



# FREE PA & IE TRAINING

2023/24

Better support your employer as a Personal Assistant ✓

Gain confidence as an Employer ✓

Improve your CV ✓

 [info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk)

 [www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

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# 23/24 TRAINING COURSES



## EMERGENCY FIRST AID AT WORK

The Emergency First Aid at Work course covers everything you need to deal with for most first aid situations including: infection control, first aid kits, how to act in an emergency, primary and secondary surveys, CPR and the recovery position, treating an unconscious casualty (including seizures), treating wounds and bleeding and shock, choking and various minor injuries. This course gives you a qualification lasting three years.

## MEDICATION ADMINISTRATION AND MANAGEMENT

Half day course covering: Training, competency and responsibilities, types of medication, legislation, regulations, policies & procedures, administration (dignity, covert administration, routes, PRN, self administration), management, accountability, COSHH, safe and secure storage, MAR Process, controlled drugs, effect of medication, managing errors, safe disposal.

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# 23/24 TRAINING COURSES

## FOOD SAFETY (LEVEL 1)

Food Safety half day course covers legislation, storage, hazards and control measures, food poisoning, cooking, key temperatures, hygiene, cleaning processes, record-keeping and due diligence.

## AUTISM INSIGHT

Our training is delivered by Autistic adults and gives them the opportunity to give personal, engaging and valuable insight. This training will help you to confidently interact with Autistic people in a positive and meaningful way. The training offers an insight into the many ways we as people can communicate with each other regardless of differences in 'language' or communication methods.

## DISABILITY EQUALITY WORKSHOP

To improve your knowledge and understanding of disability equality, facilitated by a disability equality trainer, with lived experience of disability.

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# 23/24 TRAINING COURSES



## MENTAL HEALTH INSIGHT

This lived experience delivered mental health training gives learners a basic understanding of the experience and distress of living with mental health conditions. It looks at the arguments for and against the labelling of people who are in distress and how people who support people can feel more confident in creating a safe space for people free from judgement and discrimination. The course also gives insight into working with people with suicidal ideation and gives helpful suggestions of where to access help.

## INTRODUCTION TO DIGITAL SKILLS AND PROGRAMMES

These training sessions aim to give attendees a good understanding of various digital skills and programs used in many areas of work today. The course will introduce basic concepts and teach attendees how to perform some of the most common tasks.

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# TRAINING COURSE DATES

## EMERGENCY FIRST AID AT WORK

### Tues 14th November 2023

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 9:30am - 4:00pm
- **Book:** [Click here to book](#)

### Tues 30th January 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 9:30am - 4:00pm
- **Book:** [Click here to book](#)

## MEDICATION ADMISITRATION AND MANAGEMENT

### Weds 8th November 2023

- **Type:** Online
- **Location:** Zoom
- **Time:** 1:00pm - 4:00pm
- **Book:** [Click here to book](#)

### Weds 14th February 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 9:30am - 1:00pm
- **Book:** [Click here to book](#)

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# TRAINING COURSE DATES

## FOOD SAFETY (LEVEL 1)

## AUTISM INSIGHT

### Tues 21st November 2023

- **Type:** Online
- **Location:** ZOOM
- **Time:** 1:00pm - 4:00pm
- **Book:** [Click here to book](#)

### Tues 20th February 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 9:30am - 1:00pm
- **Book:** [Click here to book](#)

### Weds 29th November 2023

- **Type:** Online
- **Location:** Zoom
- **Time:** 12:30am - 3:30pm
- **Book:** [Click here to book](#)

### Weds 24th January 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 10:00am - 1:00pm
- **Book:** [Click here to buy](#)

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# TRAINING COURSE DATES

## DISABILITY EQUALITY WORKSHOP

### Tues 16th January 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 10:30am - 3:30pm
- **Book:** [Click here to book](#)

### Tues 23rd January 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 10:30am - 3:30pm
- **Book:** [Click here to book](#)

## MENTAL HEALTH INSIGHT

### Weds 6th December 2023

- **Type:** Online
- **Location:** ZOOM
- **Time:** 12:30am - 3:30pm
- **Book:** [Click here to book](#)

### Weds 7th February 2024

- **Type:** In Person
- **Location:** The Circle, Rockingham Lane, Sheffield, S1 4FW
- **Time:** 10:00am - 1:00pm
- **Book:** [Click here to book](#)

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# TRAINING COURSE DATES

## INTRODUCTION TO DIGITAL SKILLS AND PROGRAMMES

### Weds 22nd November 2023

- **Type:** In Person
- **Location:** Learn for Life Enterprise, 241-243 London Road, Sheffield S2 4NF
- **Time:** 1:30pm - 3:30pm
- **Book:** [Click here to book](#)

### Weds 13th December 2023

- **Type:** In Person
- **Location:** Learn for Life Enterprise, 241-243 London Road, Sheffield S2 4NF
- **Time:** 1:30pm - 3:30pm
- **Book:** [Click here to book](#)

### Weds 17th January 2024

- **Type:** In Person
- **Location:** Learn for Life Enterprise, 241-243 London Road, Sheffield S2 4NF
- **Time:** 1:30pm - 3:30pm
- **Book:** [Click here to book](#)

### Weds 13th March 2024

- **Type:** In Person
- **Location:** Learn for Life Enterprise, 241-243 London Road, Sheffield S2 4NF
- **Time:** 1:30pm - 3:30pm
- **Book:** [Click here to book](#)

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