



home and community care

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED



HACC TRAINING SCHEDULE Northern Sector July - December 2010

Please note that all training is free to staff and volunteers from HACC funded agencies and pension only SRSs. If you register for a course and fail to attend, without giving 48 hours notice a fee of \$65 will be incurred.

To register for any course (or cancel a registration), complete the attached registration form and email it to the named training provider for the course you wish to attend.

Your registration will be confirmed at the time of registration.

No reminders will be provided.

For any other information please contact: Jayne Gallo MCHS 8319 7433

COURSE	PROVIDER	DATE / TIME	VENUE
<p>Using Art in programs - in this pleasurable and practical workshop an artist will assist participants to learn the basic steps of working with clients creatively. You do not need to be an artist to learn in this workshop Only 12 places</p>	<p>Anne Riggs PH: 9532 5667 ariggs@alphalink.com.au</p>	<p>Monday 19th July 9.30 am - 4.00 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>
<p>Emotional First Aid - This interactive session aims to provide workers with strategies to provide 'emotional first aid' to the clients they work with. Through the use of case studies, workers will develop strategies to support clients adjusting to different life challenges - loss of function, bereavement or depression</p>	<p>Kim Milner M: 0458 447 701 krtraining@bigpond.com</p>	<p>Thursday 22nd July 9.30 am - 4.30 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>
<p>Managing inappropriate sexual behaviours - this workshop will introduce participants to a range of strategies for the appropriate management of inappropriate sexual behaviours when working with clients. It will also explore what constitutes inappropriate behaviours. The workshop will be delivered in a disability context</p>	<p>ADEC Denise Dawson PH: 9480 1666 denise@adec.org.au</p>	<p>Wednesday 28th July 9.30 - 12.30 pm</p>	<p>ADEC 175 Plenty Rd Preston</p>
<p>Understand the HACC service system - and where you service fits into it. An ideal session for new workers, allied health and assessment staff</p>	<p>Judy Addison Mobile: 0417 332 721 addisonj@bigpond.net.au</p>	<p>Thursday 29th July 9.30 am - 12.30 pm</p>	<p>Northcote Town Hall 189 High St Northcote Room 2B</p>

<p>Active Service Model -this workshop introduces participants to the principles of ASM, investigating values, capacity building and scenarios of the service approach. Target group is direct care workers, social support and volunteer staff</p>	<p>Val O'Brien Talking Solutions PH: 9579 2437 talksol@labyrinth.net.au</p>	<p>Thursday 29th July 1.30 pm - 4.30 pm</p>	<p>Northcote Town Hall 189 High St Northcote Room 1</p>
<p>Client documentation for direct care workers - providing reports and feedback on clients is part of the direct care workers role. This session addresses why, what, when and how to document, with case studies and practical writing activities</p>	<p>Judy Addison Mobile: 0417 332 721 addisonj@bigpond.net.au</p>	<p>Thursday 29th July 1.15 pm - 4.14 pm</p>	<p>Northcote Town Hall 189 High St Northcote Room 2B</p>
<p>Safe driving course - this workshop is suitable for all drivers - staff or volunteers and focus on driving and driver OHS issues</p>	<p>LINK Community Transport 9355 8484 Shane Wells reception@lct.org.au</p>	<p>Thursday 5th August 9.00 am - 4.30 pm</p>	<p>LINK Community Transport 5/ 105 Newlands Rd Coburg North</p>
<p>Supervising and supporting staff for best performance - For anyone who has a lead role with staff, his practical session examines the role of managing and developing and supervising work plans to increase efficiency and avoid conflict</p>	<p>Judy Addison Mobile: 0417 332 721 addisonj@bigpond.net.au</p>	<p>Thursday 5th August 9.30 am - 4.00 pm</p>	<p>Northcote Town Hall 189 High St Northcote Room 2A</p>
<p>Apply First Aid - weekend refresher. This course is designed for those who have completed training previously and need to refresh.</p>	<p>Premium Health Ph: 9596 1662 info@premiumhealth.com.au</p>	<p>Saturday 7th August 9.00 am - 5.00 pm</p>	<p>Bell Motor Inn 2 Patterson St Preston (near the corner of Bell St)</p>

<p>Facilitating Effective Teams - for those who lead teams at work, this workshop explains and teaches how to use the 'effective team' checklist and try out facilitation techniques for team problem solving and decision making. Participants will understand their own leadership style and expand their strategy tool box in this workshop</p>	<p>Judy Addison Mobile: 0417 332 721 jaddisonj@bigpond.net.au</p>	<p>Wednesday 11th August 9.30 am - 4.00 pm</p>	<p>Northcote Town Hall 189 High St Northcote Room 1</p>
<p>Supervising direct care workers in implementing Active Service Model. This workshop is designed for supervisors, team leaders and coordinators. This workshop explores supervision skills specifically relating the implementation of ASM</p>	<p>Val O'Brien Talking Solutions PH: 9579 2437 talksol@labyrinth.net.au</p>	<p>Thursday 12th August 1.30 pm - 4.30 pm</p>	<p>Northcote Town Hall 189 High St Northcote</p>
<p>Personal Care refresher - this hands on practical workshop is for those who have the accredited qualification and want to up skill, build confidence or get some further advice</p>	<p>Royal District Nursing Service Janice Hollins PH: 9536 5241 jhollins@rdns.com.au</p>	<p>Wednesdays 18th & 25th August 9.30 am - 4.30 pm</p>	<p>Training Unlimited Level 1 33 Burgandy Street Heidelberg</p>
<p>Apply First Aid - this session is suitable for first time and repeat participants</p>	<p>Royal District Nursing Service Janice Hollins PH: 9536 5241 jhollins@rdns.com.au</p>	<p>Thursdays 19th & 26th August 9.00 am - 4.30 pm</p>	<p>South Morang Fire Station 875 Plenty Rd. South Morang</p>

<p>Active Clients - Active Choices for team leaders, allied health staff, case managers and nurses. The workshop explores the way HACC programs deliver services in a way which increases client autonomy, self-efficacy and decision making while discouraging dependency</p>	<p>Val O'Brien Talking Solutions PH: 9579 2437 talksol@labyrinth.net.au</p>	<p>Monday 30th August 9.30 am - 4.00 pm</p>	<p>Northcote Town Hall 189 High St Northcote</p>
<p>Active Service Model Continence Management - this workshop is for any direct care worker who is needing to take an active model of continence management with clients</p>	<p>Royal District Nursing Service Janice Hollins PH: 9536 5241 jhollins@rdns.com.au</p>	<p>Monday 30th August 12.30 - 4.30 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>
<p>Writing skills for all staff -the new system of assessment and active service requires an increased skill in writing reports on many issues. This program will assist you with understanding formats, plain English writing and to your audience</p>	<p>Kangan Institute TAFE Anne O'Neil PH: 9279 2458 aoneill@kangan.edu.au</p>	<p>Thursdays 2nd, 9th & 16th September 8.30 am - 12.30 pm</p>	<p>Moreland Campus Cnr. The Grove & Decarle St Coburg</p>
<p>Food Handling & Safety - This course helps workers understand the importance of food safety plans and hygienic food handling.</p>	<p>JFC Management - John Collins PH/ FAX: 9737 6600 jfcmanagement@netspace.net.au</p>	<p>Friday 3rd September 9.00 am - 1.00 pm</p>	<p>Function Rooms Moreland City Council 90 Bell St Coburg</p>
<p>Excel - level 2 -this program requires participants to have the skill required to create, edit, print and chart simple worksheets. You will learn more about: moving content within and between workbooks, applying borders to cells, apply a range of page set up techniques, filter data in a table, use a range of formula techniques and a range of techniques to enhance charts.</p>	<p>Kangan Institute TAFE Anne O'Neil PH: 9279 2458 aoneill@kangan.edu.au</p>	<p>Wednesdays 8th & 15th September 9.00 am - 12 noon</p>	<p>Moreland Campus Cnr. The Grove & Decarle St Coburg Room B103</p>

<p>Falls prevention - this workshop is useful for assessment staff, home care, personal care and PAG staff. It focuses on mobility and safety issues to prevent clients falling</p>	<p>Royal District Nursing Service Janice Hollins PH: 9536 5241 jhollins@rdns.com.au</p>	<p>Thursday 9th September 9.30 am - 12.30 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>
<p>Preventing and Handling Complaints - for front line staff whatever their role might be. Using a mix of presentation and hands-on exercises, this workshop will equip you to deal with people, their needs and complaints, whether face to face or on the phone and will ensure you understand where your complaints handling fits in the HACCC customer service context.</p>	<p>Judy Addison Mobile: 0417 332 721 addisonj@bigpond.net.au</p>	<p>Thursday 9th September 9.30 am - 4.00 pm</p>	<p>Northcote Town Hall 189 High St Northcote Room 1</p>
<p>Apply First Aid - evening refresher. This course is designed for those who have completed training previously and need to refresh.</p>	<p>Premium Health Ph: 9596 1662 info@premiumhealth.com.au</p>	<p>Wednesdays 15th & 22nd September 6.00 pm - 9.45 pm</p>	<p>LINK Community Transport 5/ 105 Newlands Rd Coburg North</p>
<p>Apply First Aid - this session is suitable for first time and repeat participants</p>	<p>Royal District Nursing Service Janice Hollins PH: 9536 5241 jhollins@rdns.com.au</p>	<p>Thursdays 7th & 14th October 9.00 am - 4.30 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>

<p>Transporting Older People – this course is targeted to volunteers who transport older frail clients. It covers rights and responsibilities of drivers and clients as well as understanding and communicating with clients</p>	<p>LINK Community Transport Shane Wells PH: 9355 8484 reception@lct.org.au</p>	<p>Thursday 7th October 9.00 am – 4.30 pm</p>	<p>LINK Community Transport 5/ 105 Newlands Rd Coburg North</p>
<p>Understanding Advocacy – the provision of independent advocacy is now included as part of HACC standards. This workshop is an excellent introduction to the basic principles of advocacy and an overview of what is expected of services to meet quality standards. This workshop is targeted to all those responsible for advocating on behalf of another – direct care staff, coordinators and managers</p>	<p>Josie Prioletti PH: 90389292 M: 043 884 6584 joise@prioletticonsultants.com.au</p>	<p>Tuesday 12th October 1.00 pm – 4.00 pm</p>	<p>Northcote Library Meeting room 32 - 38 Separation St Northcote (parking across the road in Northcote Plaza)</p>
<p>Client Observation and Monitoring – this workshop is for all those who monitor and keep documents on clients. It will assist participants to identify what needs monitoring and how to document appropriately</p>	<p>Royal District Nursing Service Janice Hollins PH: 9536 5241 jhollins@rdns.com.au</p>	<p>Wednesday 13th October 9.30 am – 4.00 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>
<p>Cross Cultural Awareness and Communication this course is an excellent introduction to understanding the diverse needs of clients from diverse cultural backgrounds, enhancing cultural sensitivity and a practical approach to using interpreters.</p>	<p>Josie Prioletti PH: 90389292 M: 043 884 6584 joise@prioletticonsultants.com.au</p>	<p>Tuesday 19th October 1.00 pm – 4.00 pm</p>	<p>Northcote Library Meeting room 32 - 38 Separation St Northcote (parking across the road in Northcote Plaza)</p>

<p>Developing Diversity Plans -HACC standards now require service to develop plans which ensure inclusion of diversity groups, which include CALD, ability, sexual preference, homelessness and religion. This workshop designed for decision makers within services will assist organisations to extend current CALD plans to meet requirements</p>	<p>Josie Prioletti PH: 90389292 M: 043 884 6584 joise@prioletticonsultants.com.au</p>	<p>Tuesday 26th October 1.00 pm - 4.00 pm</p>	<p>Northcote Library Meeting room 32 - 38 Separation St Northcote (parking across the road in Northcote Plaza)</p>
<p>Using Art in programs - in this pleasurable and practical workshop an artist will assist participants to learn the basic steps of working with clients creatively. You do not need to be an artist to learn in this workshop Only 12 places</p>	<p>Anne Riggs PH: 9532 5667 ariggs@alphalink.com.au</p>	<p>Tuesday 9th November 9.30 am - 4.00 pm</p>	<p>Hume Global Learning Centre 1093 Pascoe Vale Rd Broadmeadows</p>
<p>Managing inappropriate sexual behaviours - this workshop will introduce participants to a range of strategies for the appropriate management of inappropriate sexual behaviours when working with clients. It will also explore what constitutes inappropriate behaviours. The workshop will be delivered in a disability context</p>	<p>ADEC Denise Dawson PH: 9480 1666 denise@adec.org.au</p>	<p>Wednesday 10th November 9.30 - 12.30 pm</p>	<p>ADEC 175 Plenty Rd Preston</p>
<p>The Incidental Counsellor - This workshop presents tools to use when clients share personal dilemmas outside the worker's usual task focus. It explores how to provide assistance to the client, within the work role and take care of ourselves during and after dealing with emotionally laden situations</p>	<p>Val O'Brien Talking Solutions PH: 9579 2437 talksol@labyrinth.net.au</p>	<p>Thursday 2nd December 9.30 am - 4.00 pm</p>	<p>Northcote Town Hall 189 High St Northcote</p>

NORTHERN METROPOLITAN SECTOR HACC TRAINING COMMITTEE CONTACTS 2010

Jayne Gallo - Chair
Merri CHS
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FAILURE TO ATTEND POLICY

All training is provided free of charge. When participants register for a program, and fail to attend some one else is denied the opportunity to receive training. To ensure the maximum benefit for our training budget, it is the Training Advisory Committee's policy to charge a fee for non-attendance.

PROCESS

Your registration will be confirmed at the time of registration.

No reminders will be issued

A minimum of 48 hours notice is required in writing (email or fax) to the training provider who accepted the registration for cancellation of registration

Failure to cancel a registration will result in a charge to the participant's organisation of \$65 per session of a program



HACC Training Enrolment Form

Northern Sector

Instructions

1. Use this form to enrol in all HACC Training
2. Complete **all** compulsory fields **clearly**. (* denotes optional field.) Please note information provided may be used for statistical and planning purposes.
3. Email completed forms to person/organisation specified under the Trainer details of the relevant course.

Course Name			
Date		Time	
Venue			

Applicant Details

First Name		Surname		
Position				
Agency Name				
Agency Address				
Suburb		Postcode		
Telephone (Work)		Telephone (Home/Mob)*		
Email Address for Correspondence				
What would you like to learn or gain from this course?*				
Any specific learning requirements*				
Special dietary requirements*				

Name of your Manager			
Address (If different from above.)			
Telephone		Email Address	