

**Macarthur, Wingecarribee &
South West Sydney
HACC Training Project
February – July 2012
TRAINING CALENDAR**



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Month	Macarthur	South West Sydney	Wingecarribee
February	<p><u>Orientation to Home and Community Care (HACC)</u> Date: Tuesday 21st February Time: 9.30pm - 2.30pm Venue: MDS Head Office, Campbelltown Details: Gain an understanding of the HACC system.</p> <p><u>Work Health Safety (WHS) Harmonisation</u> Date: Wednesday 22nd February Time: 9.30am-4.00pm Venue: MDS Head Office – Campbelltown Details: Learn how to successfully implement the new WHS legislation into your current safety management system.</p>	<p><u>Enabling Independence</u> Date: Tuesday 14th February Time: 9.30am-12.30pm Venue: Brian Wunsch Centre - Wakely Details: Practical workshop for direct care workers to learn how to implement the enabling approach.</p> <p><u>Using the Support Services Website</u> Date: Wednesday 29 February Time: 9:30am-12:30pm Venue: Liverpool TAFE, Training and Education Centre. Room MG30. Details: Learn how to use the support services website to find services, post information on the noticeboard and email information to all services.</p>	
March	<p><u>Understanding Financial Statements</u> Date: Tuesday 13 March Time: 9.30am – 3:30pm Venue: MDS Head Office - Campbelltown Details: This practical workshop will assist community care coordinators & managers to understand financial reports and budgeting for ADHC funded services.</p> <p><u>Boundaries and Duty of Care</u> Date: Wednesday 28 March Time: 9.30am-3.00pm Venue: MDS Head Office - Campbelltown Details: Learn the limits to your work role. How much is caring too much? Understand your duty of care in relation to your work role.</p>	<p><u>Applying Community Care Common Standards</u> Date: Wednesday 7 March Time: 9:30am - 4pm Venue: Brian Wunsch Centre - Wakely Details: Participants will learn skills and use practical tools and templates to assist your agency in meeting the Community Care Common Standards.</p> <p><u>Cultural Stories – Macedonia</u> Dates: Tuesday 20 March Time: 9.30am – 12.30pm Venue: Brian Wunsch Centre Details: Gain an understanding of your clients who come from Macedonia. Learn how to meet the needs of your clients who come from this cultural background.</p>	<p><u>Continuous Quality Improvement and Risk Management</u> Date: Wednesday 14th March Time: 9.30am – 4.00pm Venue: Henrietta Rose Room - Bowral Details: Learn the underlying framework behind The Community Care Common Standards. Also, learn the broader concept of Risk Management, Expected Outcome 1.6 of The Community Care Common Standards</p>
April	<p><u>Enabling Independence</u> Date: Tuesday 17 April Time: 9.30am-12.30pm Venue: MDS Head Office – Campbelltown Details: Practical workshop for direct care workers to learn how to implement the enabling approach.</p> <p><u>Documentation in Community Care Services</u> Date: Monday 23 April Time: 9.30am-4pm Venue: MDS Head Office – Campbelltown Details: Learn what to write and what not to write in your progress notes and reports.</p>	<p><u>Hoarding and Squalor Workshop</u> Date: TBA April Time: 9.30am-3:30pm Venue: Brian Wunsch Centre – Wakely Details: Participants will gain an understanding of the complex issues surrounding clients who present with issues of hoarding and squalor.</p> <p><u>Low Risk Driving Seminar</u> Date: Tuesday 24 April Time: 9.30am-12.30pm Venue: Brian Wunsch Centre – Wakely Details: This information seminar gives participants the knowledge to keep themselves, and others, safe while driving on the road.</p>	
May	<p><u>Accidental Counsellor</u> Date: Monday 14 May Time: 9.30am – 4.00pm Venue: MDS Head Office – Campbelltown Details: This session will give participants the knowledge and skills to be able to effectively help your clients and co-workers through distressing situations.</p> <p><u>Engaging with Aboriginal Communities</u> Date: Tuesday 29 May Time: 9:30am - 4:00pm Venue: MDS Head Office – Campbelltown Details: Learn ways to best engage the Aboriginal community in service provision.</p>	<p><u>Communicating with Culturally and Linguistically Diverse (CALD) Clients</u> Date: Thursday 24 May Time: 9.30am – 12.30pm Venue: Brian Wunsch Centre – Wakely Details: Learn skills to communicate with your clients from diverse backgrounds. Includes how to use an interpreter.</p> <p><u>Debriefing Skills</u> Date: Wednesday 30 May Time: 10am – 2:30pm Venue: Brian Wunsch Centre - Wakely Details: Learn how to debrief with your staff effectively.</p>	<p><u>Implementing the Enabling Approach</u> Date: Tuesday 22nd May Time: 9.30am – 3.30pm Venue: Henrietta Rose Room - Bowral Details: This workshop is designed for managers, team leaders and service coordinators to give managers the skills to be able to implement the enabling independence approach in their service.</p>

<p>June</p>	<p><u>Strengths Based Assessment & Person Centred Planning</u> Date: Wednesday 20 June Time: 9.30am-4.00pm Venue: MDS Head Office – Campbelltown Details: Learn the principles and practice behind Strengths Based Assessment and Person Centred Planning. Learn about processes and questions to ask to discover a client’s strengths and interests. Investigate the ways to create an engaging and individualised Care Plan built on values of inclusion and independence.</p> <p><u>Microsoft PowerPoint Basics</u> Date: Wednesday 27 June Time: 9.00am-1.00pm Venue: MDS Head Office – Campbelltown Details: Participants will learn how to use Microsoft PowerPoint to create a simple presentation that incorporates text, graphics, animations and sounds.</p>	<p><u>Cultural Stories – Cambodian Khmer</u> Date: Wednesday 13 June Time: 9:30am – 12:30pm Venue: Brian Wunsch Centre- Wakely Details: The aim of this session is to share culturally specific information about Cambodia and your clients from Khmer background.</p> <p><u>Promoting your Service to Culturally and Linguistically Diverse (CALD) Communities</u> Date: Tuesday 19 June Time: 9.30am – 4.00pm Venue: Brian Wunsch Centre- Wakely Details: Learn how to make connections and build bridges with ethnic communities that last.</p>	
<p>July</p>	<p><u>Diversional Therapy in Day Activity Centres</u> Date: Wednesday 18 July Time: 9.30am-3.00pm Venue: MDS Head Office – Campbelltown Details: This practical workshop looks at the diversional therapy process in relation to day activity centres. Participants will gain knowledge and skills to be able to plan and implement a variety of activities to engage and stimulate their clients</p> <p><u>Cultural Stories - Iraq</u> Date: Wednesday 25 July Time: 9:30am-12:30pm Venue: MDS Head Office – Campbelltown Details: Gain an understanding of your clients who come from Iraq. Learn how to meet the needs of your clients who come from this cultural background.</p>	<p><u>Be a Modern Manager</u> Date: Wednesday 4 July Time: 9.30am-4.00pm Venue: Brian Wunsch Centre- Wakely Details: This session is specially designed for workers who have been promoted to positions of leadership without previous managerial experience. Learn a number of techniques of true leadership, different approaches in supervision and strategies to motivate your team.</p> <p><u>Understand and Manage Challenging Behaviours</u> Date: Tuesday 31 July Time: 9.30am-3.00pm Venue: Brian Wunsch Centre- Wakely Details: Understand the possible causes of difficult behaviour and learn strategies to meet the needs of clients</p>	<p><u>Strategic Partnerships, Amalgamations & Consortiums</u> Date: Monday 2 July Time: 9.30am-2.00pm Venue: Henrietta Rose Room – Bowral Details: Learn the differences between business partnership options and discover which option may work best for your service.</p>
<p>Macarthur Disability Services (MDS) Head Office Level 8, 138 Queen Street, Campbelltown Ph: (02) 4621 8400 Paid parking at RSL Club, walk through to Queen Street Free parking in Lithgow & Dumaresq Streets</p>	<p>Brian Wunsch Centre – Wakely 126 Avoca Rd, Wakely Parking on site</p> <p>Liverpool TAFE, Training and Education Centre Room MG30, 140 Bigge Street (Cnr Moore Street), Liverpool Paid parking in Warren Service Way Car Park, Warren Lane, behind Liverpool Library.</p>	<p>Henrietta Rose Room – Bowral Bendooley St, Bowral At the rear of the Old Town Hall, In front of the library Free all day on street parking in Short st. and surrounds</p>	
General Information			
<p>Registration is essential. Please register early to avoid workshops been cancelled due to low registrations. Registration forms are available on the MDS website www.mdsservices.com.au or can be requested from Training Coordinator hactrain@mdsservices.com.au</p>	<p>Fees: Training sessions are \$25 for all HACC funded services in Macarthur, Wingecarribee and South West Sydney. Training sessions are \$100 for Non HACC funded services, or HACC funded services out of the specified area.</p> <p>Non-attendance at training without at least 7 days prior notification given to Training Coordinator will incur the full training fee.</p>	<p>In-house Training Can be provided on a range of topics. Please contact Training Coordinator</p>	