



TRAINING BULLETIN

Please Note - the OCTS Office will be closed for two weeks from 21 March 2012

All enquiries, course bookings etc will be dealt with as soon as possible after the office re-opens on 5 April 2012

APRIL TO JULY 2012

Please circulate this amongst your colleagues

OXFORD CO-OPERATIVE TRAINING SCHEME

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Oxford Co-operative Training Scheme

OCTS was formed in 1985 by an inter-agency effort designed to improve access to training for workers who traditionally missed out on appropriate training. It remains a co-operative initiative that is run by the people who need it and is planned by the people who use it.

OCTS's aim is to offer affordable, appropriate training to those 'front-line' workers in residential settings, in day centres, in advice centres, in the community etc, who are working with clients many of whom have multiple and complex problems.

The one/two day course format is used most of the time, with the maximum number of participants being 20. Affordability is a key concept and prices are based simply on the need to cover costs. Course content and development are user-based and meetings of the elected executive committee, throughout the year, deal with putting suggestions for courses into practice.

Currently, the executive committee is made up of eight members who come from a wide range of statutory and voluntary agency backgrounds. Paul Goodman, Chair, is also a board member of the Oxford Homeless Pathways, Matthew Wigglesworth who is Secretary, works for Stonham and Mike Slater, Treasurer, works for the Oxford Homeless Pathways.

Please get in touch with us if you have any ideas or are interested in the scheme.

Gina Ball **01235 211038**
(OCTS Manager) **admin@octs.org.uk**

Paul Goodman **paul@coulters16.free-online.co.uk**
(Chair)

OCTS Courses

	One-day course	Two-day course
Fees per person	£65	£130
Concessionary rate, per person, for courses funded by <ul style="list-style-type: none"> ▪ Voluntary Agencies ▪ Oxfordshire Social and Community Services Directorate ▪ Oxfordshire Children, Young People and Families Directorate 	£50	£100

A discount may be available in exceptional circumstances. If a discount has been granted and the participant does not attend without cancellation the full fee will be charged.

Certificates

All participants will be given a Certificate of Attendance after each course.

NVQ Competence

All courses run by OCTS will assist participants in the process of gaining knowledge to demonstrate competencies for a range of NVQ units. It is important to remember that attendance at courses in itself does not meet the requirements for achieving an NVQ. It is the ability to demonstrate that skills and knowledge acquired through attendance at a course has subsequently been shown to have been put into practice in the work setting.

For participants working towards an NVQ, it is worth checking the programme content in advance of attending an OCTS course to be clear as to which NVQ unit the course will contribute relevant knowledge.

Venue

All courses will be held at The Cherwell Centre, 16 **NORHAM GARDENS**, Oxford OX2 6QB (see map overleaf). If travelling by car it is recommended that the Water Eaton Park and Ride is used. **Norham Gardens** is within easy walking distance of the city centre and there are regular buses from the town centre and railway station. More detailed information regarding the venue and how to get there is sent out with booking confirmations.

Lunch is **NOT** included and there is nowhere close by the Cherwell Centre to buy food. Participants are **STRONGLY ADVISED TO TAKE A PACKED LUNCH** with them. There are facilities for making drinks however, and these are included in the cost of the courses.

Future Courses

If you have found any course/s particularly helpful (or otherwise!) or have ideas for other areas that it might be useful to cover, please let us have your comments. It would be useful to have these as soon as possible, so they can be taken into account when planning the next programme.

Equal Opportunities Statement

All OCTS training is undertaken with a view to positively promoting Equal Opportunities.

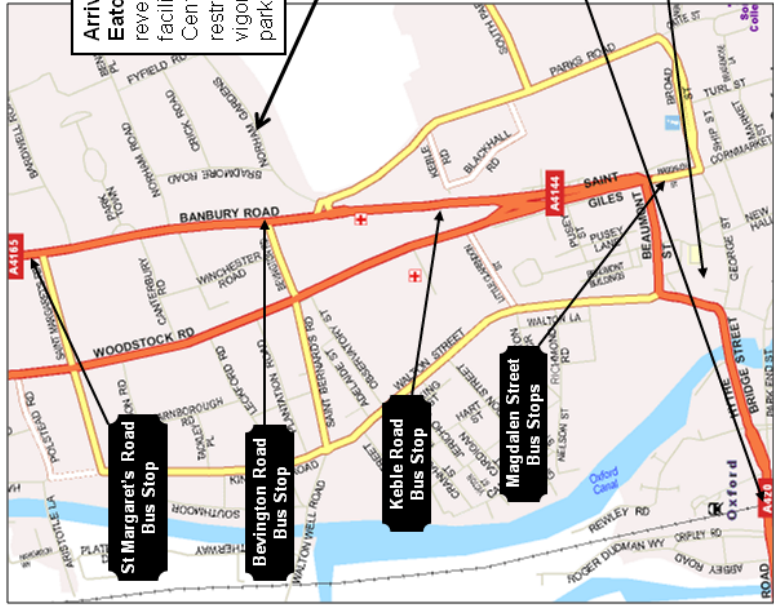
It is expected that course tutors and participants will give attention to Equal Opportunities issues and will refrain from using racist and/or sexist language and behaviour.

Following attendance at any OCTS course, participants will have the opportunity to comment (as part of the evaluation process) about Equal Opportunities and Anti-Discriminatory issues.

The Cherwell Centre has wheelchair access. If you have any special needs that you feel we should be aware of, please contact Gina Ball as soon as possible.



Getting to the Cherwell Centre 16 NORHAM GARDENS Oxford OX2 6QB



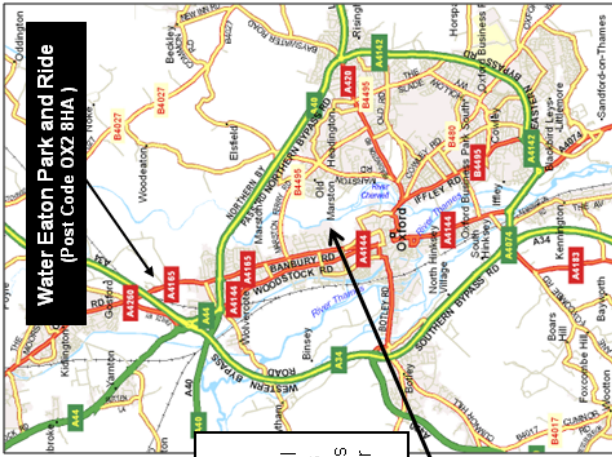
Arriving by car – use the **Water Eaton Park and Ride**. See reverse for details. There are no facilities for parking at the Cherwell Centre and the on-street parking is restricted to residents' only which is vigorously enforced by Oxford's car parking wardens!

Cherwell Centre 16 Norham Gardens

Arriving by train – the railway station is about a mile and a quarter's walking distance (about 24 minutes) walk to the Cherwell Centre

Arriving by coach - Gloucester Green bus station is just under a mile's walk (about 18 minutes) walk to the Cherwell Centre

Arriving by bicycle – there are bicycle racks at The Cherwell Centre



Various bus services can be joined in the City Centre if the walk is too much. See Bus and Park and Ride details overleaf

Administration

How to Book

All bookings and bookings' enquiries should be made to Gina Ball. Contact Gina by

- Telephone or fax on 01235 211038
- Post at 3 Saxons Way, DIDCOT, Oxon OX11 9RA
- E-mail at admin@octs.org.uk

Bookings can be made **only** by using the OCTS application form.

Where to find an application form

- Application forms are available as hard copies or electronically
- A hard copy is in the centre of this bulletin – please photocopy as many as are needed (one for each applicant)
- If you don't have a hard copy and would like one please contact Gina Ball
- If you would like a copy sent by e-mail please e-mail Gina
- Alternatively an electronic copy can be downloaded from the OCTS website <http://www.octs.org.uk>. Click on the link **Bulletin and Forms**

Completing the application form

When completing the application please ensure that

- One form is completed for each applicant even if more than one person from an organisation wishes to apply for the same course/s
- Handwritten entries are clear and legible
- Your name is shown as you would like it entered on your certificate of attendance
- All courses being applied for are selected

- An address for correspondence is provided for booking confirmation and joining instructions etc
- An e-mail address that is checked regularly (if available) is provided – maybe, depending on the nature of your job, your line manager’s e-mail address is a more effective means of contacting you. Reminders of bookings are sent by e-mail.
- The address to which the invoice should be sent if it is different to the correspondence address
- A purchase order number is included if required by your organisation
- You have indicated if the application comes from a voluntary agency or Oxfordshire Social and Community Services or Children, Young People and Families Directorates.

Payment

- Please do not send a payment with your application
- Invoices will be sent out towards the end of term
- Please bear in mind that OCTS is a non profit-making organisation. The quicker invoices are settled, the quicker the tutors can be paid. All cheques should be made payable to: **Oxford Co-operative Training Scheme** and sent to **3 Saxons Way, DIDCOT, Oxon OX11 9RA**

Submitting the application form

When fully completed applications may be sent to Gina via

- Post - 3 Saxons Way, DIDCOT, Oxon OX11 9RA
- Fax - 01235 211038
- E-mail - admin@octs.org.uk. Please rename the attachment so that your name is included in the filename

Allocation of Places

- Places are allocated on a first come first served basis
- The number of places allocated to a single organisation is not limited

If your application is successful

Within a few days you will be sent confirmation of your place and details of the venue etc.

If your application is unsuccessful

You will be sent a letter informing you that the course is over-subscribed and that your name has been placed on a “short notice list”. If a place later becomes available that can be offered to you, you will be notified.

Applications and positions on the “short notice list” are only valid for the current programme of courses. A new application must be made for all courses for which you wish to apply in future programmes.

If you have to cancel

A cancellation fee of £5 per cancelled place will be charged up to two weeks prior to the course date to cover the cost of administration. Thereafter the organisation will be charged whether or not its nominees attend, unless the place can be filled from the “short notice list”.

CANCELLATIONS MUST BE CONFIRMED IN WRITING. A cancellation form is included with the booking confirmation or one can be downloaded from the OCTS website <http://www.octs.org.uk>. Click on the link **Bulletin and Forms**.

Some courses run unnecessarily without the maximum number of participants, simply because cancellations are not received in time to fill places from the “short notice lists”. In order to lessen the possibility of spaces being wasted, if you do have to cancel, please inform Gina as soon as possible and follow that up with the required written confirmation.

If OCTS has to cancel a course

Very occasionally (and reluctantly) it has been necessary for OCTS to cancel courses. If this does happen delegates will be notified as soon as possible and there will be no charge.

Disclaimer

In the unlikely event of a trainer being unable to deliver training, without prior warning of cancellation, OCTS will refund only the standard public transport travel cost incurred.

Website

OCTS's website can be found at <http://www.octs.org.uk>. Details of the courses being run in the current programme can be viewed there and copies of this bulletin, the OCTS application form and the cancellation form can be downloaded from the site.

There is also a page that is updated regularly that shows the current availability of places on each of the courses.

Other Local Services

OCVA Training

OCVA's training programme is aimed at voluntary and community groups in Oxfordshire, but some courses may also be appropriate for the Statutory Sector. OCVA offers high-quality training at reduced cost and is open to anyone from a voluntary organisation or a community group - whether you are a paid worker, a volunteer, a management committee member, or a service-user. For information about upcoming courses visit <http://www.oxnet.org.uk/training> or call 01865 251946.

Short Courses with the Oxfordshire Mind Wellbeing Service

The Oxfordshire Mind Wellbeing Service provides a programme of free Short Courses to promote wellbeing and better mental health. These courses run across the county at various locations and are open to anyone over the age of sixteen.

The current programme offers courses ranging from Wellbeing, Creative Arts, Physical Health, Practical Skills and Particular Health Needs.

To view the current programme visit www.oxfordshire-mind.org.uk or call 01865 247788 for more information.

Introduction to Motivational Interviewing Skills

Date	Monday 23 April and Tuesday 24 April 2012
Course Tutor/s	James Sandham - Former Director of Social Work Studies, University of Oxford, now Director, JP Partners, Oxford
Course Content	
<p>Motivational Interviewing is an approach that is increasingly being adopted to help individuals develop a commitment to changing established compulsive/addictive behaviours.</p> <p>This practical and participative two-day course will familiarise participants with the general background and principles of Motivational Interviewing.</p> <p>It will provide evidence of effectiveness and will teach practical skills. It will provide opportunities for rehearsing techniques which increase motivation to change. It will change your practice.</p> <p>This course is designed as both an introduction for those who wish to develop a basic understanding of MI and for those wish to refresh their skills.</p>	

Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
Applications to	OCTS, 3 Saxons Way, DIDCOT, Oxon OX11 9RA Fax to 01235 211038 or email to admin@octs.org.uk	
Cost	Fees per person per day	£65
	Concessionary rate, per person per day, for courses funded by <ul style="list-style-type: none"> • Voluntary Agencies • Oxfordshire Social & Community Services Directorate • Oxfordshire Children, Young People & Families Directorate 	£50
	Cancellation fee (please refer to the policy on page 7)	£5
Refreshments	Tea, coffee and chilled water are included Lunch is NOT provided You will need to TAKE A PACKED LUNCH	

Working with Drug Users

Date	Wednesday 02 May 2012
Course Tutor/s	Kaz Ghalmi Freelance Trainer
Course Content	
<p>This one day course will cover the following topics:</p> <ul style="list-style-type: none"> • a brief introduction to drug addiction • looking at all types of drug users • responding to and managing drug users • relapse management skills • prevention, education and training information • addiction, dependency, assessment and referral procedures 	

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The Self-Harming Client

Date	Wednesday 09 May 2012
Course Tutor/s	Thames Valley Initiative Team
Course Content	
<p>This one-day course aims to introduce participants to a wide range of self-harming behaviours focusing mainly on those leading or potentially leading to physical damage and emotional relief, such as repetitive cutting, burning and non-lethal overdosing, rather than to suicide.</p> <ul style="list-style-type: none"> • Attitudes towards these behaviours will be explored as will the motivations associated with these behaviours. The difference between these and suicidal acts will be underlined. • Ways of coping with clients who self harm will be discussed as will ways of helping those who self harm who want to change. <p>This course is designed to meet the needs of those who have, or who are likely to have, some experience of clients who self-harm, with or without professional training.</p>	

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Cost	Fees per person per day	£65
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	Cancellation fee (please refer to the policy on page 7)	£5
Refreshments	<p style="text-align: center;">Tea, coffee and chilled water are included Lunch is NOT provided</p> <p style="text-align: center; background-color: black; color: white; padding: 5px;">You will need to TAKE A PACKED LUNCH</p>	

Introduction to Cognitive Behavioural Therapy

Date	Monday 14 May 2012	
Course Tutor/s	Conroy Harris Freelance Trainer	
Course Content		
<p>The one-day workshop will be a 'taster' session that will introduce participants to the basics of the CBT therapy model. The workshop will be facilitated as an experiential day, with both theoretical teaching and participatory exercises. There will be plenty of opportunity for questions and group discussion.</p> <ul style="list-style-type: none"> • What is CBT? • The Cognitive Cycle • Limited Thinking Patterns/Thought Records • Physical Sensations/Body Work • Comfort Zone • Behavioural Experiments – testing new ways to approach difficult situations/experiences • Emotional Tolerance 		
Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
Applications to	OCTS, 3 Saxons Way, DIDCOT, Oxon OX11 9RA Fax to 01235 211038 or email to admin@octs.org.uk	
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Working with Difficult to Engage Service Users

Date	Monday 21 May 2012
Course Tutor/s	Jill Childs Freelance Trainer
Course Content	
<p>This course is an opportunity to think about engaging with those people that are seen to be really tricky to work with and to elicit change and provide evidence of this in terms of outcomes and support planning.</p> <p>The course examines social policy surrounding this group, looks at what interventions work, and examines personality disorder and other reasons that people might not engage with services. You will have the opportunity to think this through in the context of your current practice.</p>	

Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
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Cost	Fees per person per day	£65
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Personality Disorders: people and pathology from rejection to recovery	
Date	Wednesday 23 May 2012
Course Tutor/s	Thames Valley Initiative Team
Course Content	
<p>This course will provide participants with the opportunity to:</p> <ul style="list-style-type: none"> • Understand the meaning of Personality Disorder and its impact as a diagnosis • Explore common problems and preconceptions of working with people diagnosed as having a Personality Disorder • Focus on treatment options currently available and consider their effectiveness • Examine the support needs of clients, carers and services and ideas of managing this effectively <p>The group is designed to be interactive and the participants are invited to bring along cases or questions for discussions</p>	

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Supervision Skills		
Date	Thursday 24 May and Thursday 21 June 2012	
Course Tutor/s	Dee Keane Independent Trainer	
<p>Course Content</p> <p>The aim of this two day workshop is to equip supervisors and managers with some of the basic tools that can be used in supervision with staff.</p> <p>This will be done by:</p> <ul style="list-style-type: none"> • providing a model of supervision • practising some intervention skills • exploring the process and content of supervision <p>The course will be participative and make use of participants' own experiences.</p> <p style="text-align: center;">IT IS ESSENTIAL TO ATTEND BOTH DAYS IN ORDER TO GAIN FULL BENEFIT</p>		
Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
Applications to	OCTS, 3 Saxons Way, DIDCOT, Oxon OX11 9RA Fax to 01235 211038 or email to admin@octs.org.uk	
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	Cancellation fee (please refer to the policy on page 7)	£5
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Preparing for a Management Role

Date	Tuesday 29 May 2012	
Course Tutor/s	Rowen Smith Manager - Full Circle, Trainer - Relate / Freelance	
Course Content		
<p>The course is designed for those who are about to start in or are new to a management role. It will cover all areas of the managerial role. By the end of the course, participants will have covered the following areas:</p>		
<ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• What is management? <li style="display: inline-block; width: 45%;">• Different management styles <li style="display: inline-block; width: 45%;">• Preparation for change <li style="display: inline-block; width: 45%;">• Management tasks <li style="display: inline-block; width: 45%;">• Managing people – staff / volunteers... <li style="display: inline-block; width: 45%;">• Planning and prioritizing <li style="display: inline-block; width: 45%;">• Policies / Procedures <li style="display: inline-block; width: 45%;">• Day-to-day management <li style="display: inline-block; width: 45%;">• Support / Accountability <li style="display: inline-block; width: 45%;">• Strategic development 		
Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
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Exploring Prejudice and Discrimination

Date	Thursday 31 May 2012
Course Tutor/s	Nancy Hunt Freelance Trainer
Course Content	
<p>The aim of this course is to increase our awareness of Prejudice and Discrimination.</p> <p>The course will provide the participants with the opportunity to:</p> <ul style="list-style-type: none"> • Explore different examples of prejudice and discrimination, which we observe or encounter. • Consider some of the causes of prejudice • Explore/recognise our own attitudes • Develop confidence and good practice in challenging prejudice and discrimination 	

Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
Applications to	OCTS, 3 Saxons Way, DIDCOT, Oxon OX11 9RA Fax to 01235 211038 or email to admin@octs.org.uk	
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Working with the Psychological Consequences of Childhood Sexual Abuse	
Date	Wednesday 13 June 2012
Course Tutor/s	Dr Denise Barulis Clinical Psychologist
Course Content	
<p>This will be an interactive learning opportunity for us to think about how to help adults who have undergone abusive experiences early in life. The day will focus on 2 main areas:</p> <ol style="list-style-type: none"> 1. Possible psychological consequences of child sexual abuse 2. How recent ideas on 'post traumatic growth' (rather than 'post traumatic stress') may affect how we engage with those who report distressing events 	

Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
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User Involvement - how and why it works

Date	Friday 15 June 2012
Course Tutor/s	LORRAINE DONNACHIE and SARAH CARTER Oxfordshire County Council
Course Content	
<p>The course will engage delegates in activities and discussions to share knowledge and experience to consider:</p> <ul style="list-style-type: none"> • Why client/service user involvement is vital and what the issues are • What meaningful involvement looks like • What is being done already • How we can build on current practice • Developing co-produced services with clients 	

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New
course

Mental Health First Aid

Date	Tuesday 19 June and Wednesday 20 June 2012
Course Tutor/s	Trevor Lowe Charlie Waller Memorial Trust Trainer

Course Content

This two-day course aims to help participants to

- spot the early signs of a problem
- feel confident to help
- provide first aid
- help to prevent harm to self or other
- prevent deterioration in someone's mental state
- offer the right on-going support
- reduce stigma in the community

The course is particularly useful to those who have relatively little prior knowledge of mental health issues, but who encounter others with such problems in the course of their work.

Drawing on participants' existing knowledge, a variety of teaching approaches is used as well as audio visual aids to maintain interest, encourage expression and the sharing of ideas.

Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB
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Applications to	OCTS, 3 Saxons Way, DIDCOT, Oxon OX11 9RA Fax to 01235 211038 or email to admin@octs.org.uk
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Cost	Fees per person per day	£65
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	Cancellation fee (please refer to the policy on page 7)	£5

Refreshments	Tea, coffee and chilled water are included Lunch is NOT provided You will need to TAKE A PACKED LUNCH
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Establishing and Maintaining Professional Boundaries

Date	Monday 25 June 2012
Course Tutor/s	Dee Keane Independent Trainer
Course Content	
<p>Where do we draw the line between our service users and ourselves?</p> <p>Staff can sometimes find themselves uncomfortably torn between heart and head and in potentially damaging situations. It is vital for all concerned that staff are able to establish clear boundaries and that they are also able to maintain these appropriately.</p> <p>This course will give participants a chance to focus on the realities, identifying problem areas, devising strategies and practising skills to support them in their day to day work.</p>	

Venue	The Cherwell Centre, 16 Norham Gardens, Oxford OX2 6QB	
Time	9.30am to 4.30pm (Registration and coffee at 9.15am)	
Applications to	OCTS, 3 Saxons Way, DIDCOT, Oxon OX11 9RA Fax to 01235 211038 or email to admin@octs.org.uk	
Cost	Fees per person per day	£65
	Concessionary rate, per person per day, for courses funded by <ul style="list-style-type: none"> • Voluntary Agencies • Oxfordshire Social & Community Services Directorate • Oxfordshire Children, Young People & Families Directorate 	£50
	Cancellation fee (please refer to the policy on page 7)	£5
Refreshments	<p style="text-align: center;">Tea, coffee and chilled water are included Lunch is NOT provided</p> <p style="text-align: center;">You will need to TAKE A PACKED LUNCH</p>	

What do we do after we've listened?

Date	Thursday 28 June and Friday 29 June 2012
Course Tutor/s	Deborah Lee Counsellor, Pyschodramatist and Therapist, Freelance Trainer
Course Content	
<p>This two day counselling course will give you the opportunity to learn some counselling skills and think about the therapeutic process with a chance to relate them to your own work setting.</p> <p>Over the two days you will be guided in your practice and develop practical skills to use whilst allowing you to gain a better understanding of the counselling process.</p> <p>The course aims to give you the confidence and clarity to implement the skills you have learnt.</p>	

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	Cancellation fee (please refer to the policy on page 7)	£5
Refreshments	Tea, coffee and chilled water are included Lunch is NOT provided You will need to TAKE A PACKED LUNCH	

Working with Anger	
Date	Monday 02 July 2012
Course Tutor/s	Conroy Harris Freelance Trainer
Course Content	
<p>The aim of this course is to explore anger, the ways in which anger is expressed and the impact this can have on both ourselves and others.</p> <p>The course will provide participants with an opportunity to:</p> <ul style="list-style-type: none"> • Understand more about anger (as an emotion) • Explore the relationship between irritability and anger • Look at our own anger • Consider how to deal with other people's anger • Explore preventative strategies 	

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Cost	Fees per person per day	£65
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Refreshments	Tea, coffee and chilled water are included Lunch is NOT provided You will need to TAKE A PACKED LUNCH	

New
course

Two-day Solution-Orientated Brief Therapy Course

Date	Tuesday 03 July and Wednesday 04 July 2012
Course Tutor/s	Dr Denise Barulis - Clinical Psychologist
Course Content	
<p>In problem-focused agencies and with (sometimes) problem-saturated individuals, the value of hope cannot be underestimated. This is a two day interactive workshop in which to explore how to make 'skills, strengths and competencies' the focus of our attention. There will be an overview of the approach that will benefit people who have not attended the "Introduction to Solution-Focused Brief Therapy Course" and provide a refresher for those who have. There will also be the opportunity to revisit 'problem situations' in more depth than the one day course allows.</p> <p>Please bring examples of the challenges you face for us to work on together.</p>	

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Cost	Fees per person per day	£65
	Concessionary rate, per person per day, for courses funded by <ul style="list-style-type: none"> • Voluntary Agencies • Oxfordshire Social & Community Services Directorate • Oxfordshire Children, Young People & Families Directorate 	£50