

For further information on anything in this prospectus, please do not hesitate to contact us.

Registration Process: Please register your interest with the Volunteer Coordinator. Develop your Personal Development Plan.

Certificates of attendance will be issued for each session you attend to enable you to:

- **Course Topics include:** Motivation; Support & Supervision; Working Safely; Working in Groups; Entry and Exit; Difficult Behaviour; Child Protection; Confidentiality; Difficult Situations; Managing Time; Managing Change; Customer Care; Looking after your Mental Health & Wellbeing

Each session will start with an informal get together over coffee; an hour on a topic of your choice with other key members of staff.

The course runs on a rolling programme; is delivered each month on the same day, these sessions for other agencies. Please contact us for further information.

Volunteer or who are interested in volunteering, with MIND, to look at their skills and support their personal development to ensure they get the support that they need to carry out the duties for the area they are interested in volunteering in. We can also offer these sessions for other agencies. Please contact us for further information.

Interested in Teaching? If you are a qualified teacher & would like to get approved teacher status with us, you will need to complete an "Application Form for Approved Teacher Status". This will ask you about your qualifications, competence, institute for Learning Registration and your Criminal Records Bureau Check. If you don't have a CRB, then we can get you to apply for these. If you are unqualified, but interested in teaching, do get in touch so we can discuss the options open to you. You may like to become a teaching assistant, or you may like guidance on gaining your teaching qualifications

South-West Organisation of Teachers: The South-West Organisation of Teachers (SWOT), was created as a result of the NHS Local Implementation Team's plan, through a group they created for this purpose, called the Recovery Trainers Group (RTG). The brief was to ensure that all staff teaching in / for the NHS; were qualified to teach; competent to teach; met the 2007 Teaching Regulations; were members of the Institute for Learning; had governance in place. The members of SWOT have a wide range of experience and topics they can teach. Visit our website for information or contact MIND's learning and development office..

Teaching Staff: All our courses and workshops are delivered by competent and qualified teachers who meet the 2007 teaching regulations; are members of the Institute for Learning and the SWOT (South West Organisation of Teachers). We also use topic experts to supplement our teachers knowledge.



Organisational Sessions: These sessions are delivered on request. P.O.A.

First Aid for Appointed Persons - This is a very practical half day workshop which covers: Role of the Appointed Person; Health and Safety Regulations in relation to First Aid; Principles of First Aid; Primary Survey; Secondary Survey; Care of the Conscious Casualty; Care of the Unconscious Casualty; Resuscitation and CPR; Signs, symptoms and treatment of some of the common conditions occurring within the workplace. A certificate of completion and competency is awarded on completion of this workshop. Numbers are kept small to enable learners to get the most from the workshop.

Fire Awareness - Current regulations require that all staff attend a fire awareness workshop each year to ensure they are up to date and competent to decide when to operate fire extinguishers. This is a very practical workshop, lasting 2 to 2½ hours, leading to a certificate for those who are deemed competent.

Safeguarding Vulnerable People - This workshop is essential for those working with "Vulnerable people" - which include people with learning difficulties; mental health, the elderly and children. This workshop can be delivered as either a half-day or full-day workshop and helps to make your staff understand their responsibilities for reporting incidents and abuse which can take place in numerous ways. You will identify abuse, what your responsibilities are, how to preserve the scene and support someone who has been abused. Upon completion of this workshop, you will receive a certificate of competence.

Health & Safety - Workplace injuries cost employers lots of money in lost working days. Our workshop covers key facts in three areas that will help to ensure your staff are competent. Our workshop covers Health and Safety legislation; Food Hygiene and Manual Handling. A certificate is awarded upon completion of the workshop and for meeting the standard required in a short questionnaire at the end of the workshop.

Breakaway - This one day workshop is designed to enable staff to practice & develop skills to defend themselves against a physical assault. The session starts by looking at communication and ways to diffuse situations followed the legal aspects of using physical force in order to defend yourself or others, the second part looks at learning and practicing the practical skills of breakaway and self-defence. The techniques taught easy to remember and put into practice if you ever need to and communication has failed to resolve or diffuse the situation.

Schools and Colleges Sessions:

We have written a series of short workshops and courses on lots of topics which we can deliver at schools, colleges, youth centres and organisations. All sessions are delivered by qualified and competent teachers who are used to working with young people. Sessions include:

- Bullying and Mental Health;
- Mental Health Awareness for Students;
- A-Typical Mental Health Course;
- Eating Disorders for year 8 & 9 students;
- Reducing Bullying and Promoting Wellness course.

For further information, please contact us for our schools and colleges prospectus. These sessions are ideal for PHSME students and Psychology students.

Prospectus 2009-10

Learning and Development Opportunities



Learning and Development Department
MIND in Exeter and East Devon Ltd.

32 - 34 High Street
The Haven,
Horton
Devon EX14 1PU

T: 01404 42548
F: 01404 42243

E: richard.brabrook@mindexeter.org.uk
W: www.recoverydevon.co.uk/mind.html
W: www.mindexeter.org.uk



Welcome to our 2009-10 Prospectus.

We have produced a shorter version of our prospectus to help reduce costs. If you would like to see further information on any of our courses or workshops, please either visit one of our centres, email us or visit www.mindexeter.org.uk to download posters on each course or workshop. To book onto any session, please complete a booking form.

FEES: Each session has two prices. The price, marked **, is the concession price for those not working and on a means tested benefit - details on request.

PLEASE NOTE Bookings close 1 month before the course starts, so please book early to avoid disappointment.

Where LSC is mentioned, this means that the course / workshop is funded by the Learning and Skills Council. In these situations, we will ask the learner, or their employer, to complete a form to confirm that should they drop out of the course, fail to submit a portfolio or not meet the criteria, that they will pay us the amount we are unable to draw down from the Learning Skills Council.

Once enrolled on an accredited course, learners will receive a course pack which gives them information they will need to complete their course including their learner number; assessor details; portfolio layout; course criteria.

We want all learners to succeed and will ensure that they are fully supported during their course both during the sessions, telephone and email support between sessions, 1:1 tutorials and observations as per the course guide.

All tutors and assessors are qualified to teach / assess, meet the 2007 teaching regulations and are members of the Institute for Learning. The tutors and assessors are there to help you during your course / workshop.

As a National Open College Network approved centre, we are subject to OFSTED inspections. During your sessions, if may be necessary for a member of our teaching team to be present to carry out an observation on your teacher. This will be unobtrusive and really beneficial to your tutor which will in turn benefit out students.

Donations: In each session, there is a bucket at the back of the room where, if you wish, you can put loose change that you would like to donate to MIND. You don't have to donate anything, but all donations are extremely welcome.

Bespoke Sessions: We are more than happy to write and deliver a bespoke workshop or course for your group or organisation. The session can be tailor made to suite your requirements. Details on request.

Many of our sessions can be delivered at venues away from our centres by our qualified

Please do keep an eye on our website for up-to-date details of current and additional sessions. During bad weather it may be necessary to cancel sessions for the safety of those attending. Please visit www.recoverydevon.co.uk/mind.html or www.mindexeter.org.uk for details.

For further information on anything in this prospectus, please do not hesitate to contact us.

Vocational Sessions:

Support Time and Recovery Accredited Level 2 Course - STR workers play a crucial role in supporting people in their recovery from mental ill-health. This course has been created to ensure the STR workers are competent to carry out their role & covers an Introduction to Support Time and Recovery; Health and Safety; Principles of Support; Protecting People; Your role as a worker. We are preparing a follow-on course where the learner will explore Information Advice and Guidance Coaching Skills & Recovery Techniques - all of which are essential to the STR worker. In addition to the STR Accredited Certificate, learners will receive the NOCN Level 2 Award in Supporting People; NOCN Level 3 Award in Principles and Application of Coaching Skills; NOCN Level 2 Certificate in Developing Information, Advice or Guidance; OCNswr Level 2 Award in Recovery Techniques. For further information, prices and availability of this award, please ask for our STR Prospectus.

Direct Payments Workshop - Direct Payments are either one-off or regular payments that are made to eligible people to purchase their own social care support. You could use the money to pay for sessions you would like to attend; use a personal assistant; attend community activities; get a pet; get membership at a Gym or use a personal trainer. You can apply for anything that is not available through the NHS that supports your recovery. £40; £10* 9:30am to 1pm at PHEW. V1005 - 7 October; V1006 - 25 January

Health and Social Care Level 2 Course - Many organisations working in the Health and Social Care sector require good training in key areas including: Developing Care Planning Skills for the Care Worker; Developing Skills to Provide Personal Care in Care Settings; Understanding Stress and Stress Management Techniques; Understanding Health Promotion in Care Settings; Understanding Mental Health; Recognising Issues of Substance Misuse; Developing own Interpersonal Skills. The course lasts 10 weeks; 9:30am to 1:30pm at PHEW. £75; £25* + LSC funding V1007 - 7,14,21,28 May, 11, 18, 25 June, 2, 9, 16 July

Mental Health Level 2 Course - This course is delivered over 8 days and is designed to enable people to discuss and explore topics in depth to help them in their work with / support people with a lived experience. There are six modules in this course: Understanding Mental Health; Recognising Issues of Substance Misuse; Understanding Eating Disorders; Understanding Prejudice and Discrimination; Understanding Stress and Stress Management Techniques; Understanding Active Citizenship in the Local Community. 10am to 4pm. £75; £20* + LSC funding. PHEW Centre. R1015 - 29 Jan, 5, 12, 19 Feb, 5, 12, 19 Mar & 2 April

Certificate / Award / Diploma in Progression - Initially, these Open College Network qualifications are only available to people receiving support through MIND / PHEW Support Time and Recovery programmes.

Topics available include: Assertiveness; Business Skills; Community Development; Childcare and Health; Employability; Family and Family Learning; Health & Hygiene; Horticulture; ICT (Computers); Literacy; Numeracy; Learning to Learn; Personal & Social Development; Skills for Creative Industries to name a few. Basically, there's a course for most topics that you may be interested in either developing or learning. Please contact your STR worker for further information.

Employability Skills Level 2 Course - is designed to support people back in to work. The course consists of the following units: Communication and Personal Presentation in the Workplace; Using Teamwork Skills; Applying for work; Building and Managing Workplace Relationships; Responsible Work Practice. The course lasts 10 hours, is very interactive and learners are expected to do some personal study between sessions. The amount depends on the learner and the amount they wish to put in to the course, but a minimum of 2 hours a week is required. 1:30pm to 4:30pm PHEW £20* V1008 - 2, 9, 16 October.

Return to Learning - Getting back in to learning can be difficult for anyone, more so if you have had a long time out of education. This short course lasts eight hours over three days and has been specially designed to ensure that the process is as easy as possible and covers lots of areas that can cause anxiety during studying. We look at ways to reduce the anxiety & help your return to education to be as easy as possible. During the course, we will: Identify subjects or topics you would like to study; Identify ways to approach studying; Explore ways to manage your time; Practice anxiety management techniques; Identify places to attend learning; Identify Learning Support Needs; Identify your learning style; Explore your strengths and weaknesses. All sessions are very relaxed, interactive, fun and ideal for anyone considering returning to education. £40; £20* 10am to 12:45pm. V1010 - 14, 21 & 28 Sept; PHEW; V1011 - 1, 8 & 22 Feb; PHEW

Assertiveness & Confidence Level 1 Course - This three day course helps the learner to identify skills they can use to become more assertiveness and raise their confidence levels. The course is very practical and learner involvement is encouraged to help the learner get the most out of the course. During the course we will: Identify why they sometimes lack confidence and self-esteem; Explore the differences between work social situations and how they confidence and assertiveness is affected by them; Identify the differences between being assertive, passive, aggressive and passive-aggressive and when these are best used; Explore Stress, why it occurs and techniques to reduce the stress; Learn techniques to speak up in structured settings; Explore negotiation and how to use it to get the desired outcome; Recognise the implications and benefits of self-control and assertiveness; Explore ways to give and receive feedback and cope with criticism; £20*. V1037 23 & 30 October and 27 November 10am to 3pm

Effective Communication Level 1 Course - This ten week course looks at the different types of communication including verbal, non-verbal, written, body language, becoming more assertiveness. We will also look at listening skills and the importance of active listening. This course will be very practical and learners will be fully supported and encouraged to take part wherever possible. Each session will last 3 hours including a short break in the middle. Topics include: Demonstrating Speaking and Listening Skills; Developing Group and Teamwork Communication skills; Developing own Interpersonal Skills; Improving Assertiveness & Decision Making. 1:30 to 4:30pm £75 ; £20* + LSC Funding. V1009 - 1,8,15,22,29 Mar; 12,19,26 Apr; 10 & 17 May

Skills for Life - This course is delivered in partnership with Devon County Council's Adult and Community Learning Department. Through this partnership, we have arranged for Literacy and Numeracy sessions to be delivered at a range of levels from Entry Level through to Level 2. You are welcome to progress as far as you are able. Some people start at entry level and stay with the courses until they have achieved a level 2, other people jump to Level 1 and gain the certificate. The choice is made from a discussion between you and an advisor who will carry out an initial assessment with you to identify the right level for you.

- **Literacy** is everyday English covering Communication, Listening, Reading and Writing skills.
- **Numeracy** looks at everyday maths

We have arranged for a number of sessions to take place in our Exeter and East Devon Centres. All sessions are taught by competent & qualified teachers who are committed to helping and supporting learners to succeed. If you are interested & would like to explore Literacy & / or Numeracy, please do get in touch with the Learning and Development office or a member of staff.

Raising Awareness: (increasing knowledge and understanding)

Mental Health Awareness Workshop - 1 in 4 people are experiencing some form of mental ill-health. In our society mental illness is often regarded with fear and suspicion. It is a taboo area of life and largely hidden from view.

Raising Awareness of Mental Health is crucial to both reducing the stigma and discrimination which is rife in society and raise awareness of lots of issues and recovery methods that are available to help people experiencing a lived experience of mental ill-health. A one-day introductory workshop which aims to create a better understanding and acceptance of the experience of mental illness by opening up and exploring different aspects of mental health: The realities and myths of mental illness not only by providing information but also through the personal experience of the trainers; Personal accounts of mental ill-health, what has helped and what hasn't helped; An insight into hearing voices; Stigma and discrimination; The positive side of having a lived experience; Recovery Methods. £75; £10* 10am to 4pm

R1033 - 25 September - PHEW; R1034 - 21 October - PHEW; R1012 26 March - Haven; R1014 - 5 May - PHEW

Exploring Mental Health - This one-day workshop is a follow-on to the Introductory workshop, however, for people with a good grounding in mental health and ill-health can come on this workshop without attending the introduction. During the workshop, we will be looking at: Highlights in relation to Mental Health since the late 1800's; How people are diagnosed; Some of the "Common Mental Health Problems"; Psychosis and Personality Disorders that affect people and the ways that these conditions can be managed; Caring for someone experiencing mental ill-health; Self-harm; Strategies and Supporting someone with mental ill-health. 10am to 4pm. £75; £10* 10am to 4pm. R1016 - 18 November - Haven; R1035 - 9 June - PHEW

Emotional First Aid Course - There are lots of first aid courses around, however, few cover mental illness and how to help someone through this very difficult and often frightening experience. During this course, we will explore lots of practical ways to manage our own and others emotional crisis. This course is an excellent way to identify ways to cope and help someone who is in crisis. The sessions are taught in a safe and relaxed environment enabling difficult topics to be handled safely. £85; £20* 10am to 4pm. R1017 - 4 & 11 November - PHEW; R1018 - 17 & 24 March - PHEW

Self-help & Personal Development:

Wellness Recovery Action Plan - The WRAP is a tool that can enable you to manage your wellbeing during your daily life. We run one day workshops and ½ day courses. During our sessions, learners will: Identify ways to support someone creating a WRAP for themselves; State how the WRAP came about; Identify the stages in the Daily Maintenance Plan, Crisis Plan, Post Crisis Plan; Explore techniques that could be useful as Wellness Tools Through a mixture of group discussions, lectures, pairs and individual work. The WRAP is ideal for new and existing staff who either work in the mental health sector or who come in to contact with people with lived experiences; carers and relatives; people with lived experience or anyone interested in understanding more about how the WRAP can help people in their recovery and maintaining their wellness. WRAP is a requirement for all organisations contracting with the mental health services and people working with people with lived experience to help them in their recovery journey. £50; £20* S1019 - 2, 9, 16 October 09 - PHEW; S1020 - 6, 13, 20 Nov 09 - Haven; S1021 - 3 & 10 Feb 10 - PHEW; S1022 - 3 Mar 10 - PHEW; S1023 - 5, 12, 19 May 10 - Haven; S1024 - 23 Jun 10 - PHEW. Additional sessions can be arranged on request. All courses run 10am to 12:45pm; 1 day workshops run 10am to 4pm.

Mindfulness Based Stress Reduction Course - This eight week course can enable you to improve your overall wellbeing by being more aware of the here and now. The course will enable you to learn new ways to handle ones moods and emotions. During the course, learners will identify ways to take better care of ourselves; Explore ways to tackle physical, mental, social and emotional problems; Gain more awareness of small changes in Sensations of the body; What is happening in the world around us; Ones own thoughts, emotions & moods; Explore the seven foundations of mindfulness practice. Each session will include a mixture of trainer input followed by time to practice and explore the topics being covered. 1:30pm to 4:30pm £125; £20* PHEW. S1025 - 5,12,19 Oct, 2,9,16,23 Nov & 7 Dec

Volunteering Programme - MIND are interested in supporting all our volunteers and have developed a volunteering programme to enable volunteers to gain and expand their skills.

These sessions are available to other organisations and individuals. Topics include: Motivation; Support & Supervision; Working Safely; Working in Groups; Entry and Exit; Difficult Behaviour; Child Protection; Confidentiality; Difficult Situations; Managing Time; Managing Change; Customer Care. For further information, please do get in touch.

All sessions are delivered in a relaxed atmosphere and participants can join at any time as the topics can be taken in any order. For those interested in volunteering with MIND, we will invite you to come early to the first session to enable you to have a chat about MIND with the Chief Executive over a coffee. You will also have the opportunity to ask any questions you wish.