



Health Improvement **training
programme**

September 2014 - March 2015



Foreword

Welcome to the 2014/15 edition of the Health Improvement Training Programme.

Managed by NHS Fife Health Promotion Service on behalf of Fife's Health and Wellbeing Alliance, this programme aims to provide individuals with the skills and knowledge to take forward Fife's health improvement agenda.

With the challenges we face working to reduce health inequalities, the impact of welfare reform and the new health and social care agenda, this programme offers new courses to support, inspire and upskill Fife's workforce.

Fife has a rich pool of assets in terms of the skills, knowledge and experience of both facilitators and participants. This training programme is designed to make full use of these assets.

Many of the courses have been informed by local and national health improvement priorities and in particular support the 10 outcomes set out in Fife's Health and Wellbeing Plan which has an overarching aim of reducing health inequalities.

We hope you find the potential of these learning opportunities exciting and look forward to seeing you on the courses.



Ruth Bennett
Health Promotion Manager



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Health Improvement Training

How to apply

Please read the booking conditions before applying for a course.

Please read the course aim and learning outcomes carefully in order to ensure that your chosen course is the right one for you.

Then either:

Complete the online application form on www.healthyfife.net

or

Complete the application form included at the back of this programme and return via post or fax (please photocopy and fill in for each course you wish to attend).

Training course applications require your manager's name and contact details and for you to tick the box to indicate that you have read and accepted the booking conditions. If these details are missing we will return the form to you.

Places are not offered on a first come first served basis. You will be notified via email approximately 4 weeks prior to the course if your application has been successful.

If your course is oversubscribed and you do not receive a place, you may be contacted at short notice should there be a cancellation.

Cancellations

Due to the high demand for places on courses we ask that if you need to cancel, you provide us with as much notice as possible to allow us to reallocate the place. Cancellations at short notice (less than 48 hours) and non-attendance may jeopardise your place on future courses.

How is the training delivered?

Training is delivered in a participative and interactive style which involves a variety of methods. These range from presentations to group work and discussion sessions. Participants are encouraged to draw on and share their own practical experience and to consider how they would apply learning from the training to their professional practice. Participants come from a wide range of backgrounds, which enhances the sharing and learning experience.

Who delivers the training?

Course trainers come from a wide range of organisations in Fife including Fife Council, NHS Fife and voluntary sector organisations such as Barnardo's, Clued Up, Barony Housing Association, Frae Fife and Fife Alcohol Support Service. This partnership approach ensures that local knowledge and expertise is brought to the training courses on offer and is crucial to the successful delivery of the Health Improvement Training Programme.



Karen Stirling

Evelyn Wilson

Laura Henderson

What does it cost to attend?

Unless otherwise stated, all training courses in the programme are free and open to staff and volunteers from the public and voluntary sectors in Fife. Staff members from workplaces affiliated with the Healthy Working Lives project are also welcome to attend.

Evaluation and feedback

We ask all participants to evaluate each training course they attend in order to inform and shape our future practice. We welcome feedback on individual courses and any other aspect of the training programme. If you have suggestions, ideas or information, or would like to get involved in the training service in any way, please contact Karen Stirling on 01592 226488 or email karenstirling@nhs.net

Accessibility

We aim to ensure that our training courses are accessible for all. If you have any specific dietary or access requirements, including alternative formats, please indicate these on your application form or by contacting us on 01592 226488 or email karenstirling@nhs.net and we will do our best to accommodate your requirements.

Booking Conditions

By applying for a health improvement training course I agree that:

- If I have to cancel my place on a course, I will give the Health Improvement Training Team as much notice as possible to enable someone else to attend
- I will not attend a training course without having previously received a letter/email of confirmation
- I will not let anyone attend a course in my place without prior agreement from the Health Improvement Training Team
- I will try not to arrive late for a training session. If I am more than 30 minutes late, I understand that I may be asked to leave and re-apply for an alternative date
- I will not attend a course if I cannot stay until the stated finish time. I will cancel my place and re-apply for an alternative date
- I will only receive a certificate if I attend the full duration of the course.

A Healthier Future for Fife

The main aim of the Health Improvement Training Programme is to enable workers to take forward and evaluate work based on Fife's Health and Wellbeing Plan - to create equal health and wellbeing across all communities.

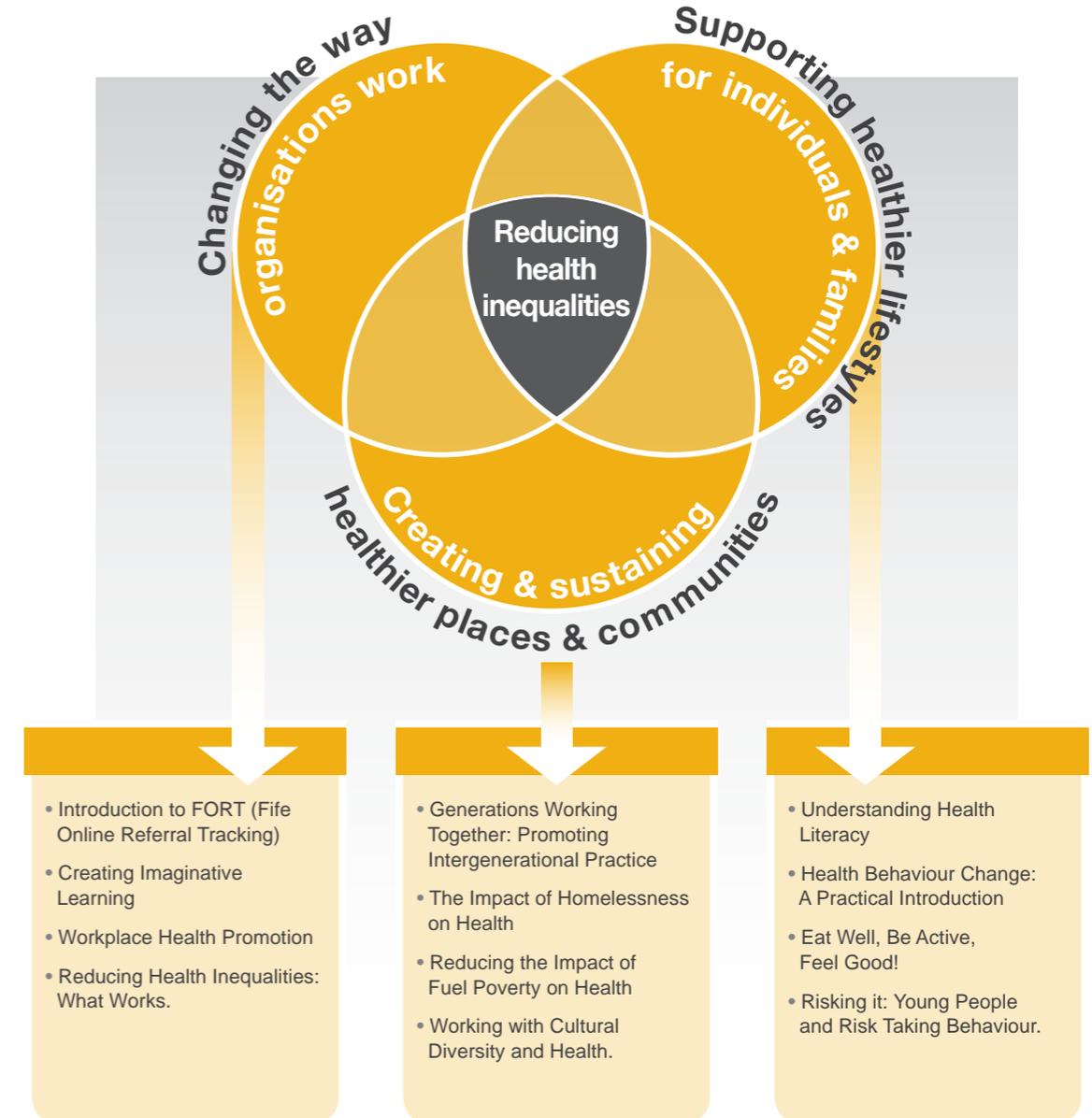
Fife's Health and Wellbeing Plan is used by partnerships, organisations, workers, individuals and groups. It sets out how we are working towards changing the circumstances that contribute to the persistent gap in health between those in the most and least disadvantaged life situations and to create more equal health and wellbeing across all communities in Fife.

The main aim of both the Health and Wellbeing Plan and the Health Improvement Training Programme is to reduce health inequalities.

This can be achieved by working across 3 themes:

- *Supporting healthier lifestyles for individuals and families*
- *Creating and sustaining healthier places and communities*
- *Changing the way organisations work.*

The following diagram outlines some of the key courses that will enable workers to develop the required knowledge and skills to carry out work based on each of these themes.



It may be possible to deliver some of these training courses in-house. Please contact the Health Improvement Training Team on 01592 226488 or email karenstirling@nhs.net to discuss your requirements.



Core Skills for Health Improvement

1 section

Groupwork and Facilitation

Monitoring and Evaluation

Reducing Health Inequalities

Training available from the Information and Resources Centre



Creating Imaginative Learning

Course length:

One day

Dates:

November 12th 2014,
Cameron Hospital, Leven

March 19th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife

Aim:

To introduce and explore the principles of creating imaginative learning to enable participants to plan, design and deliver memorable and effective learning opportunities.

Learning outcomes:

By the end of this course participants will have:

- Considered how to provide a rich and multi-sensory group environment that will engage and inspire their learners
- Looked at the importance of 'state', both their own as trainers and that of the groups they work with, and how to influence this
- Explored a wide range of tools available to use with groups eg. in meetings, training, presentations and facilitation
- Increased their skills and confidence to plan and provide learning sessions.

Who should attend?

Those from the NHS, local authority or voluntary sector who would like to develop and/or enhance skills to design and deliver training and other learning opportunities.

Cost: Free

Apply for a place at www.healthyfife.net



Developing Facilitation Skills

Aim:

To enable participants to explore the skills and qualities required by a facilitator.

Learning outcomes:

By the end of this course participants will have:

- Clarified what facilitation means and understood the role of the facilitator
- Explored how attitudes and values impact on facilitation
- Identified their own strengths and areas for development as a facilitator
- Experienced a number of facilitation tools 'in action' and have considered how to select the appropriate tool for the task
- Planned a short facilitation session and developed a design template.

Who should attend?

Those who have already attended the 'Making Groupwork More Effective' training course (see page 12) or who are experienced in working with groups and wish to develop their facilitation skills.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

October 8th 2014,
Cameron Hospital, Leven

March 3rd 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

Fiona Barrett,
Education Delivery Manager,
Parkinsons UK

April Mussen,
Professional Development Officer,
Fife Council

Cost: Free

Apply for a place at www.healthyfife.net



Making Groupwork More Effective

Course length:

One day

Dates:

September 25th 2014,
Cameron Hospital, Leven

February 18th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

April Mussen,
Professional Development Officer,
Fife Council



Aim:

To enable participants to increase their knowledge, skills and confidence in facilitating groups.

Learning outcomes:

By the end of this course participants will have:

- Explored a variety of factors that make a successful group
- An overview of several frameworks and models to help them better understand how groups work and how individuals learn
- Experienced a number of group work tools and techniques 'in action'
- Identified a variety of ways to troubleshoot challenging situations.

Who should attend?

This course is for anyone in the NHS, Fife Council or the voluntary sector who is new to working with groups.

'Developing Facilitation Skills' (see page 11) is a useful follow-on course for those who have attended this training and who have had an opportunity to put some of the learning into practice.

Cost: Free

Apply for a place at www.healthyfife.net



Demystifying Outcomes

Aim:

This practical workshop will enable participants to understand and clarify outcomes, outputs and indicators for their work projects.

Learning outcomes:

By the end of this course participants will have:

- An understanding of the terminology involved, including the key features of a good outcome
- Explored how to set relevant outcomes for their projects
- Considered how to identify indicators to measure their outcomes.

Who should attend?

This course is ideal for anyone from the public or voluntary sectors in Fife who would like to clarify how outcomes apply to their work, including those who are starting a new project or piece of work.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (afternoon)

Date:

October 29th 2014,
Cameron Hospital, Leven

Facilitator:

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife

*“Friendly trainers who
made learning really informative
and fun.”*



Getting Started with Evaluation

Course length:

One day

Date:

December 4th 2014,
Lynebank Hospital, Dunfermline

Facilitators:

Katie Provan,
Healthy Working Lives Adviser,
NHS Fife

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife

Jo-Anne Valentine,
Public Health Manager,
NHS Fife

Aim:

This introductory course will provide a practical opportunity for participants to work through the process of evaluation and explore a range of approaches and methods that can be used to plan and carry out an evaluation.

Learning outcomes:

By the end of this course participants will have:

- Demystified the terminology used in evaluation
- Explored the different stages of the evaluation process using simple and structured group activities
- An improved understanding of some of the methods that can be used for evaluation purposes
- Worked through a number of exercises to support local evaluation including participatory appraisal methods.

Who should attend?

Anyone who would like to develop their skills and knowledge in monitoring and evaluation.

*“Excellent delivery,
comprehensive and
educational.”*

Cost: Free

Apply for a place at www.healthyfife.net



Introduction to LEAP: An Outcome Focused Learning, Evaluation and Planning Framework

Aim:

This session will provide an introduction to this planning and evaluation tool which is used by partner services and organisations within Fife.

Learning outcomes:

By the end of this course participants will have:

- An understanding of LEAP (Learning, Evaluation And Planning) terminology
- Knowledge of the stages of the LEAP process
- Knowledge of how LEAP can be used to plan and evaluate projects
- An understanding of how to adopt an outcome focused approach in everyday work
- An understanding of how LEAP links with partnership working, community planning and community engagement.

Who should attend?

Those with a professional interest in adopting an outcome focused approach to their work.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

November 26th 2014,
Cameron Hospital, Leven

Facilitators:

David McGrath,
Community Learning and
Development Team Leader,
Fife Council

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

Introduction to the KnowFife Dataset

www.fifedirect.org.uk/knowfifedataset

Course length:

Half day (morning)

Dates:

October 7th 2014,
Victoria Hospital, Kirkcaldy

March 19th 2015,
Stratheden Hospital, Cupar

Facilitator:

Chris Brown,
KnowFife Dataset Co-ordinator,
NHS Fife/Fife Council

Aim:

To give participants the opportunity to learn more about the content of the KnowFife Dataset, to try it out for themselves during short practical sessions, and to get involved with and influence the ongoing development of the system and its content.

Learning outcomes:

By the end of this course participants will have:

- An increased knowledge of the wide range of local and national information held in the KnowFife Dataset
- Learned how to use the website to access and investigate data
- Learned how to produce data profiles and interactive thematic maps
- Knowledge of how to share this information and data
- An understanding of the basics of interpreting the data.

Who should attend?

Those with a professional interest in health improvement information and intelligence, or who have a need for information about local areas or neighbourhoods in their work.

Cost: Free

Apply for a place at www.healthyfife.net

Making the Most of Health and Wellbeing Data

Aim:

To enable participants to increase their knowledge of sources of data about health and wellbeing and its determinants and to increase their level of understanding of ways to interpret and present this data.

Learning outcomes:

By the end of this course participants will have:

- Knowledge of what sources of data are available
- An understanding of the different types of data and how to use and interpret these
- Explored different ways to present data
- Worked through some practical examples.

Who should attend?

This course is for those who use data as part of their work, for example as evidence of need, to profile local areas or to support monitoring or evaluation.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Date:

February 5th 2015,
Cameron Hospital, Leven

Facilitators:

Clare Campbell,
Public Health Scientist,
NHS Fife

Bryan Archibald,
Senior Information Analyst,
NHS Fife





'Telling My Story': Analysing and Reporting Outcomes

Course length:

One day

Date:

February 25th 2015,
Cameron Hospital, Leven

Facilitators:

Jo-Anne Valentine,
Public Health Manager,
NHS Fife

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife



Aim:

This practical training course will enable participants to analyse and interpret the monitoring and evaluation information they have collected on their project's activity in order to report effectively to funders and enhance future service delivery.

Learning outcomes:

By the end of this course participants will have:

- The ability to analyse information collected on their project's activities
- Knowledge of how to report effectively on the delivery of project outcomes to funders and stakeholders
- Considered how this process can be used to inform improvements to future project delivery.

Who should attend?

Anyone who is involved in evaluating and reporting on their project's activities. This course is a useful follow on for those who have attended training in 'Getting Started with Evaluation' (see page 14).

Cost: Free

Apply for a place at www.healthyfife.net



Generations Working Together: Promoting Intergenerational Practice

Aim:

Intergenerational practice aims to bring people together in purposeful, mutually beneficial activities promoting greater understanding and respect between generations and contributing to building cohesive communities (The Beth Johnson Foundation). This course will provide an overview of intergenerational practice and will enable participants to plan an intergenerational activity, considering practical issues, priorities and available resources.

Learning outcomes:

By the end of this course participants will have:

- Increased awareness of how intergenerational approaches can contribute to improving health and wellbeing
- Increased knowledge of resources and approaches for intergenerational working
- A versatile set of tools and resources for planning and evaluating an intergenerational activity
- Increased confidence in promoting intergenerational practice.

Who should attend?

This course is for anyone in a position to support, develop or carry out work which enables generations to work together.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

December 11th 2014,
Lochore Meadows Country Park,
Lochgelly

March 4th 2015,
Cameron Hospital, Leven

Facilitator:

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife



Health Behaviour Change: A Practical Introduction

Course length:

One day

Dates:

October 7th 2014,
St Andrews Community Hospital,
St Andrews

March 11th 2015,
Cameron Hospital, Leven

Facilitators:

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

Lyndsay Clark,
Senior Health Promotion Officer -
Food & Health, NHS Fife

Aim:

This course integrates behaviour change theory with evidence based, practical techniques for supporting individuals and groups to make healthier lifestyle changes. A combination of individual, pair and group work will enhance and build upon existing practitioner skills.

Learning outcomes:

By the end of this course participants will have:

- Explored the concept of health behaviour change
- Had an opportunity to practice skills to support health behaviour change
- A toolkit of resources to use with clients.

Who should attend?

This course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore and resolve issues around health behaviour change either in a one-to-one or group setting. It is of particular relevance for all healthcare staff working to facilitate health behaviour change.

Cost: Free

Apply for a place at www.healthyfife.net



The Impact of Domestic Abuse on Children and Young People

Aim:

To increase awareness of children and young people's experiences of domestic abuse and how this impacts on their lives. To develop an understanding of the prevalence and potential consequences of domestic abuse on children and young people.

Learning outcomes:

By the end of this course participants will have:

- An understanding of the difficulties and complexities facing children and young people experiencing domestic abuse
- An awareness of the issues children and young people face in disclosing their experiences
- Knowledge of how to give appropriate and effective support
- Considered how to apply different practices in the workplace
- Knowledge of the resources that are available and the roles of other agencies.

Who should attend?

This course is for anyone who works with young people and their families, such as youth workers, nursery nurses, health visitors, school nurses, teaching and non-teaching staff, social workers, community workers and support workers from services such as mental health, addictions and family support.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

September 22nd 2014,
Lynebank Hospital, Dunfermline

January 21st 2015,
Lynebank Hospital, Dunfermline

Facilitator:

Fiona Duncan,
Gender Based Violence Nurse
Advisor, NHS Fife



The Impact of Homelessness on Health

Course length:

One day

Dates:

November 20th 2014,
Cameron Hospital, Leven

February 25th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Louise Walkup,
Homeless Liaison Officer,
Frontline Fife

Sally O'Brien,
Team Leader, Homelessness
Liaison (Mental Health) Nurse
Service/ARBD Service, NHS Fife

Ingrid Pitt,
Team Leader (Addictions Service),
NHS Fife

Aim:

To raise the awareness of frontline staff about the impact of homelessness issues on health and to increase their knowledge of the services and support available.

Learning outcomes:

By the end of this course participants will have:

- An increased understanding of the issues around and impact of homelessness on health
- Explored the links between health and homelessness and client centred approaches to service delivery
- An increased knowledge of what different services provide, how to access them and how to encourage the development of local networks
- An increased knowledge and understanding of "Prevention First" and the development of prevention services in Fife.

Who should attend?

This course is for anyone who provides support in Fife to people experiencing homelessness. This could include all frontline staff working in housing services, the local office network, voluntary sector, homeless projects, social work, primary care, A&E, hospitals, mental health nurses and school nurses.

Cost: Free

Apply for a place at www.healthyfife.net



Improving Health for People with Learning Disabilities

Aim:

To increase participants' knowledge and understanding of the health needs of people with learning disabilities and to explore the key role that staff have in supporting people with learning disabilities to make healthy lifestyle choices.

Learning outcomes:

By the end of this course participants will have:

- An increased awareness of health needs for people with learning disabilities
- Identified factors which influence health
- Explored the role that staff have in promoting healthy lifestyle choices for people with learning disabilities
- Identified support services for staff working in this area.

Who should attend?

Those from the public or voluntary sector and carers who are supporting people with learning disabilities and who can have a direct influence on the health and wellbeing of people with a learning disability.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

October 21st 2014,
Lynebank Hospital, Dunfermline

Facilitator:

Sandra Morrison,
Learning Disability Liaison Nurse,
NHS Fife

*“An excellent course
which has left me feeling energised
and motivated.”*



Introduction to FORT (Fife Online Referral Tracking)

Course length:

2 hours (afternoon)

Dates:

December 8th 2014,
Auchmuty Learning Centre,
Glenrothes

February 16th 2015,
Auchmuty Learning Centre,
Glenrothes

Facilitator:

Joe MacIntyre,
FORT Trainer, Advice Infrastructure



Aim:

Referral and signposting are often a vital part of delivering an holistic response to ensure a client gets the right help from the right people at the right time. The FORT (Fife Online Referral Tracking) system allows workers to find the appropriate service, to make a secure online referral to that service and receive feedback regarding the referral process. This practical workshop will enable participants to use all aspects of the FORT system.

Learning outcomes:

By the end of this course participants will have:

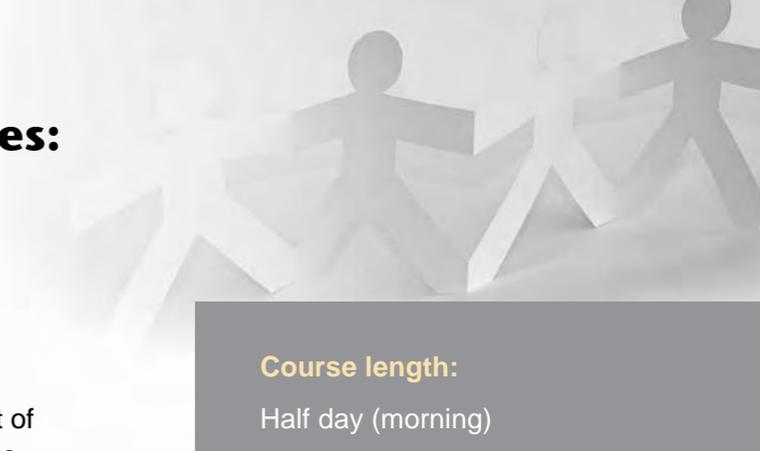
- Knowledge of all aspects of FORT use
- The ability to ensure that their service has a profile on the system
- The ability to make referrals to over 100 advice agencies across Fife.

Who should attend?

This course is for anyone who may be required to make referrals and signpost to other agencies.

Cost: Free

Apply for a place at www.healthyfife.net



Reducing Health Inequalities: What Works

Aim:

This practical workshop will look at the current context of health inequalities in Fife and will enable participants to explore their role in addressing these.

Learning outcomes:

By the end of this course participants will have:

- An understanding of health inequalities and their impact on the population in Fife
- Knowledge of the approaches that are known to be effective in reducing health inequalities
- Considered the practical steps that they can take to address health inequalities within their own area of work.

Who should attend?

This course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore and resolve issues around reducing health inequalities.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Dates:

November 13th 2014,
Cameron Hospital, Leven

February 4th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Anne Aberdein,
Development Officer - Health
& Wellbeing/Child Protection,
Fife Council

Jo-Anne Valentine,
Public Health Manager,
NHS Fife

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife



Reducing the Impact of Fuel Poverty on Health

Course length:

Half day (morning)

Dates:

October 28th 2014,
The Vine Venue, Dunfermline

February 10th 2015,
The Lomond Centre, Glenrothes

Facilitators:

Dagmara Opilka,
Community Liaison Officer,
Home Energy Scotland

Amanda Quinn,
Project Manager, Cosy Kingdom/
Greener Kirkcaldy

Les Brown,
Fuel Poverty Officer, Fife Council,
Housing & Neighbourhood Services

Laura Robertson,
Fuel Poverty Support Assistant,
Fife Council, Housing &
Neighbourhood Services

Aim:

The session will provide an insight into fuel poverty and the impact this has on people's health. Participants will find out how to identify a household in fuel poverty and how to signpost them for further help on a national and local level.

Learning outcomes:

By the end of this course participants will have:

- An increased understanding of the link between fuel poverty and health
- Knowledge of the signs of fuel poverty
- Awareness of the national and local support for fuel poor households
- Confidence to refer service users to national and local agencies for further support.

Who should attend?

This course is for anyone working with households in Fife for example, NHS Fife, Fife Council, private care agencies and the voluntary sector. It is particularly relevant to those who work with groups more vulnerable to fuel poverty such as families with children under 16, older people, disabled, single occupancy households, pregnant women and households in rural areas.

Cost: Free

Apply for a place at www.healthyfife.net



The 7 Habits of Highly Effective People

Aim:

To enable participants to build a high level of personal choice, a sense of purpose and relationship-building skills which have been shown to build effectiveness at home and work and to maximise personal health and wellbeing.

It will also help participants support others to build healthier lives thus helping to create and sustain healthier workplaces and communities.

Learning outcomes:

By the end of this course participants will have:

- A good knowledge and understanding of the 7 habits and how they help to promote personal effectiveness, health and wellbeing and sustained positive outcomes in home and work life
- A toolkit of approaches to use to remember the 7 habits and use them effectively
- Time to reflect on personal and professional goals and values
- The opportunity to discuss problems and solutions with colleagues in small groups.

Who should attend?

This course is for anyone who wants to build a more effective, healthier life for themselves and to be able to influence others to do the same.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Three days

Dates:

September 11th, 12th & 19th 2014,
Playfield Institute, Stratheden

November 20th, 21st and 28th
2014, Queen Margaret Hospital,
Dunfermline

February 19th, 20th and 27th 2015,
Playfield Institute, Stratheden

Facilitators:

Joleen McCool,
Health Improvement Officer,
NHS Fife

Marie Paterson,
Organisation Development Lead,
NHS Fife

Wendy Simpson,
Playfield Institute Manager,
NHS Fife

Candice Wilson,
Family Support Co-ordinator,
Fife Council

Doreen Young,
Clinical Leadership Facilitator,
NHS Fife

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Understanding Health Literacy

Course length:

Half day

Dates:

October 1st 2014 (afternoon),
Cameron Hospital, Leven

January 29th 2015 (morning),
Lynebank Hospital, Dunfermline

Facilitators:

Louise Hutton,
Senior Information and
Resources Facilitator, NHS Fife

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife

Aim:

Health literacy is the degree to which individuals can obtain and understand basic health information needed to make appropriate health decisions. This course aims to increase participants' understanding of health literacy and its impact on health and wellbeing and to explore the available tools and resources that can support individuals with their health literacy.

Learning outcomes:

By the end of this course participants will have:

- An overall understanding of health literacy, its extent and the Scottish context
- An increased awareness of the signs of low health literacy and how to approach the issue with individuals and families
- The ability to recognise barriers for individuals obtaining health information
- Considered different techniques for communicating more effectively with individuals who may have difficulty understanding health information.

Who should attend?

Those from the NHS, local authority or voluntary sector who may be required to discuss health related issues or those who help others find and use health information.

Cost: Free

Apply for a place at www.healthyfife.net

Using Asset Based Approaches to Improve Health and Wellbeing

Aim:

This course will provide an opportunity for participants to understand the principles, values and key themes of asset-based working. Participants will also practice using asset-based approaches in practical sessions.

Learning outcomes:

By the end of this course participants will have:

- Awareness of the principles, values and key themes of asset working
- An understanding of the history and background of asset based approaches and their context in Scotland's approach to reducing health inequalities
- Discussed some of the challenges to, and limitations of, asset based working
- Practiced asset based approaches in individual, paired and group sessions.

Who should attend?

Anyone interested in understanding and using asset based approaches in their work to improve health and reduce health inequalities.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

January 21st 2015,
Cameron Hospital, Leven

Facilitators:

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife

Jo-Anne Valentine,
Public Health Manager,
NHS Fife

Welfare Reform: An Overview

Course length:

One day

Dates:

September 17th 2014,
Cameron Hospital, Leven

January 13th 2015,
Lynebank Hospital, Dunfermline

Facilitator:

Jill Walker,
eLearning Manager,
Shelter Scotland

Aim:

This course has been designed for staff who require an understanding of the changes to the welfare system and how they will affect people in Fife.

Learning outcomes:

By the end of this course participants will have:

- The ability to summarise the changes to the benefits system and identify which groups will be affected by welfare reform
- An overview of universal credit, changes to housing benefit, Personal Independence Payments and other changes to welfare benefits including up to date timetables for implementation
- Considered the impact of the changes to the welfare system on individuals and households
- Knowledge of the Scottish Welfare Fund and other local sources of support
- Increased awareness of the local services and agencies that participants can signpost and refer those affected by welfare benefit changes.

Who should attend?

Those from any organisation who wish to increase their understanding of welfare reform and the potential impact on their clients. Participants do not need an in-depth knowledge of current benefits and welfare related work to attend.

Cost: Free

Apply for a place at www.healthyfife.net

Working with Cultural Diversity and Health

Aim:

To enable those working in health improvement to better meet the needs of ethnic minority groups and individuals in Fife.

Learning outcomes:

By the end of this course participants will have:

- An insight into the culture and living circumstances of the main ethnic communities in Fife
- An increased awareness of health issues particularly relevant to people from different ethnic minority backgrounds
- An increased understanding of how to engage effectively with ethnic minority groups and individuals
- An appreciation of how to ensure equitable access to services.

Who should attend?

Those from any organisation who wish to develop their understanding of the ethnic minority populations in Fife.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

November 27th 2014,
The Bay Hotel, Kinghorn

Facilitators:

Laura Henderson,
Senior Health Promotion Officer -
Training, NHS Fife

Daksha Patel,
Health Advocacy Worker,
Fife Fife

“Good to learn about other organisations that we could tap into for support.”

Training Available from the Information and Resources Centre

The Health Promotion Information and Resources Centre (IRC) provide resources and materials to anyone working with the population in Fife on health improvement issues. We have a collection of over 3000 resources on a wide range of health promotion topics. Resources are available in various formats such as leaflets and posters, books and reports, teaching packs, games and models, DVDs, CDs and displays.

The following training and informal support is available to assist users to access IRC services:

- How to search and order health improvement resources, including accessing the online catalogue Shelcat
- How to plan and deliver a health event or campaign
- How to access reliable health improvement information.

This training can be offered on a one-to-one basis or can be tailored to meet the needs of particular groups. For more information, please contact the IRC on 01592 226494 or louisehutton@nhs.net

*“Just realising
what I actually do is working
and worthwhile.”*

Priority Health Improvement Topics

section

Detecting Cancer Early

Drug and Alcohol Awareness

Food, Physical Activity and Health

Infant Feeding

Mental Health

Oral Health

Sexual Health

Tobacco Issues

Workplace



Supporting the Detect Cancer Early Campaign at a Local Level

Course length:

Half day

Dates:

October 1st 2014 (morning),
Queen Margaret Hospital,
Dunfermline

November 27th 2014 (afternoon),
Cameron Hospital, Leven

Facilitators:

Kay Samson,
Tobacco Issues Co-ordinator,
NHS Fife

Fiona Lockett,
Health Promotion Officer - Cancer,
NHS Fife

Aim:

To equip participants with the basic knowledge of lung, breast and bowel cancer and to promote the benefits of screening programmes.

Learning outcomes:

By the end of this course participants will have:

- Gained knowledge and awareness of national and local statistics
- Gained an awareness of the National Detect Cancer Early Programme
- Increased knowledge of the signs and symptoms to look out for
- Examined the health risks and lifestyle factors
- Explored the benefits of screening programmes available and barriers to uptake
- Confidence in normalising a conversation around screening so that it can be seen as a normal thing to do.

Who should attend?

This course is particularly relevant but not exclusive to anyone who comes in contact with older adults (50+) in the NHS, local authority or voluntary sector, particularly those working in the targeted communities of Fife.

Cost: Free

Apply for a place at www.healthyfife.net



Alcohol Brief Intervention with Young People

Aim:

To enable participants to increase their knowledge, skills and confidence in the brief intervention approaches required to raise the issue of alcohol with young people.

Learning outcomes:

By the end of this course participants will have:

- Considered when and how to proactively raise the issue of alcohol with young people
- The ability to deliver key components of brief interventions
- A toolkit of resources to use with young people
- Explored the concept of follow-up or referral with young people.

Who should attend?

This course is for anyone who is in a position to provide young people with information which will enable them to make informed decisions about the consumption of alcohol. This includes youth workers, school nurses, teaching and non-teaching staff, social workers and community workers.

Cost: Free

Apply for a place at www.healthyfife.net

*“Good examples
that provided challenging
ideas/thinking.”*

Course length:

One day

Date:

February 17th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Laura Crombie,
Project Manager, Clued Up

John Martin,
Project Worker, Barnardo's

Vicky Wilson,
Community Education Worker,
Fife Council



Drug and Alcohol Awareness Training

Course length:

One day

Dates:

September 23rd 2014,
The Bay Hotel, Kinghorn

February 25th 2015,
The Bay Hotel, Kinghorn

Facilitators:

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

Helen Hutton,
Outreach Counselling Co-ordinator,
Fife Alcohol Support Service

Kenton Francis,
Area Coordinator, Fife Intensive
Rehabilitation Substance Misuse
Team

Aim:

To raise awareness of drugs and alcohol and to increase participants' knowledge of the issues surrounding these topics. This training can be tailored to suit the needs of the client group by involving different support agencies.

Learning outcomes:

By the end of this course participants will have:

- Information on drugs and alcohol
- Information on the roles of support agencies in Fife
- Developed competence in dealing with drug misuse.

Who should attend?

This course is open to all NHS, local authority and voluntary sector staff who work to help and support people with drug or alcohol issues.

*“Excellent, informative,
relevant, educational yet delivered
with humour to keep it real
and interesting.”*

Cost: Free

Apply for a place at www.healthyfife.net



Introduction to Alcohol Brief Intervention

Aim:

To provide participants with the basic knowledge and skills required to raise the issue of alcohol with clients and to explore methods of support.

Learning outcomes:

By the end of this course participants will have:

- Considered when and how to proactively raise the issue of alcohol with clients
- A toolkit of resources to use with clients.

Who should attend?

This training course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore alcohol-related issues promoting behaviour change either in a one-to-one or group setting. This course would also be relevant for those actively involved in Keep Well.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Dates:

October 29th 2014,
Cameron Hospital, Leven

March 17th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Evelyn Wilson,
Senior Health Promotion Officer -
Training, NHS Fife

Helen Hutton,
Outreach Counselling Co-ordinator,
Fife Alcohol Support Service

Cost: Free

Apply for a place at www.healthyfife.net



Eat Well, Be Active, Feel Good! Encouraging Healthy Eating and Physical Activity with Adults

Course length:

One day

Date:

November 11th 2014,
Lochore Meadows Country Park,
Lochgelly

Facilitators:

Lyndsay Clark,
Senior Health Promotion Officer -
Food & Health, NHS Fife

Fiona Dale,
Physical Activity Co-ordinator,
Fife Council

Sue Whisler,
Physical Activity Co-ordinator,
Fife Council

Aim:

To provide participants with the knowledge of and access to, resources that encourage adults to adopt healthier lifestyles through healthy eating and physical activity.

Learning outcomes:

By the end of this course participants will have:

- Familiarity with the new guidelines for promoting physical activity and reducing sedentary behaviour
- An understanding of the key messages for healthy eating and physical activity in adults
- An understanding of the risk factors associated with poor diet and physical inactivity
- Awareness of the importance of behaviour change in adopting healthier lifestyles
- Awareness of the sensitive issues surrounding poor diet and inactivity and how to raise them
- Increased knowledge of available resources and techniques that encourage healthy eating and physical activity
- Increased confidence to support others to adopt healthier lifestyles through healthy eating and physical activity.

Who should attend?

This course is for anyone who is in a position to provide adults with the support to improve their lifestyles through healthy eating and physical activity.

Cost: Free

Apply for a place at www.healthyfife.net

Elementary Food and Health The Royal Environmental Health Institute of Scotland (REHIS) Level 1 Course



Aim:

This basic level course gives an appreciation and understanding of food and nutrition and their effects on health.

Learning outcomes:

By the end of the course participants will have:

- An increased knowledge of basic nutrition and health
- An understanding of the function of food in the diet in relation to health
- Acquired a knowledge of food and health to help improve/influence the diet and health of the people that they work with.

On successful completion of a short multiple choice assessment participants will receive the REHIS Elementary Food and Health Certificate.

Who should attend?

Those working directly and indirectly with food, including healthcare staff, staff in the hospitality industry, leisure industry, education and community co-operatives and cafes.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

October 30th 2014,
The Bay Hotel, Kinghorn

February 24th 2015,
The Bay Hotel, Kinghorn

Facilitator:

Lyndsay Clark,
Senior Health Promotion Officer -
Food & Health, NHS Fife





play@home Training

Course length:

2 ½ hours (afternoon)

Dates:

October 2nd 2014,
Cameron Hospital, Leven

February 4th 2015,
Cameron Hospital, Leven

Facilitator:

Laura Petrie,
Physical Activity Co-ordinator -
Early Years & Childhood,
NHS Fife



Aim:

To raise awareness of promoting physical activity to agencies working with families and children under 5 years.

Learning outcomes:

By the end of this course participants will have:

- An increased awareness of the need to promote physical activity
- Gained an understanding of the play@home toolkit
- Had the opportunity to deliver and/or take part in practice sessions from the handbook
- Explored how they can apply the toolkit in their own setting
- An awareness of additional resources and their availability
- The confidence to deliver training to other groups.

Who should attend?

Anyone working with children under 5 in health, local authority or voluntary sectors and who has experience in childcare, early education, physical activity and health promotion.

Cost: Free

Apply for a place at www.healthyfife.net



Raising the Issue of Child Healthy Weight

Aim:

This session will explore the opportunities in addressing child healthy weight.

Learning outcomes:

By the end of this course participants will have:

- Increased understanding of child healthy weight, NHS Fife BEST (Be Active, Eat Well, Stay Healthy, together in Fife) programme
- Relevant information to share about the programme and how to refer into the service
- Information on resources available
- Increased knowledge of and skills to support health behaviour change
- The confidence to raise the issue of child healthy weight.

Who should attend?

Anyone from the public or voluntary sector in Fife who works with children and young people aged 2-15 years. This course is of particular relevance to health professionals who have involvement with children/young people and their families.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

3 hours (morning)

Dates:

November 19th 2014,
Lynebank Hospital, Dunfermline

March 25th 2015,
Cameron Hospital, Leven

Facilitators:

Kathryn McLay,
Child Healthy Weight Practitioner,
NHS Fife

Fiona Todd,
Child Healthy Weight Practitioner,
NHS Fife



Seated Exercise for the Frail Older Adult

Course length:

Three days

Dates:

September 25th & 26th
& October 3rd 2014,
Lochgelly Centre, Lochgelly

Facilitators:

Sheila Lathangie,
Cardiac Rehab Instructor/Exercise
Referral Instructor, Fife Sport &
Leisure Trust

Sarah Rennie,
Occupational Therapist,
Fife Council

Jill Seenan,
Physiotherapist, NHS Fife

Aim:

This course will enable participants to conduct a seated exercise programme for the frailer older adult safely within a supervised location, for example wards, day centres or care homes.

Learning outcomes:

By the end of this course participants will have:

- The ability to identify recommendations for exercise for the frailer older adult
- The ability to recognise the benefits of physical activity and chair based exercise for the frailer older adult
- The ability to identify the changes associated with ageing and its related medical conditions
- The ability to demonstrate a physical activity session with a range of safe and effective exercises for the frailer older adult.

Who should attend?

This course is for health and social care workers responsible for promoting physical activity for the frailer older adult. It is recommended that participants are already working in an environment with frailer older adults for example wards, day centres or care homes.

Cost: £35 This course is accredited by Fife College and provides 4 credit points at SCQF Level 5.

Apply for a place at www.healthyfife.net



Teenage Girls, Physical Activity and Self Esteem

Aim:

To enable participants to support teenage girls, particularly those with low self-confidence and poor self esteem to be more physically active.

Learning outcomes:

By the end of this course participants will have:

- Explored what is meant by “self esteem” and identified some of the factors which impact upon it
- Identified and recognised the links between low mood, low self esteem and physical activity in teenage girls
- Identified ways in which they may be able to support teenage girls to be more active by addressing barriers
- Recognised their own role in supporting behaviour change in their contact with girls and young women
- Shared ideas and identified strategies for supporting increased and sustained levels of physical activity.

Who should attend?

This course is for anyone in a position to provide direct support to teenage girls who are inactive to become more active for their health and wellbeing. For example, support workers, youth workers, community health care staff, social care workers and volunteers.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

November 18th 2014,
Lochore Meadows Country Park,
Lochgelly

Facilitator:

Sue Whisler,
Physical Activity Co-ordinator,
Fife Council



Volunteer Walk Leader Training

Course length:

One day

Dates:

October 22nd 2014,
Lochore Meadows Country Park,
Lochgelly

March 5th 2015,
Lochore Meadows Country Park,
Lochgelly

Facilitator:

Vivienne McNiven,
Project Officer, Bums Off Seats,
Active Fife

Aim:

To provide participants with the practical skills and knowledge necessary for them to lead health walks safely and effectively.

Learning outcomes:

By the end of this course participants will have:

- Knowledge of the main benefits of regular walking and the barriers to physical activity
- An understanding of the recommended amount and type of physical activity for health benefits
- An understanding of the roles and responsibilities of a walk leader
- A practical understanding of the purpose and components of a health walk
- The skills to recognise potential hazards on a health walk
- Experienced a demonstration health walk.

Who should attend?

Voluntary groups, health visitors, community groups and anyone with an interest in physical activity.

Cost: Free

Apply for a place at www.healthyfife.net

Women, Physical Activity and Self Esteem

Aim:

To enable participants to support women, particularly those with low self-confidence and poor self-esteem to be more physically active.

Learning outcomes:

By the end of this course participants will have:

- Examined what influences women's perceptions of themselves in relation to physical activity
- Identified and recognised the links between low mood, low self-esteem and inactivity, particularly for women who are socially and economically disadvantaged
- Identified ways in which they may be able to support women to be more active by addressing barriers
- Recognised their own role in supporting behaviour change
- Developed their range of tools and techniques for supporting increased and sustained levels of physical activity.

Who should attend?

This course is for anyone in a position to provide direct support to women who are inactive to become more active for their health and wellbeing. For example support workers, community health care staff, social care workers and volunteers.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

October 7th 2014,
Lochore Meadows Country Park,
Lochgelly

Facilitator:

Sue Whisler,
Physical Activity Co-ordinator,
Fife Council



Other Sources of Physical Activity Training

Active Fife delivers a wide range of courses including coach education for specific sports as well as TOPS, playground games and general physical activity and sport. The Active Fife Team includes Active Schools, Sports Development, Outdoor Education and Physical Activity. Please note, courses and training fees may vary.

For further information about these courses please email physicalactivity.enquiries@fife.gov.uk or go to www.fifedirect.org.uk/activefife or contact Active Fife on 01383 602393.

The physical activity team can also provide flexible training for 8 or more participants to meet the needs of specific workforces. For further information and discussion please email physicalactivity.enquiries@fife.gov.uk

“Enjoyed the day - interactive, effective methods of learning for me.”

Breastfeeding Management: Primary Course

Aim:

To enable participants to encourage responsive and loving mother/baby and family relationships whatever the chosen method of feeding.

To equip Public Health Nursing teams (and other community workers) to support mothers to breastfeed for as long as they want.

Learning outcomes:

The following modules are available as part of this course:

- Why breastfeeding matters
- Becoming a mother - decisions about infant feeding
- Milk and mothering - how breastfeeding works
- The first relationship - communication and brain development
- Supporting confident and effective feeding
- Challenges and solutions
- Partnership working
- The Baby Friendly Initiative standards.

Who should attend?

All NHS Fife Primary Care staff who support pregnant and breastfeeding women as part of their role should attend modules appropriate to their role within 6 months of taking up post.

Some or all of the modules may be useful to staff from NHS Fife Acute Division, Fife Council and voluntary sector organisations.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

3 half days, plus completion of a training plan. Individual training plans should be completed within 6 months.

Dates:

Course 1

September 26th, October 3rd and October 10th 2014 (afternoons), Lynebank Hospital, Dunfermline

Course 2

February 2nd, February 9th and February 16th 2015 (mornings), Cameron Hospital, Leven

Facilitators:

Gina Graham,
Breastfeeding Support Co-ordinator,
NHS Fife

Anne Gibson,
Primary Care Lead Dietitian,
NHS Fife

Breastfeeding Management: Update Course

Course length:

Half day

Dates:

September 23rd 2014 (afternoon),
Stratheden Hospital, Cupar

October 9th 2014 (afternoon),
Cameron Hospital, Leven

November 21st 2014 (morning),
Lynebank Hospital, Dunfermline

December 1st 2014 (morning),
Cameron Hospital, Leven

January 15th 2015 (afternoon),
Lynebank Hospital, Dunfermline

February 18th 2015 (morning),
Cameron Hospital, Leven

March 12th 2015 (afternoon),
Lynebank Hospital, Dunfermline

Facilitators:

Gina Graham,
Breastfeeding Support Co-ordinator,
NHS Fife

Anne Gibson,
Primary Care Lead Dietitian,
NHS Fife

Aim:

To review and practice the clinical skills necessary to support women in establishing and maintaining breastfeeding.

To provide an opportunity to identify and discuss current issues in breastfeeding and progress towards achieving Baby Friendly Initiative standards.

Learning outcomes:

By the end of this course participants will have:

- The ability to recognise optimal positioning and correct attachment and the ability to teach mothers the skills necessary for them to achieve these for themselves
- The ability to assess breastfeeding and develop a plan of care for women experiencing difficulties
- An understanding of current issues in breastfeeding
- An awareness of Baby Friendly Initiative best practice standards.

Who should attend?

All staff with a responsibility to encourage and support breastfeeding including health visitors/public health nurses and community support staff who have previously completed Breastfeeding Management: Primary Course.

An update should be attended in every training year (Apr-Mar).

Cost: Free

Apply for a place at www.healthyfife.net

Infant Formula Feeding

Aim:

To ensure participants have evidence based, unbiased information about infant formula milk and its appropriate use in infant nutrition.

Learning outcomes:

By the end of this course participants will have:

- An awareness of the key constituents of and recent changes to, the composition of infant formula milks
- Familiarity with current recommendations for the safe preparation and storage of infant formula
- Familiarity with Baby Friendly Initiative best practice standards for mothers who choose to formula feed their infant
- An awareness of the International Code of Marketing of Breast Milk Substitutes and the NHS Fife Breastfeeding Policy related to the advertising of infant formula.

Who should attend?

All those who have contact with pregnant women/new mothers and families and who discuss infant feeding as part of their role. For example, public health team staff, maternity services staff, local authority staff such as early years workers, nursery staff and voluntary sector staff.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Date:

December 9th 2014,
Lynebank Hospital, Dunfermline

Facilitator:

Gina Graham,
Breastfeeding Support Co-ordinator,
NHS Fife





Introduction to Complementary Feeding: Weaning

Course length:

Half day

Dates:

September 8th 2014 (morning),
Cameron Hospital, Leven

January 22nd 2015 (afternoon),
Cameron Hospital, Leven

Facilitator:

Anne Gibson,
Primary Care Lead Dietitian,
NHS Fife

Aim:

To equip participants with evidenced based knowledge about the appropriate introduction of complementary foods (weaning) as part of a healthy diet.

Learning outcomes:

By the end of this course participants will have:

- Familiarity with current recommendations and the supporting evidence for introducing weaning foods
- Familiarity with the Healthy Start Scheme and recommendations for/availability of Healthy Start vitamins
- Awareness of opportunities and examples of good practice in facilitating weaning sessions for parents.

Who should attend?

All those who have contact with pregnant women/new mothers and families and who discuss infant feeding/weaning as part of their role. For example, public health team staff, maternity services staff, local authority staff such as early years workers, nursery staff and voluntary sector staff.

“So good and relevant - mainly due to the facilitator’s enthusiasm and engaging style.”

Cost: Free

Apply for a place at www.healthyfife.net



Introduction to Maternal & Infant Nutrition

Aim:

To ensure participants are familiar with current maternal and infant nutrition guidelines and the evidence that supports them.

Learning outcomes:

By the end of this course participants will be aware of current recommendations and guidelines for maternal and infant nutrition, including:

- The importance of early nutrition for health
- Breastfeeding
- The safe preparation and storage of infant formula
- The appropriate introduction of complementary foods (weaning)
- The Healthy Start Scheme and Healthy Start Vitamins.

Who should attend?

All members of staff who work with pregnant women and young families and who provide information/support related to healthy nutrition.

This will include members of public health nursing teams who do not require more detailed knowledge on supporting breastfeeding, local authority staff eg. early years workers, staff from nurseries and voluntary organisations.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Date:

November 10th 2014,
Cameron Hospital, Leven

Facilitator:

Gina Graham,
Breastfeeding Support Co-ordinator,
NHS Fife



ASIST (Applied Suicide Intervention Skills Training)

Course length:

Two days

Dates:

October 27th & 28th 2014,
The Bay Hotel, Kinghorn

January 21st & 22nd 2015,
Cameron Hospital, Leven

March 30th & 31st 2015,
Cameron Hospital, Leven

Facilitators:

Derek Magee,
Contact Point Organiser,
Barony Housing Association

Wendy Campbell,
National Trainer,
NHS Health Scotland

Aim:

To enable people working and living in Fife to recognise invitations for help and to intervene to prevent the immediate risk of suicide and thereby reduce suicide rates in the longer term.

Learning outcomes:

By the end of this course participants will have:

- The ability to recognise invitations for help
- Learned how to reach out and offer support
- The ability to review the risk of suicide
- The ability to apply a suicide intervention model
- The ability to link people with community resources.

Who should attend?

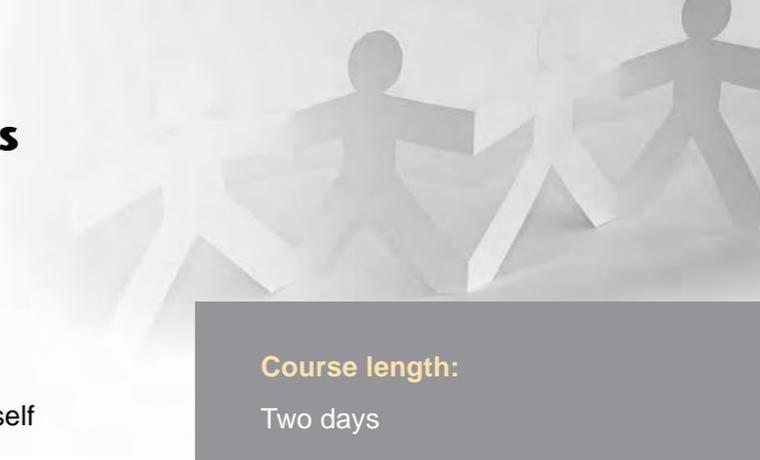
This is an important course for anyone working in frontline services, where suicide prevention and risk assessment skills are required.

*“Valuable insight
and experiences of different
outside agencies.”*

Cost: Free

Apply for a place at www.healthyfife.net

Building Self Esteem in Boys and Young Men



Aim:

To enable participants to consider the implications of self esteem in the lives of boys and young men.

Learning outcomes:

By the end of this course participants will have:

- Examined what is meant by self esteem and emotional resourcefulness
- Developed an understanding of the inner and outer world of boys and young men
- Identified practical strategies to support emotional resourcefulness and self esteem
- Identified how workers can model positive behaviours and attitudes.

Who should attend?

All staff working to support boys and young men on a one-to-one or group basis.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Two days

Dates:

October 7th & 8th 2014,
The Bay Hotel, Kinghorn

Facilitators:

Chris Mieztis,
Family Nurture Co-ordinator
(Family Nurture Approach),
Fife Council

Kevin Scott,
Development Worker, Clued Up





safeTALK

Course length:

3 hours (afternoon)

Dates:

September 30th 2014,
Lynebank Hospital, Dunfermline

November 12th 2014,
Cameron Hospital, Leven

February 19th 2015,
Cameron Hospital, Leven

Facilitator:

Derek Magee,
Contact Point Organiser,
Barony Housing Association

Aim:

To enable participants to recognise and engage people who might be having thoughts of suicide and to connect them with community resources trained in suicide intervention.

Learning outcomes:

By the end of this course participants will have:

- Awareness that people at risk of suicide are often not given help due to cultural myths and misinformation
- The ability to recognise when a person might be having thoughts of suicide
- The skills to be able to engage that person in direct and open talk about suicide
- The ability to move quickly to connect them with someone trained in suicide intervention who can review the risk and develop a plan to reduce the risk of harm or death.

Who should attend?

safeTALK is designed to be an introductory course for anyone interested in learning to be suicide aware.

Cost: Free

Apply for a place at www.healthyfife.net

Scotland's Mental Health First Aid



Aim:

To raise awareness of mental health and wellbeing issues and to provide participants with basic crisis first aid skills training.

Learning outcomes:

By the end of this course participants will have:

- An increased knowledge about mental health issues in Scotland
- Increased their skills and confidence in recognising the signs of mental health problems or suicidal thoughts
- The ability to provide initial help and guidance towards appropriate professional help
- Explored issues around recovery.

This course includes sessions on attitudes, recovery, alcohol and drugs, suicide, listening skills, self harm, depression, anxiety and psychosis.

Who should attend?

This course would suit anyone who is interested in developing their knowledge and skills in supporting someone with a mental health problem or suicidal thoughts.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Two days

Dates:

September 16th & 17th 2014,
The Bay Hotel, Kinghorn

November 3rd & 4th 2014,
St Andrews Community Hospital,
St Andrews

January 28th & 29th 2015,
The Bay Hotel, Kinghorn

March 25th & 26th 2015,
Lynebank Hospital, Dunfermline

Facilitators:

Charlotte MacIntosh,
Sessional Worker, NHS Fife

Helen Hutton,
Outreach Counselling Co-ordinator,
Fife Alcohol Support Service

Sarah White,
Alcohol Counsellor,
Fife Alcohol Support Service



Scotland's Mental Health First Aid: Young People

The first e-learning component will take approximately 3 hours and must be completed 2 weeks prior to the participatory session.

The participatory session will involve 1 full day's training.

The second e-learning component will take approximately 4 hours. At the end of this there is a reflective writing exercise of not less than 500 words which must be submitted within 4 weeks.

CPD certificates will only be awarded to those candidates who complete all three parts.

Course length:

One day

Date:

February 23rd 2015,
Cameron Hospital, Leven

Facilitators:

Susan Cotton,
Health Improvement Practitioner -
Communities, NHS Fife

John Martin,
Project Worker, Barnardo's

Aim:

To show how mental health first aid can be applied, in both crisis and non-crisis situations, to a range of common mental health problems that may face people aged 11 to 17 years.

Learning outcomes:

By the end of this course participants will have:

- The ability to recognise the signs of mental health problems or distress
- Increased their skills and confidence to ask about mental distress
- The ability to provide initial support
- Knowledge of how to guide a person towards appropriate professional help.

This course includes content on: depression, anxiety, suicide, self harm, eating disorders, alcohol and drugs and cyber bullying.

Who should attend?

This course is aimed at adults, including parents/carers, teachers, youth workers, sports coaches, social workers or others who are working or living with young people aged between 11 and 17 years old.

Please note: This course uses a blended learning approach which includes two e-learning modules and a participatory session.

Cost: Free

Apply for a place at www.healthyfife.net



Understanding Self Harm

Aim:

This course aims to demystify and clarify the processes underlying self harm and empower workers to respond in a thoughtful and helpful way.

Learning outcomes:

By the end of this course participants will have:

- Shared and discussed professional and personal dilemmas
- Viewed self harm in a broader context
- Identified life events underlying self harm
- Furthered their understanding of 'how it works' for people
- Shared and promoted ideas on helpful and unhelpful responses to self harm.

Who should attend?

This course is relevant to anyone who may come into contact with people who self harm.

*“Very moving,
well delivered.”*

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

September 19th 2014,
Lynebank Hospital, Dunfermline

November 27th 2014,
Playfield Institute, Stratheden

January 14th 2015,
Cameron Hospital, Leven

Facilitators:

Aileen McGurk,
Senior Nurse Therapist, CAMHS,
NHS Fife

Julie-Anne Hopkins,
Senior Nurse Therapist, CAMHS,
NHS Fife

Linda Page,
Senior Nurse Therapist, CAMHS,
NHS Fife

Susan Matson,
Clinical Lead, CAMHS,
NHS Fife



Working with Young Women on Self Esteem

Course length:

Two days

Dates:

November 24th & 25th 2014,
The Bay Hotel, Kinghorn

Facilitator:

Yvonne Wynia,
Health Improvement Practitioner,
NHS Fife



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Aim:

To help participants understand the impact that self esteem has on young women's ability to make positive choices in their lives and to develop fun yet practical ways of working with young women.

Learning outcomes:

By the end of this course participants will have:

- Explored concepts of self esteem for us and the girls/young women we work with
- Considered how our own self esteem affects our work with young women
- Explored what damages and builds self esteem
- Explored behaviour that may arise from different self esteem levels.

The course provides a practical 'toolkit' for working with young women and is experiential in nature.

Who should attend?

This course is relevant to anyone who works to support girls and young women on a one-to-one or group basis.

Cost: Free

Apply for a place at www.healthyfife.net



WRAP: The Wellness Recovery Action Plan

Aim:

This introductory session will discuss the origins of WRAP (The Wellness Recovery Action Plan), looking at the values and ethics, the key concepts, the wellness toolbox and WRAP.

Learning outcomes:

By the end of this course participants will have:

- A basic understanding of the key components and ethos behind recovery and WRAP programmes
- Knowledge of how the WRAP tool can support wellness and recovery orientated practice within organisations and communities
- The ability to consider whether WRAP as a self management tool might be something that could enhance their own quality of life.

Who should attend?

This course is open to anyone who is interested in the search for wellness and would like to become more resilient in coping with life challenges.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day

Dates:

October 2nd 2014 (afternoon),
Cameron Hospital, Leven

February 10th 2015 (morning),
Lynebank Hospital, Dunfermline

Facilitators:

Pam Butter,
Area Manager,
The Richmond Fellowship

Roz Anderson,
Team Manager,
The Richmond Fellowship

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Oral Health Awareness

Course length:

Half day (morning)

Date:

November 5th 2014,
Cameron Hospital, Leven

Facilitator:

Esther Pye,
Principal Dental Nurse,
NHS Fife

Aim:

To raise awareness of the cause and prevention of the two main oral diseases and enable participants to develop the knowledge and skills necessary to promote good oral health behaviours.

Learning outcomes:

By the end of this course participants will have:

- An awareness of the social aspects of oral health
- An understanding of the cause and prevention of tooth decay
- An understanding of the cause and prevention of periodontal disease.

Who should attend?

This course is for anyone who is in a position to provide young people or the adult population with information which will enable them to make informed decisions about their own or their family's oral health, such as school nurses, youth workers, carers or community workers.

Cost: Free

Apply for a place at www.healthyfife.net



Oral Health for People with Physical and Learning Disabilities

Aim:

To increase the knowledge and understanding of the oral health needs of people with disabilities and to explore the key roles that staff have to maintain good oral health.

Learning outcomes:

By the end of this course participants will have:

- The ability to recognise the importance of oral health to general health and wellbeing
- Explored the role that carers have in prevention of dental disease
- The ability to manage specific complications and identify oral hygiene methods.

Who should attend?

Those from the public or voluntary sectors and carers who are supporting people with physical or learning disabilities and who can have a direct influence on the oral health of people within their care.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Date:

March 5th 2015,
Cameron Hospital, Leven

Facilitator:

Esther Pye,
Principal Dental Nurse, NHS Fife



Are You Ready? - Supporting Young People to Delay Early Sexual Activity

Course length:

Half day (morning)

Dates:

November 5th 2014,
Lynebank Hospital, Dunfermline

March 18th 2015,
Cameron Hospital, Leven

Facilitators:

Yvonne Wynia,
Health Improvement Practitioner -
Children & Young People,
NHS Fife

Tara Irvin,
Health Promotion Officer -
Children & Young People,
NHS Fife

Aim:

To explore the issue of early sexual activity (under the age of 16) and the reasons why young people have early sex. To consider the strategies which can empower young people to make positive decisions for themselves.

Learning outcomes:

At the end of this course participants will have:

- An awareness of the causes and effects of engaging in early sex
- An understanding of the 'Are You Ready?' approach
- Explored a range of practical ways of working with young people to help them to make positive and healthy decisions for themselves
- Have access to the 'Are You Ready?' - 10 Strategies Toolbox
- Considered the concept of 'readiness' for young people and knowledge of a decision making resource they can use to assess this.

Who should attend?

This course is for anyone who works with 10-15 year olds who are vulnerable to becoming sexually active whilst not being ready, such as youth workers, school nurses, sexual health nurses, hub nurses, teaching and non teaching staff, social workers, community workers and volunteers.

Cost: Free

Apply for a place at www.healthyfife.net



Condom Distribution Training

Aim:

This is a half day course designed to increase/refresh participants' knowledge and understanding of issues related to sexually transmitted infections (STIs) and unwanted pregnancy and to increase confidence in addressing these issues with clients.

Learning outcomes:

By the end of this course participants will have:

- An understanding of the promotion of condoms as a method of contraception
- An understanding of the types and range of condoms available and how to order from the Fife Condom Distribution Scheme
- Information about how to access specialist sexual health services
- An understanding of the confidentiality, child protection and the Fraser guidelines
- An understanding of their role and the impact they can have on their client group.

Who should attend?

Those currently working with young people, injecting drug users or people living with HIV. Those who wish to be part of the Fife Condom Distribution Scheme providing free condoms to those who may be at risk from blood borne viruses, sexually transmitted infections or unwanted pregnancy.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Dates:

September 10th 2014,
Cameron Hospital Leven

November 5th 2014,
Lynebank Hospital, Dunfermline

March 4th 2015,
Stratheden Hospital, Cupar

For further information and extra training dates please contact Steve Walker at stevewalker1@nhs.net or on 01592 729267.

Facilitator:

Steve Walker,
Workforce Development Lead,
NHS Fife



Introduction to Blood Borne Viruses

Course length:

Half day (morning)

Dates:

September 24th 2014,
Cameron Hospital, Leven

November 26th 2014,
Lynebank Hospital, Dunfermline

March 18th 2015,
Stratheden Hospital, Cupar

For further information and extra training dates please contact Steve Walker at stevewalker1@nhs.net or on 01592 729267.

Facilitator:

Steve Walker,
Workforce Development Lead,
NHS Fife

Aim:

This is a half day course designed to increase participants' knowledge and understanding of issues related to blood borne viruses (BBVs) such as Hepatitis B and Hepatitis C and HIV from a social, emotional and physical viewpoint and to increase confidence in addressing these issues with clients.

Learning outcomes:

By the end of this course participants will have:

- An understanding of the prevalence and transmission routes of hepatitis and HIV
- An understanding of testing, treatments and their possible side effects
- An understanding of the psychological and social impact of living with a BBV.

Who should attend?

Those currently working with clients affected by BBVs who wish to increase their general awareness around issues relating to Hepatitis and HIV.

Those with a limited understanding of BBVs and HIV issues who wish to increase their knowledge and skills in order to be better informed when dealing with clients.

Cost: Free

Apply for a place at www.healthyfife.net



Introduction to Lesbian, Gay, Bisexual and Transgender (LGBT) Issues

Aim:

To increase participants' knowledge and understanding of lesbian, gay, bisexual and transgender (LGBT) issues and to explore effective means of supporting and including LGBT people within working practices.

Learning outcomes:

By the end of this course participants will have:

- An increased knowledge and understanding of issues facing LGBT communities
- An increased competence and confidence to address LGBT issues within their workplace and working practice
- Identified sources of support and information for workers and clients
- An increased awareness of their own values and attitudes
- A better understanding of LGBT legislation.

Who should attend?

People working with a wide range of client groups who would like to improve their general awareness and understanding of LGBT issues. Those who have little or no prior experience of addressing LGBT issues within their work and would like to gain more knowledge and skills in this area. Those wanting an introduction to exploring effective practice in relation to LGBT issues.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

September 18th 2014,
Stratheden Hospital, Cupar

March 11th 2015,
Lynebank Hospital, Dunfermline

Facilitator:

LGBT Youth Scotland





Making Choices, Keeping Safe: Relationships and Sexual Wellbeing for People with Learning Disabilities

Course length:

One day

Dates:

September 8th 2014,
Cameron Hospital, Leven

December 2nd 2014,
Lynebank Hospital, Dunfermline

March 30th 2015,
Cameron Hospital, Leven

Facilitator:

Louise Howie,
Community Learning Disability
Charge Nurse, NHS Fife

Aim:

This course will increase participants' knowledge and understanding of the needs of people with learning disabilities regarding relationships and sexual wellbeing. It will also enable participants' to increase their confidence in supporting people with learning disabilities in the area of relationships and sexual wellbeing.

Learning outcomes:

By the end of this course participants will have:

- Increased knowledge of Fife's Relationship & Sexual Wellbeing Best Practice Guidance
- Had the opportunity to explore values and attitudes in relation to relationships and sexual wellbeing for people with learning disabilities
- Increased skills and confidence needed to support people with learning disabilities in this area
- Increased awareness of the legal position regarding sexual health for people with learning disabilities
- Identified sources of support, information and resources for people with learning disabilities and staff.

Who should attend?

Those working with young people and adults with learning disabilities who wish to increase their knowledge and confidence when supporting people with relationships and sexual wellbeing, both frontline staff and management.

Cost: Free

Apply for a place at www.healthyfife.net



Risking It: Young People and Risk Taking Behaviour

Aim:

No one health topic or issue exists in isolation and research tells us that where young people take a risk in one area of their life, they are more likely to take risks in others. This one day course aims to raise awareness of these links and will look at the underlying causes of risk taking behaviour. It will also provide an opportunity for staff to reflect on how they can best support young people in this area.

Learning outcomes:

At the end of this course participants will have:

- Increased awareness of a range of risks affecting young people
- Explored the potential underlying causes of risk-taking behaviour, including health inequalities
- Examined in some detail the potential impact of social media in relation to risks that a young person may take
- Had the opportunity to reflect on their role with the young people they work with in relation to this topic, and how some of these issues raised can begin to be addressed within their work setting.

Who should attend?

Those who work and support young people either directly or indirectly in making informed choices regarding behaviours relating to their health, eg. sexual health, alcohol and tobacco. Also those who work with young people in a more general way, eg. in areas such as resilience and building self-esteem.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Date:

September 11th 2014,
Stratheden Hospital, Cupar

Facilitators:

Yvonne Kerr,
Senior BBV and Sexual Health
Improvement Officer, NHS Fife

Tricia Ryan,
Senior Community Education
Worker, Fife Council



Understanding Sexual Wellbeing

Course length:

One day

Date:

November 20th 2014,
Lynebank Hospital, Dunfermline

Facilitator:

Yvonne Kerr,
Senior BBV and Sexual Health
Improvement Officer, NHS Fife

For further information contact
Yvonne Kerr on 01592 729289
or ykerr@nhs.net



Aim:

To increase participants' knowledge and understanding of sexual health and wellbeing issues and to increase their confidence in discussing these issues with their client group.

Learning outcomes:

At the end of this course participants will have:

- An increased understanding of the links between sexual health and other health areas
- An increased understanding of what can impact on sexual health and wellbeing, including deprivation
- An increased understanding of their role and the impact they can have on their client group in relation to sexual health and wellbeing
- Explored and developed the skills, confidence and attitudes needed to work effectively with people on these issues
- Identified sources of support and information for clients and workers on sexual health and wellbeing
- An increased awareness of resources for use in sexual health work and the ability to use them
- Identified where services are and how to signpost/refer their clients to them.

Who should attend?

Those who have little or no experience of addressing sexual health and wellbeing issues within their work, or those wishing to refresh their skills and knowledge on this subject.

Cost: Free

Apply for a place at www.healthyfife.net

Raising the Issue of Smoking: Brief Advice



Aim:

To enable course participants to raise the issue of smoking with clients and refer on to a local stop smoking service as appropriate.

Learning outcomes:

By the end of this course participants will have:

- Explored the health benefits offered by stopping smoking
- An understanding of the purpose and benefits of brief advice in relation to smoking
- An understanding of the process for delivering brief advice
- Examined the importance and relevance of their role in helping people to stop smoking
- Increased confidence in raising the issue of smoking with individuals.

Who should attend?

Prospective participants include anyone who is able to raise the issue of smoking with individuals. This includes a range of staff including health professionals and support staff from secondary, primary care services, youth workers, school nurses, teaching and non teaching staff, social workers and community workers.

Please note: This course uses a blended learning approach which includes an e-learning module and a participatory session. The e-learning component will take between 1 and 2 hours. It does not need to be completed in one go, but should be completed within 4 weeks prior to the date of the participatory session. A personal or work email address is required.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day (morning)

Date:

October 2nd 2014,
Lochore Meadows Country Park,
Lochgelly

Facilitator:

Kay Samson,
Tobacco Issues Co-ordinator,
NHS Fife

*“Great to
share good practice”*



Smoking and Cannabis: Methods and Approaches

Course length:

One day

Date:

February 26th 2015,
The Vine Venue, Dunfermline

Facilitator:

Nylivet Consultancy,
Freelance Trainer

Aim:

To provide participants with the knowledge and skills to enable more effective engagement with tobacco and cannabis users.

Learning outcomes:

By the end of this course participants will have:

- Gained an understanding of tobacco and cannabis use
- An increased knowledge of the types of cannabis and the variation in strength and quality
- Learned about the short and long term effects of cannabis use
- Gained an understanding of cannabis risks and how to address them
- Knowledge of how to implement harm reduction strategies with users
- More confidence in discussing smoking and cannabis with users.

Who should attend?

Stop smoking advisors, drug workers, teachers and social workers encounter cannabis use more frequently than any other controlled drug. Despite this many workers feel under confident when addressing cannabis use.

This course is to help workers gain knowledge and confidence in working with smoking and cannabis users. In the current economic climate debt advisors will benefit from this course.

Cost: Free

Apply for a place at www.healthyfife.net



“Taking it Right Outside”: Creating a Smoke Free Home

Aim:

To equip participants with the knowledge and skills to actively support parents/carers to reduce children’s exposure to second hand tobacco smoke.

Learning outcomes:

By the end of this course participants will have:

- Gained knowledge and awareness of the National Second Hand Smoke Campaign
- An increased knowledge in how to define second hand smoke and understand its effects on children’s health
- The ability to explore common beliefs around second hand smoke exposure
- The skills to discuss the benefits of having a smoke free home and car
- Learned how to assess the occurrence of children’s exposure to second hand smoke
- The ability to explore hints and tips on creating a smoke free home and car.

Who should attend?

This course is for anyone who is in a position to support parents/carers to reduce children’s exposure to second hand smoke such as health visitors, midwives, nursery staff, school nurses, early years/family support workers, social workers and youth workers.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

Half day

Date:

October 30th 2014 (morning),
The Bay Hotel, Kinghorn
February 4th 2015 (afternoon),
Lochore Meadows Country Park,
Lochgelly

Facilitator:

Kay Samson,
Tobacco Issues Co-ordinator,
NHS Fife



Young People and Tobacco Issues

Course length:

One day

Date:

October 10th 2014,
The Bay Hotel, Kinghorn

Facilitator:

Nylivet Consultancy,
Freelance Trainer



Aim:

To support those who work with young people to raise the issue of tobacco use, using a range of methods, resources and approaches.

Learning outcomes:

By the end of this course participants will have:

- Learned about smoking trends and young people
- An awareness of the differences between adult and adolescent smokers
- An insight into why young people start smoking and what issues may affect them stopping smoking
- Increased knowledge of methods of engagement with young people to enable discussion on tobacco issues
- Gained practical skills to tackle the subject of smoking and tobacco control with young people
- Considered the application of a stop smoking programme for young people
- The confidence to discuss issues surrounding smoking prevention and tobacco control with young people.

Who should attend?

This course is for anyone who is in a position to provide young people with information which will enable them to make informed decisions about tobacco use, such as youth workers, school nurses, teaching and non teaching staff, social workers and community workers.

Cost: Free

Apply for a place at www.healthyfife.net

Elementary Health and Safety The Royal Environmental Health Institute of Scotland (REHIS)

Aim:

Moving on from a basic awareness of health and safety issues, this one day REHIS accredited course is for workers requiring a greater understanding and knowledge of health and safety matters and how to apply them in their own workplace.

Learning outcomes:

By the end of this course participants will have:

- An increased knowledge and understanding of health and safety subjects, for example: risk assessment; hazardous substances; first aid and manual handling
- An understanding of the assistance available from Healthy Working Lives Fife and Fife Council Consumer and Business Education Team in relation to fulfilling their statutory obligations and promoting good health, safety and wellbeing in the workplace

On successful completion of a short multiple choice assessment participants will receive the REHIS Elementary Health and Safety Certificate.

Who should attend?

This course is suitable for those with an interest in health and safety in small and medium-sized enterprises (SMEs) and voluntary sector organisations including new business start-ups and established workplaces.

Cost: £125. SMEs/voluntary organisations actively engaged with Healthy Working Lives Fife may be entitled to one free place on this course. Please confirm eligibility for this offer by contacting a member of the Healthy Working Lives team on 01592 226488 or hwlfife@nhs.net.

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

September 19th 2014,
The Bay Hotel, Kinghorn

November 21st 2014,
City Chambers, Dunfermline

February 27th 2015,
The Gilvenbank Hotel, Glenrothes

Facilitators:

Peter Ager,
Consumer and Business Education
Team, Fife Council

Alan Gow,
Healthy Working Lives Adviser,
NHS Fife

Health and Safety: A Basic Guide

Course length:

Half day (morning)

Dates:

November 4th 2014,
The Vine Venue, Dunfermline

January 27th 2015,
The Vine Venue, Dunfermline

Facilitator:

Alan Gow,
Healthy Working Lives Adviser,
NHS Fife

Aim:

This is a basic level course to increase participants' awareness and understanding of their statutory requirements in relation to occupational health and safety, with a focus on the basic requirements and current enforcement priorities, and the help available from Healthy Working Lives.

Learning outcomes:

By the end of this course participants will have:

- An increased knowledge of the basic requirements for occupational health and safety related to small businesses
- An awareness of current 'hot' health and safety topics
- An understanding of the assistance available from Healthy Working Lives in relation to fulfilling their statutory obligations.

Who should attend?

Those with an interest in health and safety in small businesses and voluntary sector organisations including new business start-ups and established workplaces.

*“Excellent -
trainers very proficient and exceeded
all my expectations.”*

Cost: Free

Apply for a place at www.healthyfife.net

Mentally Healthy Workplace Training for Managers

Aim:

This course aims to develop and share good practice in promoting positive mental health and wellbeing, thereby contributing to a more open workplace culture.

Learning outcomes:

By the end of this course participants will have:

- A broad understanding of mental health and an increased awareness of mental health issues in the workplace
- Identified the key issues that contribute to a mentally healthy workplace
- Improved their skills and confidence in dealing with mental health and wellbeing in the workplace
- Raised awareness of managers' legislative responsibilities.

Who should attend?

This course is for employers, managers, HR leads and supervisors only.

Please note: This course uses a blended learning approach which includes an e-learning module and participatory session. The e-learning component will take approx 2 hours and must be completed 2 weeks prior to the participatory sessions.

Cost: Free

Apply for a place at www.healthyfife.net

Course length:

One day

Dates:

September 18th 2014,
The Bay Hotel, Kinghorn

November 13th 2014,
The Bay Hotel, Kinghorn

March 12th 2015,
The Bay Hotel, Kinghorn

For further training dates across Scotland, please visit www.healthyworkinglives.com

Facilitators:

Annemarie Smith,
Healthy Working Lives Adviser,
NHS Fife

Anita Paterson,
Healthy Working Lives Adviser,
NHS Forth Valley



Workplace Health Promotion

Course length:

Half day (morning)

Date:

November 6th 2014,
The Vine Venue, Dunfermline

Facilitators:

Katie Provan,
Healthy Working Lives Adviser,
NHS Fife

Annemarie Smith,
Healthy Working Lives Adviser,
NHS Fife

Aim:

The aim of this course is for participants to gain a basic understanding of workplace health promotion and how this could be applied in their own organisation.

Learning outcomes:

By the end of this course participants will have:

- An understanding of the definition of health promotion and behaviour change
- An understanding of the application of health promotion in the workplace setting
- The ability to develop activities which could be transferred into their own workplace
- Raised awareness of the support available in Fife.

Who should attend?

This course is for anyone who is leading on or interesting in implementing a workplace health and wellbeing programme.

Cost: Free

Apply for a place at www.healthyfife.net

Other Sources of Health Related Training

Organisational Development Department of NHS Fife delivers tailored training to specific groups and services when commissioned by senior staff. They also help deliver open management/leadership and personal development programmes each year which are advertised and targeted to particular groups of staff. Please contact Patricia Boyle, Head of Organisational Development, email tricia.boyle@nhs.net about Organisational Development work or contact the Learning Department by email, fife-uhb.learningdepartment@nhs.net about general training and learning issues.

Healthy Working Lives organise and deliver a variety of workshops and courses across Scotland to support the development of health, safety and wellbeing skills and knowledge within the working environment. For course listings please visit: www.healthyworkinglives.com/events or contact the national advice line on 0800 019 2211.

Research and Development - The NHS Fife R&D Department also offers a comprehensive programme of research education workshops and seminars. Selected workshops can also be run for departments or groups of interested people on an ad hoc basis and can possibly be arranged to coincide with scheduled study days. Advice clinics are also available on intellectual property; how to access Fife prescribing data for use in research; advice on ethics applications and a research clinic offering advice on research design, statistics and writing up. For more information and availability please contact Amy Scobie, R&D Support Officer, on 01383 623623 ext 20955 or internal extension 20955, email amyscobie@nhs.net

NHS Fife Library Services offers a variety of information literacy training. Courses on navigating the NHS Scotland Knowledge Network, finding full-text journal articles and literature searching are available. They can be tailored to suit individual or group requirements. For more information, contact the librarians:

Marie Muszynski, email marie.muszynski@nhs.net, tel 01383 623623 ext 22546/28631

Dorothy Woolley, email dorothy.woolley@nhs.net, tel 01592 643355 ext 28790

Donna Watson, email donna.watson3@nhs.net, tel 01592 643355 ext 28790

The Playfield Institute organises and delivers a range of workshops and training courses aimed at empowering the workforce to promote the mental health and wellbeing of children and young people. For more information, please visit www.playfieldinstitute.co.uk or email playfield.training@nhs.net

The NHS Fife Clinical Psychology Service can offer a range of training events and teaching programmes throughout NHS Fife as well as training in clinical supervision. Training is usually developed in relation to specific requests but can cover areas such as mental health, long-term conditions and childhood disorders. If you would like to discuss your training requirements then please contact Tara Graham, Research & Service Development Psychologist on 01334 696336, email taragraham@nhs.net



Online Training Opportunities

Think U know Internet Safety Training offers regular workshops for staff who require to address internet safety issues with young people and parents. The sessions provide participants with an understanding of some of the risks to children and young people in the digital world and how to keep them safe as well as knowledge to deliver Thinkuknow resources to young people and parents/carers. For dates and to book a place, please contact safety.net@fife.gov.uk

Fife Voluntary Action's Training Project 'Learning and Training in the Voluntary Sector' is funded through Fife's CPP ESF Priority 5 Project titled: Fife Employability Pathway.

The training project focuses on Stage 5 of Fife's employability pathway and in particular on:

- Support to help employee retention
- Upskilling the workforce
- Provision of business skills for social enterprise.

The training project is aimed at people primarily working in Fife's voluntary sector who would benefit from the opportunity to increase their skills, knowledge or qualifications.

For more information regarding the training project please email sandra@fifevoluntaryaction.org.uk

Fife Employment Access Trust (FEAT) offers a wide range of training and awareness raising opportunities to employers and individuals on a variety of mental health related topics. For further details see www.journeytowork.co.uk, tel 01592 759371, or email feat@journeytowork.co.uk

NHS Fife Learning Centre is located in the Staff Club, Victoria Hospital. The Learning Centre provides a wide and varied range of e Learning opportunities for all NHS Fife staff. There is no cost involved for using any of the facilities provided via the Learning Centre. You can attend the Learning Centre Mon-Fri between 9:00am and 4:00pm. Resources are limited, so we advise you to book in advance.

If you would like more information, please contact: Jackie Ballantyne, Learning & Development Officer e Learning, tel 01592 643355 ext 28795, email jackie.ballantyne@nhs.net

RNIB Visual Awareness and Learning Disability/Dementia Training - This training aims to help participants to understand the impact sight loss has on the daily life of someone with a learning disability or dementia, and provide essential information and skills. It is relevant to anyone working within the field of learning disability or dementia. Several 3 hour courses will be taking place over the next few months. For more information, dates, or to book a place contact Linda Cruickshank or Janice Bain on 01592 646015 or at linda.cruickshank@rnib.org.uk or janice.bain@rnib.org.uk

Bridging the Gap developed by NHS Education for Scotland draws on current evidence to outline some of the key features of health and social inequalities in Scotland. It considers practice issues and the vital role healthcare workers have to play in tackling Scotland's inequalities gap. <http://www.bridgingthegap.scot.nhs.uk>

Every Contact Counts developed in association with NHS West Midlands is a web tool that will help people who work with the public get the knowledge, skills and confidence to have that "chat for change" - that short conversation that may just put someone on the first step to better health and wellbeing. <http://education.wm.hee.nhs.uk>

Gender Based Violence has been developed by Fife Domestic and Sexual Abuse Partnership to raise awareness and understanding of gender based violence. <http://socialwork.fife.gov.uk> (select "multiagency resources" to access the training module).

Getting it Right for Every Child provides training, guidance and information for professionals working with this national approach to supporting and working with all children and young people in Scotland. <http://socialwork.fife.gov.uk> (select "multiagency resources" to access the training module).

Getting the Best from External Evaluation is available from Evaluation Support Scotland. It is primarily designed for voluntary organisations and funders working or based in Scotland who are considering employing an external evaluation consultant. <http://www.evaluationsupportscotland.org.uk/resources/online-training>

NHS Health Scotland's Learning and Workforce Development Team have developed a number of e-learning and online training courses. These cover health behaviour change and focus on specific topics such as Alcohol Brief Intervention, Alcohol and Drugs in the Workplace and Raising the Issue of Physical Activity. They can be accessed through Health Scotland's Virtual Learning Environment at <http://elearning.healthscotland.com>

Shelter Scotland e-learning courses are for anyone working or interested in the wider field of advice and guidance and not solely for housing professionals. The following courses are available:

- Scottish National Standards for Information & Advice Providers - Study time is equivalent to 2 hrs per week over 3-6 months and costs are from £194 - £679.45 depending on the type and modules studied
- Professional Development Award (PDA) in Housing Law - Study time is equivalent to 2 hours per week over 3-6 months and costs are from £232 - £737.23 depending on level and units studied. An SQA admin fee is also payable
- Introduction to Homelessness for Midwives - Study time is 1-2 hours and the module costs £25 Contact Shelter Scotland's training team on 0344 515 2474 or email enterprise@shelter.org.uk

Health Promotion Fife
Health Improvement Training
Application Form



Name

Job Title

Organisation

Address

Tel Postcode

Email

Specific dietary or access requirements, including alternative formats

Name of training course you wish to apply for

Course date

Please tick the box to indicate that you have read and accepted the booking conditions

NHS employees, please specify which division you work in:

Glenrothes & North East Fife CHP Kirkcaldy & Levenmouth CHP Primary Care Services

Dunfermline & West Fife CHP Acute Division Corporate Directorates

Please specify which of the following you are employed by:

Voluntary Sector Local Authority Private/Commercial Further/Higher Education

For completion by your line manager: I authorise the above member of staff to attend this training course

Name Job Title

Tel Email

Data Protection

Health Promotion Fife is part of NHS Fife. Information gathered from this form will only be used for the administration and evaluation of the services provided by the Health Improvement Training Team.

Please return this form to: **Karen Stirling, Health Promotion Fife, Haig House, Cameron Hospital, Leven, KY8 5RG**
email fife-uhb.HITraining@nhs.net, fax 01592 716858.

It may be necessary to contact course participants by email, so please ensure that you provide us with an up-to-date and accurate email address that you are able to access regularly.

Places are not offered on a first come first served basis. You will be notified approximately 4 weeks prior to the course if your application has been successful.

Please photocopy the above Application Form and complete one form for each course you wish to attend.

Or apply for a place at:

www.healthyfife.net



If you require the information in this document
in a community language or
alternative format eg Braille, easy read or audio, please contact
the Equality and Human Rights Department at:
fife-UHB.EqualityandDiversity@nhs.net
or phone 01383 565142



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