

# Voluntary & Childcare Organisations

Training Calendar | spring / summer 2012



Training for parents, volunteers and workers involved in toddler groups, playgroups, creches, children's groups, after school care clubs, youth clubs, childminders, private nurseries, community education associations, voluntary organisation management committees and neighbourhood networks

# Welcome...

## ... to the Voluntary & Childcare Organisations Training Calendar Spring/summer 2012

This training calendar has been developed by a multi agency group who specialise in parent support, childcare development, capacity building and support to voluntary organisations. The courses, which are free \*\*, have been developed to increase the confidence and skills of parents, carers, workers and volunteers involved in community groups, voluntary and childcare organisations across West Lothian.

The courses on offer provide an introduction to a range of topics and opportunities for participants to explore new ideas and develop new skills, which we hope, will support you and your organisation to operate more effectively.

The training calendar has been designed into three sections to make the identification of training as simple as possible.

These include:

- **Organisational training**  
supporting those that have responsibility for the management of organisations
- **Legislative training**  
supporting individuals and organisations meet their legal requirements
- **and practical skills training**  
supporting individuals and organisations develop their practical skills.

We are pleased to say that our policy of free training will continue. Thank you to everyone who gave the required notice when cancelling, this allows us to reallocate places, ensure we maximise the money we have available and are prudent with our funding allocation for the training calendar. It is therefore with great regret that we cannot offer future training places to organisations and individuals who have failed to pay their non attendance fee.

*Please note that where a course is run over several sessions, a fee will also be issued if you attend some of the sessions but fail to complete the course without giving the required notice.*



*\*\*All courses are free of charge, although for those who book and fail to attend a £10 administration fee will apply.*

If a large waiting list develops for a training calendar on particular courses we will try to offer another course to accommodate those, but please remember that waiting lists are not carried to the next training calendar and all courses must be reapplied for. You will notice we have added a new section within the programme called 'spotlight on'. This will highlight a range of courses around a specific topic.



We hope you find the Training Calendar useful in developing your knowledge, confidence and skills and look forward to seeing you on your courses.

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### **The Voluntary & Childcare Organisations Training Calendar working group consists of:**

<b>Jo Dinning</b>	Early Years & Childcare Partnership, West Lothian Council
<b>Lesley Grahame</b>	Community Regeneration, West Lothian Council
<b>Margo Mitchell</b>	Community Learning & Development, West Lothian Council
<b>Anne Marie Vance</b>	Arts Services, West Lothian Council
<b>Ruth Sherpa</b>	Scottish Childminding Association
<b>Johan Timmins</b>	Voluntary & Childcare Organisations Administrator Tel: 01506 282768 email: <a href="mailto:johan.timmins@westlothian.gov.uk">johan.timmins@westlothian.gov.uk</a>

# Legislative Training

## Child Protection

**Monday 12 March**  
10.00am-12.30pm  
Bathgate Partnership Centre

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**Monday 23rd April**  
7.00pm-9.30pm  
Lantern Community Centre

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**Saturday 28 April**  
10.00am-12.30pm  
Strathbrock Community Centre

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**Saturday 19 May**  
10.00am-12.30pm  
Lantern Community Complex

*Delivered by: West Lothian Council  
Community Learning & Development*

This short session aims to give a basic introduction to Child Protection Procedures. It explores steps that organisations should take where there are concerns that a child could be at risk of harm/abuse. SCSWIS recommends child protection training for all staff and volunteers working with children.

This course will provide participants with an overview of child protection guidelines and the procedures for reporting child protection issues.



## REHIS Refresher

**Wednesday 7 March**  
6.00pm-9.00pm  
Inveralmond Community High School

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**Wednesday 23rd May**  
6.00pm-9.00pm  
Inveralmond Community High School

*Delivered by: Ashcom International Ltd*

For those who already possess a REHIS Elementary Food Hygiene Certificate which is now three years old or more.

This three hour condensed refresher course covers all the areas in the full certificate and also the multiple-choice test. REHIS certificates do not expire but refresher training is recommended.

A certificate of attendance will be issued.

## REHIS Elementary Food Hygiene

**Saturday 25 February**  
9.30am-4.00pm  
Inveralmond Community High School

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**Saturday 24 March**  
9.30am-4.00pm  
Inveralmond Community High School

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**Saturday 12 May**  
9.30am-4.00pm  
Inveralmond Community High School

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**Saturday 23 June**  
9.30am-4.00pm  
Inveralmond Community High School

*Delivered by: Ashcom International Ltd*

This full day course covers basic food handling and preparation. The course has a short multiple-choice test and is Environmental Health Approved. On successful completion candidates are awarded REHIS certificates

# Legislative Training

## Understanding PVG: Protection of Vulnerable Groups

**Saturday 12 May**  
**10.00am-1.00pm**  
**West Calder Community Centre**

*Delivered by: West Lothian Council  
Community Learning & Development*

The Scottish Government has introduced the new PVG membership scheme. This scheme will replace and improve the current disclosure arrangements for people who work with vulnerable groups.

This training session is aimed at organisations who work with vulnerable groups to help them prepare and understand their requirements and obligations under the new PVG Scheme.

The topics covered include:

- Determining who within organisations should be asked to join the Scheme
- How to access disclosure applications under the new Scheme
- Defining regulated work with children and protected adults
- Understanding harm and risk of harm in relation to the new Scheme
- Understanding the criteria and requirements for making effective referrals under the new Scheme.



## GIRFEC awareness

**Wednesday 18 April**  
**6.30pm-8.30pm**  
**West Lothian Civic Centre**

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**Thursday 17 May**  
**6.30pm-8.30pm**  
**West Lothian Civic Centre**

*Delivered by: West Lothian Council  
Social Policy*

Getting it Right for Every Child is a national programme that aims to improve outcomes for all children and young people in Scotland. GIRFEC places children's and young people's needs first, ensures that they are listened to and understand decisions which affect them and that they get more co-ordinated help where this is required for their well-being, health and development. It requires that all services for children and young people - social work, health, education, police, housing and voluntary organisations - adapt and streamline their systems and practices to improve how they work together to support children and young people, including strengthening information sharing.

The aim of this programme is to give participants an opportunity to learn more about GIRFEC in West Lothian. The session will cover the key principles and core components of GIRFEC including Professional Roles, Integrated Assessment Framework & Chronologies.



# Legislative Training

## Introduction to Risk Assessment

**Tuesday 24 April**

**7.00pm-9.00pm**

**Armadale Community Centre**

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**Wednesday 13 June**

**10.00am-12.00noon**

**Armadale Community Centre**

*Delivered by: The 'S' Factory Safety*

This is an essential session for all of those who are required to undertake risk assessment within their organisation. A risk assessment is nothing more than a careful examination of what, in your work situation could cause harm to people.

This course will help you to identify risks in your work setting and guide you through the process of producing a risk assessment so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. All organisations are legally required to assess risks and act to minimise them.

## Safety in the childcare setting

**Wednesday 21 March**

**7.00pm-9.00pm**

**Armadale Community Centre**

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**Thursday 17 May**

**7.00pm-9.00pm**

**Armadale Community Centre**

*Delivered by: The 'S' Factor Safety*

This session will explore the environmental impact on safety in the childcare setting. This will include consideration of the location, the play areas, the resources and equipment. In addition consideration will be given to 'behavioural' impact of children and adults on safety.

A must for all those concerned with keeping their children and environment safe.



## Basic First Aid

**Saturday 3 March**

**9.00-5.00pm**

**Blackburn Community Centre**

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**Tuesday 6, 12, 20 & 27 March**

**7.00pm-9.30pm**

**Bathgate Business Centre**

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**Thursday 19 & 26 April, 3 & 10 May**

**7.00pm-9.30pm**

**Bathgate Business Park**

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**Saturday 21 April**

**9.00am-5.00pm**

**West Calder Community Centre**

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**Saturday 19 May**

**9.00am-5.00pm**

**Forestbank Community Centre**

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**Saturday 9 June**

**9.00am-5.00pm**

**Blackburn Community Centre**

*Delivered by: British Red Cross*

This course provides a Basic First Aid certificate particularly relevant for childcare workers and volunteers in childcare settings. Certificates are valid for 3 years and will be issued at the end of training based on full attendance. This course is sufficient for the Care Commission. Please wear trousers and trainers for these practical sessions.

# Organisational Training

## Training for Community Groups

Our training can be tailored to meet the needs of your particular community group. We are able to deliver bespoke training sessions for your committee to meet the needs YOU have identified. Topics such as: Volunteering, Committee Skills, Understanding Registered Charity Status, Financial Management, Setting up a Community Group and Fundraising are a few options and can be delivered for your entire committee.

If you are interested in us delivering some training for your group or organisation, please contact us to discuss your requirements.

## How to be an effective chairperson

**Saturday 26 May**

**10.00am-12.00 noon**

**Bathgate Partnership Centre**

*Delivered by: West Lothian Council  
Community Learning & Development*

Ensuring that your meetings are productive but stay short and to the point is an important skill for any organisation or community group. A good chairperson can make or break any meeting. This session will cover how to stay focussed on one issue at a time, ensure that the vocal members don't dominate and deal with side conversations effectively giving everyone their say.

Helping the meeting stay focused and keeping order are key skills and this session is an essential for existing and prospective chairpersons

## Introduction to supervising and supporting staff

**Thursday 7 June**

**7.00pm-9.00pm**

**Howden Park Centre**

*Delivered by: West Lothian Council  
Community Learning & Development*

An essential introductory workshop for anyone involved in the support and supervision of staff. This workshop will provide a basic introduction for those new to the role of supervising and supporting staff. This session will look at the role of the supervisor and the skills and qualities required to support people effectively. The course will cover what good supervision is, how to give effective feedback and the importance of developing good communication skills. Relevant to all those new to staff supervision.



# Organisational Training

## Who do you think you are talking to?

**Tuesday 24 April**  
**6.30pm-9.30pm**  
**Howden Park Centre**

*Delivered by: Independent Training Consultant*

You get to your audience using all sorts of tools - posters, fliers, press releases, letters, word of mouth, brochures, adverts, websites, facebook, twitter. This session will look at how to think about the different people you are talking to, how to shape your message to reach them and maximise the impact of your efforts.



## Minute taking for beginners

**Wednesday 23 May**  
**7.00pm-9.00pm**  
**Strathbrock Community Centre**

*Delivered by: West Lothian Council  
Community Learning & Development*

Minutes are an important part of committee procedure, but are not always prepared in the most effective manner. Do you question what information you should record and what you should leave out? You're not alone. This short "bite size" session will provide you with hints and tips to help you take better notes at meetings and prepare more effective and efficient minutes.



## Simple Accounts and Financial Management

**Tuesday 23 April & 1 May**  
**7.00pm-9.00pm**  
**Strathbrock Community Centre**

*Delivered by: Independent Training Consultant*

This session will give Treasurers and Committee Members of Community and Voluntary Organisations a clear insight into their legal and constitutional obligations, the role of the treasurer and an easily understood system to record and monitor their financial affairs. This course will be of particular interest to those organisations that are also charities.

The course is intended for those who feel that they have no great knowledge of maintaining financial records but want to set up a system that is easy to operate, provides accurate information and will satisfy funders and others who you may have to provide reports for.

The course will cover The Cash Book, Receipts and Payments Accounts, Petty Cash Book, Bank Reconciliation Statements, Statement of Balances and the role of The Independent Examiner.

For those organisations that are recognised charities reference will be made to the Office of the Scottish Charity Regulator

**Please complete the following form to enable us to process your course application**

**Name of organisation applying for training**

**Main contact**

**Address of organisation**

  

**Contact number of organisation**

**email address of organisation**

**When the application form has been completed could all organisations please ensure that the application form is authorised by the manager/chairperson.**

**I authorise the enclosed applicants to undertake the courses mentioned in the training calendar application form**

**Manager/chairperson's signature**

**Manager/chairperson's name (Printed)**

**Date**

**Please return the completed form by Friday 17 February 2012 to:**

**Joanne Timmons  
Training Administrator  
Community Learning & Development  
Area Services  
2nd Floor North Wing  
West Lothian Civic Centre  
Howden South Road  
Livingston EH54 6FF  
Tel: 01506 282768  
email: [johan.timmins@westlothian.gov.uk](mailto:johan.timmins@westlothian.gov.uk)**

**Please do not attend if you do not have confirmation of a place by letter.**

**Please Note:** For equality of opportunity, could all organisation managers/chairpersons ensure only 4 individuals from the same organisation apply for training on this calendar.

# Application form

Please complete the application form below ensuring that all applicants fill in the information on time for the courses they are applying for.

Name

Home address

Contact no

Email

## Courses participants want to apply for

Course	Date	Time	Venue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick a box that most applies to your organisation

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Playgroup/Toddler Group | <input type="checkbox"/> Private Nursery   | <input type="checkbox"/> Creche Worker |
| <input type="checkbox"/> Out of School Care      | <input type="checkbox"/> Arts Organisation | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Registered Childminder  | <input type="checkbox"/> Community Group   |  |

Name

Home address

Contact no

Email

## Courses participants want to apply for

Course	Date	Time	Venue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick a box that most applies to your organisation

- |  |  |  |
|--|--|--|
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| <input type="checkbox"/> Out of School Care      | <input type="checkbox"/> Arts Organisation | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Registered Childminder  | <input type="checkbox"/> Community Group   |  |

in their own contact details and course information to ensure applicants

Name

Home address

Contact no

Email

Courses participants want to apply for

Course	Date	Time	Venue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick a box that most applies to your organisation

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Playgroup/Toddler Group | <input type="checkbox"/> Private Nursery   | <input type="checkbox"/> Creche Worker |
| <input type="checkbox"/> Out of School Care      | <input type="checkbox"/> Arts Organisation | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Registered Childminder  | <input type="checkbox"/> Community Group   |  |

Name

Home address

Contact no

Email

Courses participants want to apply for

Course	Date	Time	Venue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick a box that most applies to your organisation

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Playgroup/Toddler Group | <input type="checkbox"/> Private Nursery   | <input type="checkbox"/> Creche Worker |
| <input type="checkbox"/> Out of School Care      | <input type="checkbox"/> Arts Organisation | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Registered Childminder  | <input type="checkbox"/> Community Group   |  |

# The Booking Process

- Complete application form. Only four members from each organisation will be eligible to apply for a maximum of three courses each.
- The completed form should be signed by the manager or chairperson of your organisation before submitting.
- No telephone applications will be accepted.
- For the majority of applicants confirmation e-mails will be sent out. For those without email, letters will be posted to their home addresses confirming their places.
- Applicants should not attend unless they receive this confirmation.
- The organisation will receive confirmation of applicants that have been successfully awarded places by email or letter.
- If for some reason participants are unable to attend, they must contact the training administrator no less than three working days prior to the training session. Failure to do so will result in charges being applied.
- The training administrator will re allocate the training place from the waiting list. Waiting lists will only be held for the duration of the current calendar.
- Reallocation of places from waiting lists will be advised by telephone.
- Charges will be invoiced to organisations, (please ensure these are paid within 14 days of the dated invoice)
- The training calendar partnership does not take any responsibility for participants that have not went through their organisation before submitting applications. Organisations will still be liable to pay for participants that fail to turn up without giving prior notice as above.

## When Charges apply

A £10 charge will be billed for each participant who has failed to attend and/or failed to complete a course and where there has not been at least three working days notice given. Failure to pay these charges will result in your organisation losing out in future training opportunities.

**Please note:** Charges will be invoiced to organisations and not to individuals.

Information is available in Braille, tape,  
Large print and community languages.  
Please contact the Interpretation and  
Translation Service on 01506 775000.

# Practical Skills Training

## Multi cultural play

**Saturday 12 May**

**10.00am -12.30pm**

**Forestbank Community Centre**

*Delivered by: West Lothian Council  
Community Learning & Development*

Does your work place promote cultural awareness? Do you provide resources and activities which encourage children to value cultures other than their own?

Good play provision is essential for a child's development but this provision needs to reflect the family and cultural needs of each child so that both they and their peers can accept their traditions and worth.

This session will raise awareness about the importance of providing a multicultural play setting and look at ideas and activities that can get you started.

## Fun with fabric jewellery (under 5s)

**Monday 4 June**

**7.00pm-9.00pm**

**Howden Park Centre**

*Delivered by: A community artist*

Make fresh, colorful jewellery with fabric, yarn, and a bit of your own creativity. Fabric jewellery making is a craft everyone can share, from young at heart grandparents to energetic toddlers. Projects are simple and deliver colourful results; all you need is some fabric and some endless creativity.

Wearable crafts are a fun activity to do with kids and it's a great way to spend a few hours. Children of all ages can easily get started making this fun jewellery using tools they're already familiar with, such as scissors, string, and glue. The sky is the limit to your imagination with fabric jewellery for kids.

## Childhood Illnesses

**Wednesday 2 May**

**7.00pm-9.00pm**

**Armadale Community Centre**

**Saturday 5 May**

**10.00am-12.00noon**

**West Calder Community Centre**

*Delivered by: NHS Public Health Practitioner*

This short course will cover some of the more common infectious diseases in children. It will explore the signs and symptoms as well as looking at care required in these situations. The control of high temperature in children will be discussed acknowledging current evidence based practice in this area.

The short course will aim to give participants:

- an awareness of common infectious disease in children
- a basic understanding of signs and symptoms
- Knowledge in caring for children affected by these underpinned by current evidence



# Practical Skills Training

## Crafty Ideas for Easter (6-12yrs)

**Monday 12 March**  
**6.30pm-8.30pm**  
**Lanthorn Community Complex**

## Crafty Ideas for Easter (2-5yrs)

**Saturday 17 March**  
**10.00am-12.00noon**  
**Uphall Community Centre**

*Delivered by: An independent trainer*

Get crafty this spring using new and old salvaged materials. This session will show you some great ideas to inspire children. With a little imagination and a lot of enthusiasm you are sure to leave with a bucketful of fresh ideas to challenge children to create exciting Easter crafts. No experience needed just a willingness to take part and have fun.



## Creating a Facebook presence

**Monday 19 March**  
**7.00pm-9.30pm**  
**Howden Park Centre**

*Delivered by: An Independent Consultant*

Most people are aware of Facebook as a social media tool that allows you to share information with friends and family. More and more businesses, community groups, clubs etc. are using Facebook as a low cost and effective method of involving customers by creating marketing strategies and advertising campaigns and actively involving clients in future development.

At this workshop you will look at choosing an appropriate Facebook category and how to ensure that you have a good landing page and customised URL. You will also consider how to develop an appropriate client engagement strategy, build a fan base; decide on what information to profile through Facebook and how to integrate Facebook into other marketing strategies.

This will be a practical workshop packed with loads of hints and tips.

## Get creative with collage (under 5s)

**Tuesday 8 May**  
**6.30pm-8.30pm**  
**Howden Park Centre**

## Get Creative with collage (5-12yrs)

**Wednesday 9 May**  
**6.30pm-8.30pm**  
**Howden Park Centre**

*Delivered by: A community artist*

Collage workshops aimed at people looking to provide art-based creative ideas to young children and as a source of learning and expression.

This workshop is aimed at people working with pre-school age groups. It will provide a singular activity, will be self contained, and will be able to be set up and completed within one hour, allowing the participant to maximise the attention and concentration of the participant.

The workshop will demonstrate a collage technique that is easily achievable with fairly common resource materials that can be easily sourced and do not require extensive space, or time for the works to dry so that children are able to take away, work as produced.

# Spotlight on Child Development

## Caring for Babies

**Monday 14 May**  
**6.30pm-8.30pm**  
**Forrestbank Community Centre**

**Monday 28 May**  
**6.30pm-8.30pm**  
**Forestbank Community Centre**

*Delivered by: West Lothian Council  
Sure Start*

Caring for babies will give participants the opportunity to think about the physical, emotional and developmental needs of babies. We will have group discussion to look at appropriate activities at different stages from birth to the first birthday, and try to get an appreciation of the Baby Brain and what we can do to provide enough stimulation to meet its needs.

## Treasure baskets for babies

**Wednesday 25 April**  
**6.30pm-8.30pm**  
**Lantern Community Complex**

*Delivered by: Independent Trainer*

Treasure Baskets offer babies all the amazing benefits of free play with sensory rich resources. In the spirit of heuristic play treasure baskets can be played with in limitless ways to stimulate creativity.

We live in a world where plastic toys dominate the shelves of toy shops, but plastic is dull and disappointing for babies, and while each rattle may look different each one smells, tastes and feels the same - it is un-stimulating to a babies senses. Using Treasure Baskets with babies stimulates all the senses, creating a rich learning experience.

This session will raise awareness of the benefits of using Treasure Baskets to create an enabling environment that puts children at the centre of our practice and will show you how to introduce Treasure Baskets into your setting.

## Understanding schemas in young children

**Monday 4 June**  
**6.30pm-8.30pm**  
**Uphall Community Centre**

*Delivered by: Independent Trainer*

Schemas are patterns of repeat behaviour which can often be noticed in young children's play. By exploring and practicing their schemas in different situations, children become more knowledgeable about the world around them.

By understanding schemas it helps those working with and caring for children to be more tolerant of children's behaviour and find alternatives for the more offending schematic behaviour.

It is also very useful to know what current schema a child is in to make life easier all round. Understanding schemas are useful for helping to understand a child's motivation for doing something. From there, we can extend their learning based on their individual interests.

This session will help you to understand schemas and how to recognise and work with them.



# Spotlight on Child Development



## Pre-birth to three 'Rights of a child'

**Tuesday 13 March**  
**7.00pm-8.00pm**  
**Wee Gems Nursery**

*Delivered by: Wee Gems Nursery*

Another in the series of 9 workshops supporting the implementation of the new Pre-Birth to Three Guidance. This is an opportunity to explore the content of the Pre-Birth to Three CPD resource and discuss the implementation of the key feature of the Rights of the Child within a peer support session.

You will gain confidence in your use of the resources and share practice and ideas with practitioners from a variety of settings.

## Understanding ADHD

**Thursday 10 May**  
**6.00pm-9.00pm**  
**Howden Park Centre**

*Delivered by: RBA Training*

This session will provide an introduction to understanding attention deficit hyperactivity disorder and will consider definitions of ADHD and Autistic Spectrum Disorders, factors affecting behaviour and practical behaviour management approaches as well as look at communication issues for carers and professionals.

Participants will have the opportunity to consider case studies and identify useful networks. Participants should be prepared to share their experiences positive and negative. The session will be informative and interactive.



## Pre-birth to three 'Heuristic play'

**Thursday 15 March**  
**6.30pm-8.30pm**  
**Bright Horizons Nursery**

*Delivered by: Bright Horizons Nursery*

This interactive session will give you training and knowledge on how to provide excellent Treasure Basket and Heuristic Play experiences for children under the age of 2 years old.

It will allow you to link these sessions with the key features in the Pre Birth to Three Guidance. You will have the opportunity to explore the theory and practice behind these two wonderful activities for young children. You will leave the course with an ideas list of appropriate materials to be used.

Come along to discover and explore and open up a new world of activities for under two's.

# Spotlight on Child Development

## Promoting Positive Behaviour

**Monday 4 June**  
**6.00pm-9.00pm**  
**Howden Park Centre**

*Delivered by: RBA Training*

This session will look at how you can promote and support positive behaviour in children. You will explore what is 'good' or positive behaviour, why children will not 'behave' and consider your response to children's behaviour and how you manage your own behaviour.

Participants will have the opportunity to explore behaviour issues that arise in their settings in a comfortable and supportive atmosphere



## Do you want to be a 'supernanny'?

**Wednesday 7 March**  
**6.30pm-8.30pm**  
**Bright Horizons Nursery**

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**Saturday 12 May**  
**9.30am-11.30am**  
**West Lothian Civic Centre**

*Delivered by: Scottish Childminding Association*

This session will look at fussy eating, tantrums, outings and other challenging behaviours. How do these things affect your day? This is a fun interactive workshop looking at 'Supernanny' tips and techniques and how you can apply them in a professional childcare setting. This will help you improve your ability to identify, deal with and prevent stressful situations.



## COURSE

## DATE

REHIS	Saturday 25th February
First Aid	Saturday 3rd March
First Aid	Tuesday 6th,13th,20th & 27th March
REHIS refresher	Wednesday 7th March
Do you want to be a 'supernanny'?	Wednesday 7th March
Child Protection	Monday 12th March
Crafty Ideas for Easter	Monday 12th March
Pre birth to three 'Rights of the child'	Tuesday 13th March
Pre birth to three 'Heuristic play'	Thursday 15th March
Crafty Ideas for Easter	Saturday 17th March
Creating a Facebook presence	Monday 19th March
Safety in the childcare setting	Wednesday 21st March
REHIS	Saturday 24th March
GIRFEC awareness	Wednesday 18th April
First Aid	Thursday 19th 26th April, 3rd 10th May
First Aid	Saturday 21st April
Child Protection	Monday 23rd April
Risk assessment	Tuesday 24th April
Simple accounts and financial management	Tuesday 24th April & 1st May
Who do you think you are talking to?	Tuesday 24th April
Treasure baskets for babies	Wednesday 25th April
Child Protection	Saturday 28th April
Childhood illnesses	Wednesday 2nd May
Childhood illnesses	Saturday 5th May
Get creative with collage (under 5s)	Tuesday 8th May
Get creative with collage (5-12 yrs)	Wednesday 9th May
Understanding ADHD	Thursday 10th May
Do you want to be a 'supernanny'?	Saturday 12th May
REHIS	Saturday 12th May
Multi cultural play	Saturday 12th May
Understanding PVG	Saturday 12th May
Caring for babies	Monday 14th May
GIRFEC awareness	Thursday 17th May
Safety in the childcare setting	Thursday 17th May
First Aid	Saturday 19th May
Child Protection	Saturday 19th May
REHIS refresher	Wednesday 23rd May
Minute taking for beginners	Wednesday 23rd May
How to be an effective chairperson	Saturday 26th May
Caring for babies	Monday 28th May
Promoting positive behaviour	Monday 4th June
Understanding Schemas in young children	Monday 4th June
Fun with fabric jewellery (under 5s)	Monday 4th June
Introduction to supervising & supporting staff	Thursday 7th June
First Aid	Saturday 9th June
Risk assessment	Wednesday 13th June
REHIS	Saturday 23rd June

### Please Note

**There are no refreshments or lunches available at venues unless stated. Could all**

VENUE	TIME	COURSE DURATION
Inveralmond Community High School	9.30am-4.00pm	6 ½ hrs
Blackburn Community Centre	9.00am-5.00pm	8 hrs
Bathgate Business Park	7.00pm-9.30pm	2 ½ hrs per week for 4 wks
Inveralmond Community High School	6.00pm-9.00pm	3 hrs
Bright Horizons Nursery	6.30pm-8.30pm	2 hrs
Bathgate Partnership Centre	10.00am-12.30pm	2 ½ hrs
Lanthorn Community Complex	6.30pm-8.30pm	2 hrs
Wee Gems Nursery	7.00pm-8.00pm	1 hr
Bright Horizons Nursery	6.30pm-8.30pm	2hrs
Uphall Community Centre	10.00am-12.00pm	2 hrs
Howden Park Centre	7.00pm-9.30pm	2 ½ hrs
Armadale Community Centre	7.00pm-9.00pm	2 hrs
Inveralmond Community High School	9.30am-4.00pm	6 ½ hrs
West Lothian Civic Centre	6.30pm-8.30pm	2 hrs
Bathgate Business Park	7.00pm-9.30pm	2 ½ hrs per week for 4 wks
West Calder Community Centre	9.00am-5.00pm	8 hrs
Lanthorn Community Complex	7.00pm-9.30pm	2 ½ hrs
Armadale Community Centre	7.00pm-9.00pm	2 hrs
Strathbrock Community Centre	7.00pm-9.00pm	2 hrs per week for 2 wks
Howden Park Centre	6.30pm-9.30pm	3 hrs
Lanthorn Community Complex	6.30pm-8.30pm	2 hrs
Strathbrock Community Centre	10.00am-12.30pm	2 ½ hrs
Armadale Community Centre	7.00pm-9.00pm	2 hrs
West Calder Community Centre	10.00am 12.00pm	2 hrs
Howden Park Centre	6.30pm-8.30pm	2 hrs
Howden Park Centre	6.30pm-8.30pm	2 hrs
Howden Park Centre	6.00pm-9.00pm	3 hrs
West Lothian Civic Centre	9.30am-11.30am	2 hrs
Inveralmond Community High School	9.30am-4.00pm	6 ½ hrs
Forestbank Community Centre	10.00am-12.30pm	2 ½ hrs
West Calder Community Centre	10.00am-1.00pm	3 hrs
Forestbank Community Centre	6.30pm-8.30pm	2 hrs
West Lothian Civic Centre	6.30pm-8.30pm	2 hrs
Armadale Community Centre	7.00pm-9.00pm	2 hrs
Forestbank Community Centre	9.00am-5.00pm	8 hrs
Lanthorn Community Complex	10.00am-12.30pm	2 ½ hrs
Inveralmond Community high School	6.00pm-9.00pm	2 hrs
Strathbrock Community Centre	7.00pm-9.00pm	2 hrs
Bathgate Partnership Centre	10.00am-12.00pm	2 hrs
Forestbank Community Centre	6.30pm-8.30pm	2 hrs
Howden Park Centre	6.00pm-9.00pm	3 hrs
Uphall Community Centre	6.30pm-8.30pm	2 hrs
Howden Park Centre	7.00pm-9.00pm	2 hrs
Howden Park Centre	7.00pm-9.00pm	2 hrs
Blackburn Community Centre	9.00am-5.00pm	8 hrs
Armadale Community Centre	10.00am-12.00pm	2 hrs
Inveralmond Community High School	9.30am-4.00pm	6 ½ hrs

**participants ensure they take refreshments and a packed lunch where appropriate.**

# Voluntary & Childcare Organisations

Training Calendar | spring / summer 2012



This training calendar is supported and funded through the Early Years and Childcare Partnership, Community Regeneration and Community Learning and Development.

Information is available in Braille, tape, Large print and community languages. Please contact the Interpretation and Translation Service on 01506 775000.