012	10am - 12.30pm	£80	£80
CG	Tues 12 June 2012	10am - 4.30pm	£15	£100
	Weds 14 Nov 2012	10am - 4.30pm	£15	£100

To book a place on a course please complete a [booking form](#) or email [sorted@portsmouthcc.gov.uk](mailto:sorted@portsmouthcc.gov.uk)  
For any further information please contact the HIDS training co-ordinator on 023 9284 1714

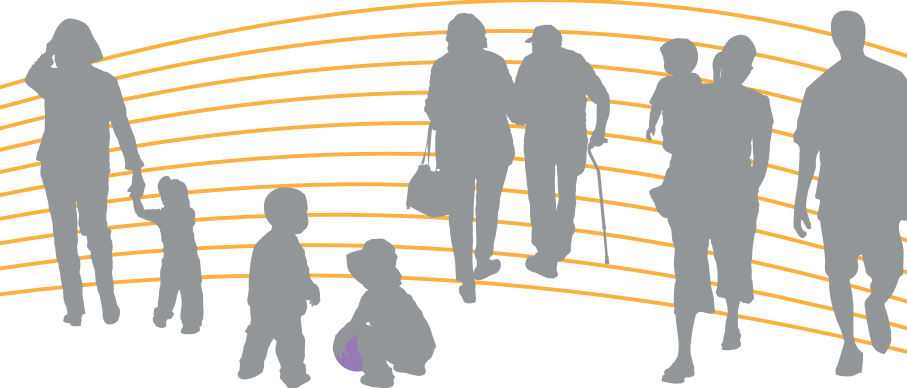


## FOOD, HEALTH & FOOD HYGIENE

Course title	Course overview	Target audience	Learning outcomes
<a href="#">An Introduction to the Relationship between Food, Mood and Behaviour (FMB)</a> Half day	A half day course to enhance participants' knowledge and understanding of the importance of a balanced diet and raise awareness of the emotions and feelings around food and drink and the effect they can have on mood and behaviour.	Any practitioner working with young people or community members who would like to know more about food and the impact it can have on mood and behaviour.	<ul style="list-style-type: none"> <li>Recognise the importance and benefits of a healthy diet</li> <li>Increased awareness of emotions and feelings related to food</li> <li>Greater understanding of how food can affect both mood and behaviour</li> </ul>
<a href="#">Certificate in Food Hygiene Awareness (Level 1) (FHA)</a> Half day	A half day course providing training to a safe level for those who perform low risk tasks such as clearing tables, maintaining stores, delivering meals on wheels and preparing occasional snacks.	Anyone who as part of their role is required to prepare or serve food.	<ul style="list-style-type: none"> <li>Outline the need for food hygiene and its importance in preventing food poisoning</li> <li>Be aware of hygiene procedures to prevent the contamination of food</li> <li>Identify personal and legal responsibilities of food handlers</li> </ul>
<a href="#">Introduction to Nutrition and Hydration for People Working with Vulnerable Adults (INH)</a> Half day	A half day course on how to ensure that the nutrition and hydration needs of vulnerable adults are being met.	All staff working with adults and older persons in residential and day care settings, including supervisors and managers.	<ul style="list-style-type: none"> <li>Understand the importance of good nutrition and hydration in maintaining wellbeing</li> <li>Be able to recognise the signs and symptoms of poor nutrition and hydration</li> <li>Have a good awareness of how to both prevent and address concerns related to nutrition and hydration</li> </ul>
<a href="#">Level 2 Award in Food Safety in Catering (FSC)</a> One day	A one-day course that covers the basic principles of food hygiene for caterers and other food handlers. All participants are required to undertake a multiple choice exam at the end of the session with all successful participants receiving a recognised basic food safety qualification <b>accredited by Royal Society of Public Health.</b>	All staff where preparing food is a significant part of their role e.g. cooks, kitchen assistants and some carers.	<ul style="list-style-type: none"> <li>Be aware of legal responsibilities in relation to food safety</li> <li>Gain understanding of the requirements of personal hygiene procedures, and how to keep work areas clean and hygienic</li> <li>Knowledge of how to receive and store food safely</li> </ul>

	Dates	Times	Portsmouth workforce	Outside Portsmouth
<b>FMB</b>	Thur 5 April 2012	9.30am - 12.30pm	No charge	£80
	Tues 18 Sept 2012	9.30am - 12.30pm		
<b>FHA</b>	Thur 5 April 2012	9.30am - 12.30pm	No charge	£80
	Thur 14 June 2012	9.30am - 12.30pm	(subject to	£80
	Thur 11 October 2012	9.30am - 12.30pm	qualifying	£80
	Weds 30 January 2013	9.30am - 12.30pm	criteria)	£80

	Dates	Times	Portsmouth workforce	Outside Portsmouth
<b>INH</b>	Thur 5 July 2012	9.30am - 12.30pm	No charge	£80
<b>FSC</b>	Thur 19 April 2012	9.30am - 4.30pm	£60	£150
	Thur 19 July 2012	9.30am - 4.30pm	£60	£150
	Thur 15 November 2012	9.30am - 4.30pm	£60	£150
	Fri 15 February 2013	9.30am - 4.30pm	£60	£150



## EARLY YEARS

Course title	Course overview	Target audience	Learning outcomes
<b>Introduction to active play in early years (APEY)</b> Half day	A half day course incorporating the theory around the importance of active play, plus practical ideas on ways of engaging under fives and their families in active play.	Any practitioner or community member working with children under five and/or families with children under five who would like to increase their knowledge about play.	<ul style="list-style-type: none"> <li>Understand and recognise the benefits and importance of play for young children</li> <li>Gain practical ideas on how to get young children more active and in turn feel more confident in delivering active play sessions</li> <li>Increased knowledge on where and how to get resources</li> </ul>
<b>Healthy Lifestyle in Early Years (HEY)</b> (Supporting the Pre-school Challenge) One day	A one-day course essential for professionals working within early years who wish to incorporate healthy lifestyles, i.e. basic principles of healthy eating and being active, into their working practice and promote these messages to young children and their parents.	All practitioners working with young children (primarily 0-5).	<ul style="list-style-type: none"> <li>Understand the benefits of a healthy diet for young children and families and ideas on how to teach children where food comes from e.g. fruit and vegetables</li> <li>Increased knowledge of the importance of being active and practical ideas to support this</li> <li>Understand the principles of good oral health and how to promote this to children and families</li> </ul>
<b>Breastfeeding and Introduction to Solids and Complementary Foods (BCF)</b> Half day	This workshop provides information on best practice regarding how to support families with breastfeeding and first tastes of solids and complementary foods	All staff who have contact with pregnant women and families with young children, but do not have a clinical background.	<ul style="list-style-type: none"> <li>Be aware of how to promote breastfeeding as a healthy choice</li> <li>Know referral systems and how to support breastfeeding mothers</li> <li>Be able to talk confidently to parents about giving appropriate food at the right time</li> </ul>

	Dates	Times	Portsmouth workforce	Outside Portsmouth
APEY	Tues 29 May 2012	9.30am - 12noon	No charge	£80
	Tues 6 November 2012	9.30am - 12noon	charge	£80
HEY	Tues 17 April 2012	9.30am - 2.30pm	No charge	£100
	Fri 7 Sept 2012	9.30am - 2.30pm	charge	£100
BCF	Weds 29 February 2012	9am - 1pm	No charge	£80
	Thur 3 May 2012	9am - 1pm	charge	£80
	Tues 10 July 2012	9am - 1pm		£80
	Weds 28 November 2012	9am - 1pm		£80

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## SUPPORTING INDEPENDENCE

Course title	Course overview	Target audience	Learning outcomes
<p><a href="#">Supporting Independence in Later Life (SILL)</a> One day</p>	<p>A one-day course based on the 'holistic' model of health, wellbeing and independence in later life.</p>	<p>Staff, volunteers and community members working with older people who are living independently within the community or those who have the capacity to regain the ability to do so.</p>	<ul style="list-style-type: none"> <li>• Understand the wider determinants of health and wellbeing in the aging population</li> <li>• Gain transferable skills, tools and knowledge to enhance practice</li> <li>• Gain an understandin of local services and partnership working</li> </ul>

	Dates	Times	Portsmouth workforce	Outside Portsmouth
SILL	Weds 30 May 2012	9.30am - 4pm	No charge	£100
	Weds 17 October 2012	9.30am - 4pm	charge	£100

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**For any further information please contact the training co-ordinator on 023 9284 1714**

# Meet the trainers and facilitators

The collective experience of our training providers is widely recognised and extensive.



## Gordon Atkins

Gordon is a qualified, experienced and engaging trainer who delivers training to professionals across Hampshire and Portsmouth. He has worked with young people for over 20 years and has particular experience with young people who have been identified as having special needs. He has worked in sexual health for over a decade.



## Rosemary Blackmore

Rose is an experienced health development officer proficient in the promotion of healthy eating. She is a qualified teacher, with extensive experience in the delivery of professional and community based training, talks and facilitation. Rose works in collaboration with a number of partners to provide a variety of programmes and public health initiatives.



## Hannah Byrne

Hannah works as a health development officer specialising in social marketing. She has worked with a variety of partner organisations on social marketing public health projects, empowering colleagues with knowledge and tools to use social marketing to support their work streams since 2008.



## Clare Caister

Clare has six years experience working with challenging, vulnerable community groups within Portsmouth, specialising in teenage pregnancy. Her Sex and Relationship Education delivery is recognised as excellent practice. Her sessions are motivational and engaging, empowering young people to make important decisions about their health and future.



## Andy Caldwell

Andy has a proven track record of providing quality education and information to young people and adults on all aspects of smoking prevention and cessation, sexual health and communication skills. His excellent interpersonal and communication skills ensure learning outcomes are accessible, inclusive and engaging.



## Carolyn Cosgrove

Carolyn's knowledge and experience has been developed from a long career in the hospitality industry before qualifying as a teacher in 2000. She delivers a wide range of food and health topics, facilitating sessions with adult learners and teaching at post 16 level.



## Carole Druce

Carole is an experienced young persons and sexual health nurse and has lead the Chlamydia screening programme in Portsmouth since September 2009. She has over 25 years of experience working with young people in a variety of settings and is passionate about young people having access to good quality sexual health education and holistic care.



## Louise Gadsby

Louise's training is young people centred and she is passionate about what they have to say. She enables participants to feel empowered to communicate effectively with the young people with whom they work. Louise has been a Sex Sense young person's advisor since May 2009 and has led on developing the Working with Girls and Young Women training.



## Jayne Gentle

Jayne is a highly experienced and versatile home economist; adaptable in the delivery of specific and targeted outcomes for a variety of audiences and ages. Jayne is accomplished in the delivery of training and teaching practical sessions, talks, demonstrations and facilitation. Jayne works in partnership with Public Health on a variety of initiatives and leads on train the trainer for 'Cooking with Groups' in Portsmouth.



## Samantha Hibberd

Sam specialises in young people's health promotion and is accomplished at partnership working. Sam's training sessions are fun and engaging and participants leave with a variety of practical tools to motivate and captivate young people. She is currently working on a peer education based project.



## Caroline Hoar

Caroline is an adaptable and engaging facilitator and trainer whose experience spans over two decades in nursing, midwifery and public health. She has experience of delivering evidence based learning sessions to both fellow professionals and the general public on breastfeeding, solid foods and post-natal weight loss. Caroline currently works as a Health Visitor specialising in healthy weight for children from pre-birth to five years of age.



## Kelly Huggett

Kelly is a highly knowledgeable and versatile trainer with many years experience of delivering training in Portsmouth and other local authority settings to professionals, teenage parents and young people. Kelly's dedication and enthusiasm towards her role has led her to be shortlisted for the Brook Award – Sexual Health Practitioner of the Year.



### Kelly Hunter

Kelly initially trained as a nurse in 1996 and since then has worked extensively in mental health and substance misuse services. She joined the alcohol interventions team in 2009 and delivers alcohol awareness raising training to a variety of audiences. Kelly is passionate that training should be fun and interactive and thoroughly enjoys the diversity of each training session.



### Asha Lal

Asha's background is in physical education, sport and healthy eating. She is an experienced trainer, facilitating sessions and workshops and teaching both in a one-to-one and group setting. Asha is a versatile communicator and has experience of working with both young people and adults.



### Linda Long

Linda is a qualified teacher with extensive experience teaching across a variety of ages in various settings. Dedicated to life-long learning, Linda's delivery style encourages those who attend her courses to become active participants in their own learning through self discovery linked to targeted and specific outcomes that meet changing priorities in workforce development.



### Lee Loveless

Lee is a highly experienced trainer and facilitator with a dynamic and motivating style. Lee delivers nationally recognised, evidence based and bespoke courses to a diverse audience of participants. His specialisms are in mental health and workforce development.



### Jane Ward

Jane has over 20 years experience in the drug and alcohol field that includes; working with adults, young people, training, management, commissioning and research. She is a qualified trainer specialising in multi-disciplinary training including accredited programmes. Her training develops the knowledge, skills and attitudes of staff and volunteers to provide better outcomes for young people and their parents and carers.



### Andrea Wright

Andrea leads on the obesity agenda, predominately managing projects and staff and working strategically with a range of partners across the city to achieve better health outcomes. Andrea is a highly experienced facilitator, delivering both theoretical and practical sessions in the form of workshops, training and conferences locally, regionally and nationally.

## Quality Assurance Framework

This training programme is underpinned by a robust Quality Assurance Framework (QAF) with a systematic monitoring and evaluation process in place to ensure that high quality training standards are in place in line with requirements for a highly skilled public health workforce.

Our team of skilled and experienced trainers offers expertise in the following areas:

- **Workforce training** - expanding workforce skills, knowledge and capacity. Raising awareness of up to date guidelines on the health agenda, in order to disseminate public health messages and tackle health inequalities.
- **Facilitation of frontline services** - the provision of high quality health improvement services and the support of others in establishing independent sustainable interventions based on targeted needs.
- **Community learning** - the provision of community led opportunities for meeting the health and lifestyle needs of individuals in their communities. Enabling them to gain skills, knowledge and confidence, which promote positive lifestyle change and contribute to increased quality of life.

## National Occupational Standards (NOS)

The following courses within this training programme relate to NOS: Behaviour change full course, Mental Health First Aid, Substance misuse tiers 1 & 2 and, Bingeing, boozing and brief interventions. NOS specify the standards of performance that staff should be working towards. Training is an important step in achieving competencies in these standards. Our courses give you opportunities to develop the knowledge, understanding and skills that underpin NOS. Course handouts and the notes that you take provide useful evidence towards workplace assessment and National Vocational Qualifications (NVQs).

## Drugs And National Occupational Standards (DANOS)

DANOS specify the standards of performance that people in the drug and alcohol field should be working to, under three separate headings. These are:

- A - practitioner issues
- B - management issues
- C - commissioning

### DANOS Competencies:

#### Level 1 – Workforce with occasional substance misuse functions

- AA Help individuals access substance misuse services
- AB Support individuals in difficult situations
- AD Educate people about substance use, health and social wellbeing
- AF Assess substance misusers' needs for care

#### Level 2 – Workforce with a substance misuse portfolio (non specialist)

- AB Support individuals in difficult situations
- AC Develop practice in the delivery of services
- AF Assess substance misusers' needs for care
- AG Plan and review integrated programmes of care for substance misusers
- AH Deliver healthcare services
- AI Deliver services to help individuals address their substance use

# Bespoke training

Bespoke training courses can be tailored to the specific requirements of your organisation or team. Examples of bespoke training courses that have been delivered in the last year have included:

## Behaviour Change

for pharmacists and dentists

## Supporting Young Parents

for the London Borough of Enfield

Please contact the training co-ordinator on 023 9284 1714 for further information.

# Terms and conditions of booking

- Please ensure a separate training booking form is completed for each delegate **and** each course (photocopy extra copies as required). All applications will be acknowledged; full programme and venue details will be sent when confirmed
- Please ensure that all fields of the booking form are completed (in particular your contact telephone number and email)
- Full course fees will be charged for all non-attendance or cancellation within 10 working days of the course start date. A £50 cancellation fee applies for all courses with no charge attached
- Electronically completed bookings will be accepted only if emailed by a manager
- If you are unable to attend please give us as much notice as possible. Your place will be cancelled and offered to those on the waiting list on a first come first served basis. **If you are unable to attend on the day it is not possible to send a representative in your place and a cancellation fee will be incurred**

# Booking form

Please complete this booking form fully. All applications will be acknowledged. Your booking can only be confirmed once this form **and** payment is received.

PERSONAL DETAILS	
Name: (please print)	
Occupation:	Organisation:
Full Address (inc. postcode):	
Tel No: (mandatory: required in the event of a course cancellation so we are able to contact you)	Email: (mandatory)
COURSE DETAILS (please state the course you wish to attend and on what date)	
Course title:	
Course date(s):	
Reason for wanting to attend this course:	
Please specify where you found out about this course?	
Do you have any specific access or learning needs?	Yes [ ] No [ ] Please specify:
Please note: You must be able to attend all training sessions for each course	
Course Participant: I agree that I will attend the training days	Date:
Signature: (Participant)	Name: (Print)
Attendance agreed by line manager: Signature: (Manager)	Name: (Print)
Method of payment:	
Cheque: [ ] (made payable to 'Portsmouth City Council')	
Cost code: (PCC staff) [ ].....	
Invoice: [ ] Please provide Purchase Order No and complete address details below:	
PO No: .....	
Organisation name	
Address (inc. postcode)	
<p><b>Cancellation:</b> Once a place is booked and confirmed no refunds are available. Your organisation will be liable for a cancellation fee for non attendance on the day without a valid reason or cancellation within 10 working days of the course. Cancellation fees: Full course fees will be charged for all non-attendance or cancellation within 10 working days of the course start date. A £50 cancellation fee applies for all courses with no charge attached</p> <p><b>Please tick here [ ] to confirm you have read and understood our cancellation policy.</b></p>	

As part of our commitment to ensuring equality of opportunity and continuous evaluation of our service it would be helpful if you could take a few moments to fill in the information below.

You are under no obligation to complete this form.

Course Applied for:

What age group do you fit into?

16-24  25-34  35-44  45-54  55-64  65+

Do you consider that you have a disability under the Equalities 2010 Act?

No  Yes: Vision  Hearing  Mobility  Other

How would you describe yourself?

Male  Female

Which of the following ethnic groups do you belong to?

**White**

English / Welsh / Scottish / Northern Irish / British  Irish

Any other White background

**Mixed / multiple ethnic groups**

White and Black Caribbean  White and Black African

White and Asian

Any other mixed / multiple ethnic background

**Asian / Asian British**

Indian  Pakistani  Bangladeshi

Chinese  Any other Asian background

**Black / African / Caribbean / Black British**

African  Caribbean

Any other Black / African / Caribbean background

**Other ethnic groups**

Arab

Any other ethnic group

**“Great works are performed, not by strength but perserverence”**

Samuel Johnson

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Development Training  
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Guildhall Square  
Portsmouth  
PO1 2AS

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Web: [www.hids.org.uk/training](http://www.hids.org.uk/training)