Training Programme
Helping us all to build a healthier fairer Fife.
Foreword

Welcome to the 2016/2017 edition of the Health Promotion Training Programme.

Managed by Fife Health Promotion Service on behalf of Fife’s Health and Wellbeing Alliance, the programme aims to provide people with the skills and knowledge to take forward Fife’s Health Improvement agenda and deliver on the priorities set out in Fife’s Health Inequalities Strategy 2015-2020.

The Health Promotion Service is part of Fife’s new Health & Social Care Partnership. Being aligned to the new structure has increased our understanding of the priorities for this workforce and we are pleased to be able to contribute to the shared agendas of tackling inequalities and promoting prevention and early intervention.

With the challenges we face working together to reduce health inequalities, tackle the impact of welfare reform and poverty and implement recommendations from the Fairer Fife Commission publication ‘Fairness Matters’, the programme offers new courses to support, inspire and upskill Fife’s workforce. There are also new opportunities with e-learning options which make training more accessible to many.

The variety of courses which we have been able to offer has been made possible by the continued commitment from Fife’s Health and Wellbeing Alliance to develop a skilled and confident workforce to help us all to build a healthy fairer Fife. Partnership working is also hugely important. Fife has a rich pool of assets in terms of the skills, knowledge and experience of both facilitators and participants, and the training is designed to make full use of these assets.

I would like to thank all the organisations, facilitators and participants who have contributed to this year’s training programme and look forward to working in partnership with you over the next 12 months delivering this training.

Ruth Bennett
Health Promotion Manager
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The Health Promotion Service is part of Fife’s Health and Social Care Partnership. We deliver a range of programmes and services to address health inequalities and improve the health and wellbeing of people of all ages who live and work in Fife.

We know that people need more than knowledge and skills to make positive choices concerning their health. The factors that contribute to health and ill-health are complex. The conditions in which we are born, grow, live, work and age all play a part, as does the availability and distribution of money, power and resources, both globally and locally.

The Health Promotion Service works in partnership with other organisations and services throughout Fife to work towards improving population health and wellbeing and reducing health inequalities by providing:

- education and workforce development
- specialist advice
- programme and project development and capacity building
- knowledge management, information and resources
- organisational and partnership development.
Health Promotion Training Service

The Health Promotion Training Service works with partners to provide a wide range of training opportunities. Our aim is to enable workers and volunteers across Fife to enhance their skills, knowledge and confidence in improving health and wellbeing and reducing inequalities in health across local communities.

As well as our core training programme, we can provide additional workshops tailored to the needs of specific workplaces. Please contact the training team on fife-uhb.HITraining@nhs.net to discuss.

Training Courses

Most of our training courses are interactive face-to-face workshops. Participants are encouraged to draw on and share their own practical experience and consider how they would apply learning from the training to their own professional practice. Participants come from a wide range of backgrounds, which enhances the sharing and learning experience.

We also offer blended learning courses which involve both an online and face-to-face element. Relevant e-learning opportunities are included in this programme.

Unless otherwise stated, all training courses are free of charge are open to all public and voluntary sector workers in Fife. Staff members from workplaces affiliated with the Healthy Working Lives Project are also welcome to attend.

Course Trainers

The majority of course trainers are Fife based local workers who are willing to share their knowledge and expertise through the delivery of training. The successful delivery of the Health Promotion Training Programme relies on the input from these trainers who come from a wide range of local organisations such Barony Housing, Castle Furniture Project, Fife Alcohol Support Service, Fife Alcohol and Drugs Partnership as well as Fife Council, NHS Fife and Fife Health and Social Care Partnership.
What are Health Inequalities?

Health inequalities are the unjust differences in health and wellbeing that are the result of inequality in individual, social and economic circumstances.

While health in Fife (and in Scotland generally) is improving, long-term health inequalities persist. These can have a knock-on effect on people’s ability to get and keep a job, achieve their goals and take part fully in their community - meaning that everyone is affected.

Fairer Health for Fife - Fife’s Health Inequalities Strategy 2015 - 2020

Fife’s Health Inequalities Strategy 2015 - 2020 aims to support organisations and partnerships across Fife to work towards reducing inequalities in health and wellbeing by:

- Increasing understanding around health inequalities
- Promoting ways of working most likely to reduce health inequalities
- Providing 6 health and wellbeing outcomes which are key to reducing inequalities in health and wellbeing

To find out more about health inequalities and how organisations in Fife are working towards reducing inequalities in health and wellbeing visit www.healthyfife.net

The Health Promotion Training Programme directly supports Fife’s Health Inequalities Strategy by offering courses and workshops which can help workers to contribute towards reducing the inequalities in health that are faced by local individuals, families and communities.

Reducing health inequalities involves everyone working in Fife and is in everyone’s interest.
Fife now has a website on which all training courses open to workers from across Fife’s voluntary and public sector organisations can be viewed.

Fife’s multi-agency training portal can be accessed via Social Work Fife’s Learning Portal by clicking the ‘Multi-agency Resources’ Button. It provides brief information and contact details of all the training provided by local services and organisations.

If you are looking for a particular course or would like information on the range of local training that you can access, the Multi-agency Training Portal will be a valuable resource for you. Courses can be quickly located by means of a search function or subject heading. A quick link to the training provider will enable you to contact them directly for more information about the course, future dates and details of how to apply.

If you are a training provider and would like your courses to be featured on the portal, please contact Shirlee.Baird@fife.gov.uk or April.Mussen@fife.gov.uk.
Core Skills for Health Improvement

Groupwork and Facilitation
Monitoring and Evaluation
Reducing Health Inequalities
Working with Key Groups

Training available from the Information and Resources Centre
Name:
Moira Fitzpatrick

Job Title:
Active Schools Coordinator

Organisation:
Fife Council

How long have you been training for the programme?
3 years

What are the benefits of the training via the Health Promotion Training Programme?
Delivering via the programme is great as I get the opportunity to train to a variety of practitioners and I always learn something new from participants.

What was your first experience of delivering training and if you can remember, how did it go?
My first training delivery was to a group of youth workers. I was a bit nervous and had to really plan my session so that I could stick to timings and in case I was asked any awkward questions! Lucky for me they were a very nice bunch so I would say it went very well!

Tell us about one of your funniest or most embarrassing moments during a training session.
One time, the other trainer and I both turned up with the same top on! Maybe as well as discussing how we would deliver the course in advance, we should have discussed what we were planning to wear!
Creating Imaginative Learning

Aim:
To introduce and explore the principles of creating imaginative learning to enable participants to plan, design and deliver memorable and effective learning opportunities.

Learning outcomes:
By the end of this course participants will have:

• considered how to provide a rich and multi-sensory group environment that will engage and inspire their learners
• looked at the importance of ‘state’, both their own as trainers and that of the groups they work with, and how to influence this
• explored a wide range of tools available to use with groups e.g. in meetings, training, presentations and facilitation
• increased their skills and confidence to plan and provide learning sessions.

Who should attend?
Those from the NHS, local authority or voluntary sector who would like to develop and/or enhance skills to design and deliver training and other learning opportunities.

Course length:
One day

Dates:
October 27th 2016, Lynebank Hospital, Dunfermline
January 26th 2017, Cameron Hospital, Leven

Facilitators:
Laura Henderson
Senior Health Promotion Officer – Training, Fife Health & Social Care Partnership

Moira Fitzpatrick
Active School Coordinator, Fife Council

Aileen Allan
Early Years Support Worker, Fife Council

Cost: Free  Apply for a place at www.healthyfife.net
Developing Facilitation Skills

**Course length:**
One day

**Dates:**
December 13th 2016,
Cameron Hospital, Leven

March 9th 2017,
Lynebank Hospital, Dunfermline

**Facilitator:**
Annemarie Smith
Health and Wellbeing Adviser,
Fife Health & Social Care Partnership

**Aim:**
To enable participants to explore the skills and qualities required by a facilitator.

**Learning outcomes:**
By the end of this course participants will have:

- clarified what facilitation means and understood the role of the facilitator
- explored how attitudes and values impact on facilitation
- identified their own strengths and areas for development as a facilitator
- experienced a number of facilitation tools ‘in action’ and have considered how to select the appropriate tool for the task
- planned a short facilitation session and developed a design template.

**Who should attend?**
Those who have already attended the ‘Making Groupwork More Effective’ training course or who are experienced in working with groups and wish to develop their facilitation skills.

**Cost:** Free  Apply for a place at www.healthyfife.net
Making Groupwork More Effective

Aim:
To enable participants to increase their knowledge, skills and confidence in facilitating groups.

Learning outcomes:
By the end of this course participants will have:

• explored a variety of factors that make a successful group
• an overview of several frameworks and models to help them better understand how groups work and how individuals learn
• experienced a number of group work tools and techniques ‘in action’
• identified a variety of ways to troubleshoot challenging situations.

Who should attend?
This course is for anyone in the NHS, Fife Council or the voluntary sector who is new to working with groups.

‘Developing Facilitation Skills’ is a useful follow-on course for those who have attended this training and who have had an opportunity to put some of the learning into practice.

Cost: Free  Apply for a place at www.healthyfife.net

Course length:
One day

Dates:
November 8th 2016, Cameron Hospital, Leven
February 2nd 2017, Lynebank Hospital, Dunfermline

Facilitator:
Annemarie Smith
Health and Wellbeing Adviser, Fife Health & Social Care Partnership
Demystifying Outcomes

Course length:
Half day (afternoon)

Date:
October 6th 2016,
Cameron Hospital, Leven

Facilitator:
Laura Henderson
Senior Health Promotion Officer
– Training, Fife Health & Social
Care Partnership

Aim:
This practical workshop will enable participants to understand and clarify outcomes, outputs and indicators for their work projects.

Learning outcomes:
By the end of this course participants will have:
• an understanding of the terminology involved, including the key features of a good outcome
• explored how to set relevant outcomes for their projects
• considered how to identify indicators to measure their outcomes.

Who should attend?
This course is ideal for anyone from the public or voluntary sectors in Fife who would like to clarify how outcomes apply to their work, including those who are starting a new project or piece of work.

Cost: Free  Apply for a place at www.healthyfife.net
Getting Started with Evaluation

**Aim:**
This introductory course will provide a practical opportunity for participants to work through the process of evaluation and explore a range of approaches and methods that can be used to plan and carry out an evaluation.

**Learning outcomes:**
By the end of this course participants will have:

- demystified the terminology used in evaluation
- explored the different stages of the evaluation process using simple and structured group activities
- an improved understanding of some of the methods that can be used for evaluation purposes
- worked through a number of exercises to support local evaluation including participatory appraisal methods.

**Who should attend?**
Anyone who would like to develop their skills and knowledge in monitoring and evaluation.

**Cost:** Free
Apply for a place at www.healthyfife.net

**Course length:**
One day

**Date:**
November 16th 2016, Cameron Hospital, Leven

**Facilitators:**
Katie Provan
Health and Wellbeing Adviser, Fife Health & Social Care Partnership

Jo-Anne Valentine
Public Health Manager, NHS Fife
‘Telling My Story’: Analysing and Reporting Outcomes

**Aim:**
This practical training course will enable participants to analyse and interpret the monitoring and evaluation information they have collected on their project’s activity in order to report effectively to funders and enhance future service delivery.

**Learning outcomes:**
By the end of this course participants will have:

- the ability to analyse information collected on their project’s activities
- knowledge of how to report effectively on the delivery of project outcomes to funders and stakeholders
- considered how this process can be used to inform improvements to future project delivery.

**Who should attend?**
Anyone who is involved in evaluating and reporting on their project’s activities. This course is a useful follow on for those who have attended training in ‘Getting Started with Evaluation’ (see page 15).

**Course length:**
One day

**Date:**
February 9th 2017, Cameron Hospital, Leven

**Facilitators:**
Jo-Anne Valentine
Public Health Manager, NHS Fife

Laura Henderson
Senior Health Promotion Officer – Training, Fife Health & Social Care Partnership

**Cost:** Free  Apply for a place at www.healthyfife.net
Community Engagement

**Aim:**
This workshop will promote the importance of good community engagement and identify how the refreshed National Standards for Community Engagement can support local practice.

**Learning outcomes:**
By the end of this workshop participants will have:

- an understanding of why community engagement is so important in supporting work with communities
- an opportunity to consider their own local community engagement practice and identified strengths and weaknesses
- an awareness of the refresh of the National Standards for Community Engagement and how they can be used to improve their own community engagement practice.

**Who should attend?**
Anyone from the public or voluntary sector who is involved in working with communities.

**Course length:**
2 hours (morning)

**Date:**
November 1st 2016, Cameron Hospital, Leven

**Facilitators:**
Tricia Ryan
Training and Development Officer, Fife Council

David McGrath
Community Learning and Development Team Leader, Fife Council

**Cost:** Free
Apply for a place at www.healthyfife.net
Health Scotland e-learning
http://elearning.healthscotland.com

To access the modules click on the course title and create an account on our Virtual Learning Environment, or simply log in if you have already registered.

Please contact NHS Health Scotland’s Learning and Improvement Team with any queries nhs.HealthScotland-LWDTteam@nhs.net

Health Behaviour Change
Health Scotland e-learning

The following Health Behaviour Change e-learning modules have been produced by NHS Health Scotland and can be accessed through their Virtual Learning Environment at http://elearning.healthscotland.com

Health Behaviour Change Level 1
This is for anyone who wants to learn more about health behaviour change and who has (or thinks they could have) a role in improving health. Participants will gain the knowledge and confidence to use health behaviour change techniques to raise and briefly discuss lifestyle issues.

Health Behaviour Change Level 2
This is for anyone who works with clients to support lifestyle changes and requires knowledge beyond raising the issue. Participants will gain more in-depth knowledge and confidence in using health behaviour change techniques to discuss lifestyle issues and support change.

The following topic based e-learning modules are also available:

• Raising the Issue of Physical Activity
• Raising the Issue of Alcohol
• Raising the Issue of Child Healthy Weight
• Raising the Issue of Maternal and Infant Nutrition
• Raising the Issue of Smoking.

All modules are free of charge and suitable for anyone who has or thinks they could have a role to play in improving the health of the people they come into contact with at work.

Cost: Free
Improving Health: Developing Effective Practice

This course is accredited by Robert Gordon University (RGU). Participants successfully completing and passing the optional assessment qualify for 15 SCQF points at Level 9.

Aim:
To enable participants to increase their confidence in improving health and tackling health inequalities, by providing a framework which will guide and encourage the development of effective and reflective practice.

Learning Outcomes:
By the end of this course participants will be able to:

• critically examine concepts and models of health, health improvement and health promotion and their influence on current practice
• explain the mutual influences of social, policy, regulatory and legislative drivers on population health outcomes
• appraise the implications of health improvement principles for reducing health inequalities and improving overall population health
• critically examine their own practice in relation to achieving continuous improvement in delivery of interventions aimed to improve health and reduce health inequalities
• demonstrate personal use of a reflective process to generate experiential learning.

Who should attend?
The course is intended to be of benefit to all occupational groups in health and social care, social work, housing, third sector and independent care providers with a role or interest in improving health and tackling health inequalities.

Course Length:
This blended course combines approximately 15 hours of online learning and 3½ days of face-to-face workshops. Participants are also expected to complete an individual written task and a group task as part of the course.

Dates:
November 2nd 2016 (morning), November 30th 2016 (full day), January 11th 2017 (full day) & March 1st 2017 (full day), The Bay Hotel, Kinghorn

Facilitators:
Laura Henderson
Senior Health Promotion Officer – Training, Fife Health and Social Care Partnership

Katie Provan
Health and Wellbeing Adviser, Fife Health and Social Care Partnership

Cost: the course is free to attend with a cost of £250 payable to RGU for accreditation.

Apply for a place at www.healthyfife.net
Reducing Health Inequalities: What Works

Aim:
This practical workshop will look at the current context of health inequalities in Fife and will enable participants to explore their role in addressing these.

Learning outcomes:
By the end of this course participants will have:
• an understanding of health inequalities and their impact on the population in Fife
• knowledge of the approaches that are known to be effective in reducing health inequalities
• considered the practical steps that they can take to address health inequalities within their own area of work.

Who should attend?
This course is open to all NHS, local authority and voluntary sector staff who would like to explore, consider and discuss issues related to inequality and poverty.

Course length:
Half day

Dates:
November 10th 2016 (afternoon), Cameron Hospital, Leven
February 22nd 2017 (morning), Lynebank Hospital, Dunfermline

Facilitators:
Anne Aberdein
Development Officer – Health & Wellbeing/Child Protection, Fife Council

Jo-Anne Valentine
Public Health Manager, NHS Fife

Laura Henderson
Senior Health Promotion Officer – Training, Fife Health & Social Care Partnership

Vivienne Brown
Policy Coordinator (Inequalities), Fife Council

This workshop can also be delivered in-house to suit the needs of your organisation, team or partnership group.

Please contact fife-uhb.hitraining@nhs.net to discuss.

Cost: Free  Apply for a place at www.healthyfife.net
Health Inequalities
Health Scotland e-learning

The following e-learning modules have been produced by NHS Health Scotland and can be accessed through their Virtual Learning Environment at http://elearning.healthscotland.com

They aim to increase awareness and encourage action to reduce health inequalities, as well as focusing on specific areas relevant to the needs of the target audience.

Health Inequalities Awareness
This module is for staff working in public services outside health and social care. It explores what is meant by health inequalities, what causes them and what can be done to prevent them.

Tackling Health Inequalities in Health and Social Care Sector
This module is for staff working in health and social care settings. It examines the actions that can be taken to reduce health inequalities. It highlights and explores the findings from the Working for Health Equity: the role of health professionals report and information produced by NHS Health Scotland.
Supporting Low Income Households to Manage Welfare Benefit Changes

Who should attend?
Those from any organisation who work with people on low income. Participants do not need an in-depth knowledge of current benefits and welfare related work to attend.

Course length:
One day

Dates:
November 1st 2016, Carnegie Conference Centre, Dunfermline
February 7th 2017, The Bay Hotel, Kinghorn

Facilitator:
Mark Willis
Child Poverty Action Group

A short e-learning module on “Welfare Reform: What you need to know” is now available for NHS Fife staff on LearnPro. Please see page 36 for more information.

Aim:
This course has been designed for frontline staff who require an understanding of the nature of poverty and changes to the welfare system and how they will affect people in Fife. The training should help staff provide initial advice and referral to specialist support services.

Learning outcomes:
By the end of this course participants will have:

• an understanding of the nature of poverty in Fife and how it provides a context to the UK Government’s welfare reforms
• the ability to summarise the main changes made to the benefits system, to identify which groups are affected by them and the impacts they have had
• an overview of emerging big changes particularly in relation to Universal Credit and Personal Independence Payments including up to date timetables for implementation
• an understanding of benefit conditionality and how clients can avoid welfare benefit sanctions and appeal or manage those sanctions if they are imposed
• information on how people can access the Scottish Welfare fund, get support to manage their money and access other specialist support services.

The training will be supported by an online resource which will provide case studies, provide more information on course content, specialist support services, and give links to tools.

Cost: Free  Apply for a place at www.healthyfife.net
Meet the trainers...

Name: Chris Miezitis

Job Title: Community Education Worker

Organisation: Fife Council

How long have you been training for the programme? Since 2007

What are the benefits of training via the programme? Training allows me to share experiences and knowledge with colleagues from different services and organisations and to challenge my own and others’ thinking in a safe and supportive environment.

What was your first experience of delivering training and if you can remember, how did it go? It was a 2 day course, Building Self Esteem in Boys and Young Men. I remember it was a fairly intense experience but it went well.

Tell us about one of your funniest or most embarrassing moments during a training session. A participant once ran out midway through a session. My colleague and I thought she was really upset so he went to check on her. It turns out she was just bursting for the loo!
The 7 Habits of Highly Effective People

**Course length:**
Three days

**Dates:**
September 15th, 16th & 23rd 2016,
Playfield Institute, Stratheden

November 17th, 18th & 25th 2016,
The Bay Hotel, Kinghorn

**Facilitators:**
Joleen McCool
Health Improvement Officer,
Fife Health & Social Care Partnership

Marie Paterson
Organisation Development Lead, Fife Health & Social Care Partnership

Wendy Simpson
Playfield Institute Manager,
Fife Health & Social Care Partnership

Sonia McCathie
Community Education Worker,
Fife Council

Amanda MacEwan
Community Education Worker, Fife Council

**Aim:**
To enable participants to build a high level of personal choice, a sense of purpose and relationship-building skills which have been shown to build effectiveness at home and work and to maximise personal health and wellbeing.

It will also help participants support others to build healthier lives thus helping to create and sustain healthier workplaces and communities.

**Learning outcomes:**
By the end of this course participants will have:

- a good knowledge and understanding of the 7 habits and how they help to promote personal effectiveness, health and wellbeing and sustained positive outcomes in home and work life
- a toolkit of approaches to use to remember the 7 habits and use them effectively
- time to reflect on personal and professional goals and values
- the opportunity to discuss problems and solutions with colleagues in small groups
- the opportunity to see several professionally produced videos which help to give a deeper understanding of the concepts
- a personal workbook to take home including all the relevant information.

**Who should attend?**
This course is for anyone who wants to build a more effective, healthier life for themselves and to be able to influence others to do the same.

**Cost:** Free  Apply for a place at www.healthyfife.net
Understanding Health Literacy

Aim:
Health literacy is the degree to which individuals can obtain and understand information needed to make appropriate health decisions and to be active partners in their own health care. This course aims to increase participants’ understanding of health literacy and its impact on health and wellbeing and to explore the available tools and resources that can support individuals with their health literacy.

Learning outcomes:
By the end of this course participants will have:

• an understanding of the hidden problem of health literacy, and its extent in Scotland
• the ability to recognise barriers for individuals in accessing and understanding health information and being actively involved in their own health and social care
• considered different techniques and tools for communicating more effectively with individuals and enabling them to better manage their own health.

Who should attend?
This course is particularly relevant to NHS Fife and Fife Health and Social Care staff who may be required to discuss health related issues with patients and service users.

Course length:
Half day (afternoon)

Date:
January 19th 2017, Cameron Hospital, Leven

Facilitators:
Louise Hutton
Senior Information and Resources Facilitator, Fife Health & Social Care Partnership

Laura Henderson
Senior Health Promotion Officer – Training, Fife Health & Social Care Partnership

This workshop can also be delivered in-house to suit the needs of your team, organisation or service. Please contact fife-uhb.hittraining@nhs.net to discuss.

Cost: Free  Apply for a place at www.healthyfife.net
Using Asset Based Approaches to Improve Health and Wellbeing

Aim:
This course will provide an opportunity for participants to understand the principles, values and key themes of asset-based working. Participants will also practice using asset-based approaches such as asset mapping, co-production and appreciative inquiry, in practical sessions.

Learning outcomes:
By the end of this course participants will have:

• awareness of the principles, values and key themes of asset based working
• an understanding of the history and background of asset based approaches and their context in Scotland’s approach to reducing health inequalities
• discussed some of the challenges to, and limitations of, asset based working
• practiced asset based approaches in individual, paired and group sessions.

Who should attend?
Anyone interested in understanding and using asset based approaches in their work to improve health and reduce health inequalities.

Cost: Free  Apply for a place at www.healthyfife.net
Healthy Young Lives

**Aim:**
To increase the knowledge and skills of youth work, social care and Community Learning & Development (CLD) staff in health promotion and to enhance understanding of how, within their own role and remit, they can improve health and address health inequalities for vulnerable young people with whom they work.

**Learning outcomes:**
By the end of this course participants will have:

- identified the main factors which influence the health and wellbeing of vulnerable young people
- knowledge of how their own practice impacts upon the health and wellbeing of young people
- discussed the main approaches within health promotion which improve health & wellbeing of young people
- identified which approaches can be adopted within their own practice to improve health for young people.

**Who should attend?**
Anyone who works with young people and who would like information and support around evidence-informed action to promote healthy behaviours, encourage healthy lifestyles and help address the physical, social and emotional factors which impact on the health and wellbeing of vulnerable young people. It is particularly relevant to those working in youth work, social care and CLD settings.

**Course length:**
Half day (afternoon)

**Dates:**
March 14th 2017, Cameron Hospital, Leven

**Facilitators:**
Joleen McCool
Health Improvement Officer, Fife Health & Social Care Partnership

Lesley Pringle
Community Education Worker, Fife Council

**Cost:** Free
Apply for a place at www.healthyfife.net
The Impact of Domestic Abuse on Children and Young People

Aim:
To increase awareness of children and young people’s experiences of domestic abuse and how this impacts on their lives. To develop an understanding of the prevalence and potential consequences of domestic abuse on children and young people.

Learning outcomes:
By the end of this course participants will have:

- an understanding of the difficulties and complexities facing children and young people experiencing domestic abuse (CYPEDA)
- an awareness of issues around disclosure of domestic abuse
- knowledge of how to provide appropriate and effective support to CYPEDA
- an understanding of safety planning for children and families
- identified a range of support services and other resources available locally and nationally.

Who should attend?
This course is for anyone who works with young people and their families, such as youth workers, nursery nurses, health visitors, school nurses, teaching and non-teaching staff, social workers, community workers and support workers from services such as mental health, addictions and family support.

Course length:
One day

Dates:
September 21st 2016, Lynebank Hospital, Dunfermline
January 18th 2017, Lynebank Hospital, Dunfermline
March 29th 2017, Lynebank Hospital, Dunfermline

Facilitators:
Fiona Duncan
Gender Based Violence Nurse Advisor, NHS Fife
Lynda Dargie
Learning & Development Officer, Fife Domestic and Sexual Abuse Partnership

Cost: Free  Apply for a place at www.healthyfife.net
The Impact of Homelessness on Health

Aim:
To raise awareness of frontline staff about the impact of homelessness issues on health and to increase their knowledge of the services and support available.

Learning outcomes:
By the end of this course participants will have:

• an increased understanding of the issues around and impact of homelessness on health
• explored the links between health and homelessness and client centred approaches to service delivery
• an increased knowledge of what different services provide and how to access them and how to encourage the development of local networks
• an increased knowledge and understanding of the prevention of homelessness and the development of prevention services in Fife.

Who should attend?
This course is for anyone who provides support in Fife to people experiencing homelessness. This could include all frontline staff working in housing services, the local office network, voluntary sector, homeless projects, social work, primary care, A&E, hospitals, mental health nurses and school nurses.

Course length:
One day

Date:
November 23rd 2016, Cameron Hospital, Leven

Facilitators:
Louise Walkup
Homeless Customer Participation, Fife Council

Tracy Henderson
Homeless Liaison Team Leader, Fife Health & Social Care Partnership

Cost: Free  Apply for a place at www.healthyfife.net
Improving Health for Adults with Learning Disabilities

**Course length:**
One day

**Dates:**
September 27th 2016, Cameron Hospital, Leven
February 14th 2017, Cameron Hospital, Leven

**Facilitators:**
Seona MacDonald
Community Learning Disability Liaison Nurse, Fife Health & Social Care Partnership

Jennifer Smith
Community Learning Disability Liaison Nurse, Fife Health & Social Care Partnership

**Aim:**
To increase participants’ knowledge and understanding of the health needs of adults with learning disabilities and to explore the key role that staff have in supporting adults with learning disabilities to make healthy lifestyle choices.

**Learning outcomes:**
By the end of this course participants will have:

- an increased awareness of health needs for adults with learning disabilities
- identified factors which influence health
- explored the role that staff have in promoting healthy lifestyle choices for adults with learning disabilities
- identified support services for staff working in this area.

**Who should attend?**
Those from the public or voluntary sector and carers who are supporting adults with learning disabilities and who can have a direct influence on the health and wellbeing of adults with a learning disability.

**Cost:** Free
Apply for a place at www.healthyfife.net
Reducing the Impact of Fuel Poverty on Health

Aim:
The session will provide an insight into fuel poverty and the impact this has on people’s health. Participants will find out how to identify a household in fuel poverty and how to signpost them for further help on a national and local level.

Learning outcomes:
By the end of this course participants will have:

- an increased understanding of the link between fuel poverty and health
- knowledge of the signs of fuel poverty
- awareness of the national and local support for households
- confidence to refer service users to national and local agencies for further support.

Who should attend?
This course is for anyone working with households in Fife for example, NHS Fife, Fife Council, private care agencies and the voluntary sector. It is particularly relevant to those who work with groups more vulnerable to fuel poverty such as families with children under 16, older people, disabled, single occupancy households, pregnant women and households in rural areas.

Course length:
Half day (morning)

Date:
October 20th 2016,
The Vine Venue, Dunfermline

Facilitators:
Dagmara Opilka
Community Liaison Officer,
Home Energy Scotland

Laura Robertson
Fuel Poverty Support Assistant,
Fife Council

Cost: Free  Apply for a place at www.healthyfife.net
Where’s Dad?

Course length:
Half day (morning)

Dates:
November 15th 2016, Cameron Hospital, Leven
February 10th 2017, Lynebank Hospital, Dunfermline

Facilitators:
Chris Miezitis
Family Nurture Co-ordinator (Family Nurture Approach), Fife Council

Kevin Scott
Development Worker, Clued-Up

Aim:
To enable participants to consider the implications of their practice on the role of fatherhood.

Learning outcomes:
By the end of this course participants will have:

- the ability to identify aspects of their practice they intend to change to be more father inclusive
- improved value and understanding of the difference in males
- developed an understanding of the messages men, boys and workers receive about parenthood and families
- developed improved knowledge, skills and confidence to engage with young male carers and carers successfully.

Who should attend?
All staff working with parents, families, children and young people.

This workshop can also be delivered in-house to suit the needs of your organisation, team or partnership group. Please contact fife-uhb.hitraining@nhs.net to discuss.

Cost: Free  Apply for a place at www.healthyfife.net
Training Available from the Information and Resources Centre

The Health Promotion Information and Resources Centre (IRC) provide resources and materials to anyone working with the population in Fife on health improvement issues. We have a collection of over 3000 resources on a wide range of health promotion topics. Resources are available in various formats such as leaflets and posters, books and reports, teaching packs, games and models, DVDs, CDs and displays.

The following training and informal support is available to assist users to access IRC services:

• How to search and order health improvement resources
• How to plan and deliver a health event or campaign
• How to access reliable health improvement information.

This training can be offered on a one-to-one basis or can be tailored to meet the needs of particular groups. For more information, please contact the IRC on 01592 226494 or louisehutton@nhs.net
E-learning and Online Training Opportunities
Available on NHS Fife LearnPro:

Raising Awareness of Gypsy/Traveller Communities
This Gypsy Traveller e-learning module has been developed by NHS Fife, NHS 24, Scottish Ambulance Service, The Centre for Equalities Fife and other partners and is now available to NHS Fife staff on LearnPro. The module raises knowledge and awareness of the history and culture of Gypsy travellers and the health inequalities experienced by this ethnic group.

If you do not have access to LearnPro, you can request a paper copy of the resource which can be added to your own e-learning site provided you acknowledge the source.

Welfare Reform: What you need to know
This e-learning module will help NHS Fife and Fife Health and Social Care Partnership staff to understand the recent and future changes to the welfare benefit system and the impact of these on individuals, patients and families. It provides information on the local support and specialist services which can help people to manage these changes.

E-Learning available on external websites:

Bridging the Gap developed by NHS Education for Scotland draws on current evidence to outline some of the key features of health and social inequalities in Scotland. It considers practice issues and the vital role healthcare workers have to play in tackling Scotland’s inequalities gap.

http://www.bridgingthegap.scot.nhs.uk

Gender Based Violence has been developed by Fife Domestic and Sexual Abuse Partnership to raise awareness and understanding of gender based violence.

http://socialwork.fife.gov.uk (select “multiagency resources” to access the training module)

Getting it Right for Every Child provides training, guidance and information for professionals working with this national approach to supporting and working with all children and young people in Scotland.

http://socialwork.fife.gov.uk (select “multiagency resources” to access the training module)
Meet the trainers...

Name: Roz Anderson

Job Title
Team Manager

Organisation:
The Richmond Fellowship Scotland

How long have you been training for the programme?
We have been delivering training for the last two years.

What are the benefits of training via the programme?
We get to meet lots of different people from different organisations.

What was your first experience of delivering training and if you can remember, how did it go?
My first experience was about 5 years ago and I remember being very nervous – in fact, I was frantic – it ended up going really well and I felt on a high afterwards.

Tell us about one of your funniest or most embarrassing moments during a training session.
I’ve had quite a few, fell over my chair, fell over the flipchart, and fell over nothing! I’m quite accident prone! A few other times I have completely forgotten what I was going to say but luckily my co-facilitator is there to back me up otherwise that can be embarrassing.
3 – Priority Health Improvement Topics

Drug and Alcohol Awareness
Food, Physical Activity and Health
Infant Feeding
Mental Health
Oral Health
Sexual Health
Tobacco Issues
Workplace
Alcohol and Drug Awareness

**Aim:**
To raise awareness of alcohol and drugs and to increase participants’ knowledge of the issues surrounding these topics.

**Learning outcomes:**
By the end of this course participants will have:
- increased knowledge on alcohol and drugs
- information on agencies in Fife for alcohol and drug support
- information on how to direct individuals to services.

**Who should attend?**
Any professional who would like to gain a basic awareness of alcohol and drug issues and agencies in Fife.

This course is particularly aimed at those who work with the public and may come into contact with individuals who have alcohol or drug issues.

**Course length:**
Half day (morning)

**Dates:**
September 1st 2016, Town House, Kirkcaldy
January 10th 2017, Town House, Kirkcaldy

**Facilitators:**
John Martin
Policy Officer,
Fife Alcohol & Drug Partnership
Rebecca Shovlin
Policy Officer,
Fife Alcohol & Drug Partnership

**Cost:** **Free**
Apply for a place at www.healthyfife.net
Alcohol Brief Intervention with Young People

Aim:
To enable participants to increase their knowledge, skills and confidence in the brief intervention approaches required to raise the issue of alcohol with young people.

Learning outcomes:
By the end of this course participants will have:

- considered when and how to proactively raise the issue of alcohol with young people
- the ability to deliver key components of brief interventions
- a toolkit of resources to use with young people
- explored the concept of follow-up or referral with young people.

Who should attend?
This course is for anyone who is in a position to provide young people with information which will enable them to make informed decisions about the consumption of alcohol. This includes youth workers, school nurses, teaching and non-teaching staff, social workers and community workers.

Course length:
One day

Date:
February 22nd 2017, Cameron Hospital, Leven

Facilitators:
Lynn Williamson
Project Worker, Barnardo’s

Vicky Wilson
Community Education Worker, Fife Council

Cost: Free
Apply for a place at www.healthyfife.net
Drug Overdose Awareness

Course length:
Half day (morning)

Dates:
September 6th 2016,
Town House, Kirkcaldy

January 18th 2017,
Town House, Kirkcaldy

Facilitators:
John Martin
Policy Officer,
Fife Alcohol & Drug Partnership

Rebecca Shovlin
Policy Officer,
Fife Alcohol & Drug Partnership

Aim:
To raise awareness of drug overdose prevalence, risk factors, symptoms and effective intervention.

Learning outcomes:
By the end of this course participants will have:

- increased knowledge of drug overdose prevalence, risk factors, symptoms and effective intervention
- information on agencies in Fife for alcohol and drug support, including the provision of Naloxone
- information on how to respond to individuals affected by, or at risk of, overdose.

Who should attend?
Anyone who would like to gain a basic awareness of issues surrounding overdose.

This course is particularly aimed at those who work with the public and may come into contact with individuals who may be at risk of overdose.

Cost: Free  Apply for a place at www.healthyfife.net
Introduction to Alcohol Brief Intervention

Aim:
To provide participants with the basic knowledge and skills required to raise the issue of alcohol with clients and to explore methods of support.

Learning outcomes:
By the end of this course participants will have:
- considered when and how to proactively raise the issue of alcohol with clients
- a toolkit of resources to use with clients.

Who should attend?
This training course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore alcohol-related issues promoting behaviour change in either a one-to-one or group setting.

Course length:
Half day

Dates:
October 5th 2016 (morning), Lynebank Hospital, Dunfermline
March 9th 2017 (afternoon), Cameron Hospital, Leven

Facilitators:
Helen Hutton
Outreach Counselling Coordinator,
Fife Alcohol Support Service

Katie Provan
Health and Wellbeing Adviser,
Fife Health & Social Care Partnership

Kerry Watson
Harm Reduction Nurse,
Addaction Fife
Eat Well, Be Active, Feel Good!
Encouraging Healthy Eating and Physical Activity with Adults

**Aim:**
To provide participants with the knowledge of and access to, resources that encourage adults to adopt healthier lifestyles through healthy eating and physical activity.

**Learning outcomes:**
By the end of this course participants will have:

- familiarity with the new guidelines for promoting physical activity and reducing sedentary behaviour
- an understanding of the key messages for healthy eating and physical activity in adults
- an understanding of the risk factors associated with poor diet and physical inactivity
- awareness of the importance of behaviour change in adopting healthier lifestyles
- awareness of the sensitive issues surrounding poor diet and inactivity and how to raise them
- increased knowledge of available resources and techniques that encourage healthy eating and physical activity
- increased confidence to support others to adopt healthier lifestyles through healthy eating and physical activity.

**Who should attend?**
This course is for anyone who is in a position to provide adults with the support to improve their lifestyles through healthy eating and physical activity.

**Course length:**
One day

**Date:**
November 23rd 2016,
The Bay Hotel, Kinghorn

**Facilitators:**
Lyndsay Clark
Senior Health Promotion Officer – Food & Health, Fife Health & Social Care Partnership

Vicki Bennett
Health Promotion Dietitian, Fife Health & Social Care Partnership

Fiona Dale
Physical Activity Co-ordinator, Fife Council

**Cost:** Free  Apply for a place at www.healthyfife.net
Elementary Food and Health
The Royal Environmental Health Institute of Scotland (REHIS) Level 1 Course

Aim:
This basic level course gives an appreciation and understanding of food and nutrition and their effects on health.

Please Note: This is not Elementary Food Hygiene

Learning outcomes:
By the end of the course participants will have:

• an increased knowledge of basic nutrition and health
• an understanding of the function of food in the diet in relation to health
• acquired knowledge of food and health to help improve/influence the diet and health of the people that they work with.

On successful completion of a short multiple choice assessment participants will receive the REHIS Elementary Food and Health Certificate.

Who should attend?
Those working directly and indirectly with food, including healthcare staff, staff in the hospitality industry, leisure industry, education and community co-operatives and cafes.

Course length:
One day

Dates:
November 2nd 2016, The Bay Hotel, Kinghorn
February 23rd 2017, The Bay Hotel, Kinghorn

Facilitators:
Lyndsay Clark
Senior Health Promotion Officer – Food & Health, Fife Health & Social Care Partnership

Vicki Bennett
Health Promotion Dietitian, Fife Health & Social Care Partnership

Cost: Free  Apply for a place at www.healthyfife.net
Child Healthy Weight: Raising the Issue and Supporting Children and Young People in Fife

**Aim:**
This session will explore the opportunities to support children and young people in Fife where unhealthy weight (overweight) is an issue.

**Learning outcomes:**
By the end of this course participants will have:

- relevant information to share about the service and the criteria for referral
- increased understanding of Child Healthy Weight – BEST in Fife (Be active, Eat well, Stay healthy and Together in Fife)
- increased knowledge and skills to support health behaviour change
- increased confidence to raise the issue of Child Healthy Weight
- information on resources available.

**Who should attend?**
This course is of particular relevance to anyone working with children and young people 2-15 years and their families. Health Professionals, AHPs, public and voluntary sector staff will have the opportunity to discuss raising the issue of child healthy weight and leave the session with increased understanding and confidence.
Girls and Young Women, Physical Activity and Self Esteem

Aim:
To enable participants to support girls and young women, particularly those with low self-confidence and poor self esteem to be more physically active.

Learning outcomes:
By the end of this course participants will have:
• explored what is meant by “self esteem” and identified some of the factors which impact upon it
• identified and recognised the links between low mood, low self esteem and physical activity in girls and young women
• identified ways in which they may be able to support teenage girls to be more active by addressing barriers
• recognised their own role in supporting behaviour change in their contact with girls and young women
• shared ideas and identified strategies for supporting increased and sustained levels of physical activity.

Who should attend?
This course is for anyone in a position to provide direct support to girls and young women who are inactive to become more active for their health and wellbeing. For example, education staff, support workers, youth workers, community healthcare staff, social care workers and volunteers.

Course length:
One day

Date:
November 10th 2016,
Bankhead Central, Glenrothes

Facilitators:
Moira Fitzpatrick
Active Schools Coordinator,
Fife Council
Fiona Ashton-Jones
Active Schools Coordinator,
Fife Council

Cost: Free  Apply for a place at www.healthyfife.net
**Course length:**
2½ hours (afternoon)

**Dates:**
October 25th 2016, Lynebank Hospital, Dunfermline
March 2nd 2017, Cameron Hospital, Leven

**Facilitators:**
Laura Petrie
Physical Activity Coordinator
Early Years & Childhood, Fife Health & Social Care Partnership

Claire Ewing
Community Education Worker
Fife Council

Melisa Ford
Active Options 2 Volunteer
Fife Sports & Leisure Trust

Emma Fyfe
Community Education Worker
Fife Council

Zoe Taylor
Teen Project Worker
Fife Gingerbread

**Aim:**
To raise awareness of promoting physical activity to agencies working with families and children under 5 years.

**Learning outcomes:**
By the end of this course participants will have:
- an increased awareness of the need to promote physical activity
- gained an understanding of the play@home toolkit
- had the opportunity to deliver and/or take part in practice sessions from the handbook
- explored how they can apply the toolkit in their own setting
- an awareness of additional resources and their availability
- the confidence to deliver training to other groups.

**Who should attend?**
Anyone working with children under 5 in health, local authority or voluntary sectors who have experience in childcare, early education, physical activity and health promotion.

This workshop can also be delivered in-house to suit the needs of your agency, team or partnership group. Please contact fife-uhb.hitTraining@nhs.net to discuss.

**Cost:** Free  Apply for a place at www.healthyfife.net
Physical Activity and Long Term Conditions
Fife Sports & Leisure Trust (FSLT) Health Programmes

Aim:
To raise awareness of the importance of physical activity for clients living with a long term condition and of the health classes and programmes available through FSLT that they can be referred into.

Learning outcomes:
By the end of this course participants will have:

• knowledge of physical activity guidelines and the risks of inactivity
• knowledge of the importance of physical activity for clients living with a long term condition
• awareness of the health and inequality programmes available through FSLT that can support those living with a long term condition to become more active.
• knowledge of how to refer into these programmes.

For more information on the health programmes available through FSLT, please visit http://www.fifeleisure.org.uk/index.cfm/health-and-wellbeing/

Who should attend?
Those from NHS Fife, local authority or voluntary sector who work with clients who have a long term condition and would benefit from being physically active.

Cost: Free  Apply for a place at www.healthyfife.net
Seated Exercise for the Frail Older Adult

Aim:
This course will enable participants to conduct a seated exercise programme to a small group of frail older people within a supervised location, e.g. wards, day centres or care homes.

Learning outcomes:
By the end of this course participants will have:

- the ability to identify recommendations for exercise for the frail older adult
- the ability to recognise the benefits of physical activity and chair based exercise
- the ability to identify the changes associated with ageing and its related medical conditions
- the ability to demonstrate a physical activity session with a range of safe and effective exercises.

Participants will be assessed by a 30 question multiple choice paper and demonstrate a physical activity session.

Who should attend?
This course is for health and social care and voluntary sector workers responsible for promoting physical activity with frail older adults.

Course length:
Three days

Dates:
September 22nd, 23rd & 30th 2016, Lochgelly Centre, Lochgelly

Facilitators:
Sheila Lathangie
Cardiac Rehab Instructor/Exercise Referral Instructor, Fife Sport & Leisure Trust

Moira Bell
Senior Physiotherapist, NHS Fife

Cost: £50. This course is accredited by Fife College and provides 4 credit points at SCQF Level 5.

Apply for a place at www.healthyfife.net
Volunteer Walk Leader Training

**Aim:**
To provide participants with the practical skills and knowledge necessary for them to lead health walks safely and effectively.

**Learning outcomes:**
By the end of this course participants will have:

- knowledge of the main benefits of regular walking and the barriers to physical activity
- an understanding of the recommended amount and type of physical activity for health benefits
- an understanding of the roles and responsibilities of a walk leader
- a practical understanding of the purpose and components of a health walk
- the skills to recognise potential hazards on a health walk
- experienced a demonstration health walk.

**Who should attend?**
Voluntary sector, NHS Fife staff, local authority and anyone with an interest in physical activity.

**Course length:**
One day

**Date:**
March 15th 2017,
Lochore Meadows Country Park,
Lochgelly

**Facilitator:**
Vivienne McNiven
Project Officer, Bums Off Seats,
Active Fife

**Cost:** Free
Apply for a place at www.healthyfife.net
Other Sources of Physical Activity Training

Active Fife delivers a wide range of courses including coach education for specific sports as well as TOPS, playground games and general physical activity and sport. The Active Fife Team includes Active Schools, Sports Development, Outdoor Education and Physical Activity. Please note, courses and training fees may vary.

For further details contact:
physicalactivity.enquiries@fife.gov.uk, go to www.fifedirect.org.uk/activefife or contact Active Fife on 01383 602393.

The physical activity team can also provide flexible training for 8 or more participants to the meet the needs of specific workforces.

For further details contact:
physicalactivity.enquiries@fife.gov.uk

Fife Sports & Leisure Trust (FSLT), Health & Physical Activity Team can deliver a talk or presentation to your service or team raising awareness of the importance of physical activity when living with a long term condition and how you can refer to a health class, delivered by highly skilled instructors at FSLT and community venues.

For further details contact:
Jacquie Stringer, Health & Physical Activity Manager
Jacquie.Stringer@fifeleisure.org.uk
or visit http://www.fifeleisure.org.uk/index.cfm/health-and-wellbeing
Meet the trainers...

Name:
Gina Graham

Job Title:
Breastfeeding Support Coordinator

Organisation:
Fife Health & Social Care Partnership

How long have you been training for the programme?
I have been delivering training on breastfeeding and then a wider range of maternal and infant nutrition topics since 2001. This has been included in the programme since its inception.

What are the benefits of training via the Health Promotion Training Programme?
Including training on maternal and infant nutrition topics in the programme raises awareness of these topics with a wider audience and facilitates partnership working. I appreciate the coordinated approach to training management and particularly admin support for arranging venues, managing booking and collating evaluations.

What was your first experience of delivering training and if you can remember, how did it go?
I love training and on the whole sessions have always gone quite well. I remember being very scared about what participants might ask and it took a while to have confidence in my knowledge base and ability to get others to answer the challenging questions! I remember training when PowerPoint was ‘new’ and having to work out how to compress a presentation on to 3 floppy discs to take it to the venue.
Breastfeeding Management: Primary Course

**Course length:**
3 half days, plus completion of a workbook. Individual workbooks should be completed within 3 months.

**Dates:**
Course 1
September 23rd, 30th
September & October 7th 2016 (mornings), Lynebank Hospital, Dunfermline

Course 2
January 30th, February 6th & February 13th 2017 (mornings), Cameron Hospital, Leven

**Facilitators:**
Gina Graham
Breastfeeding Support Co-ordinator,
Fife Health & Social Care Partnership

Anne Gibson
Primary Care Lead Dietitian,
Fife Health & Social Care Partnership

**Aim:**
To enable participants to encourage responsive and loving mother/baby and family relationships whatever the chosen method of feeding.

To equip health visiting teams (and other community workers) to support mothers to breastfeed for as long as they want.

**Learning outcomes:**
The following modules are available as part of this course:

- Why breastfeeding matters
- Becoming a mother – decisions about infant feeding
- Milk and mothering – how breastfeeding works
- The first relationship – communication and brain development
- Supporting confident and effective feeding
- Challenges and solutions
- Partnership working
- The Baby Friendly Initiative standards.

**Who should attend?**
NHS Fife Infant Feeding Policy requires all NHS Fife Community Services staff who support pregnant and breastfeeding women as part of their role to attend modules appropriate to their role within 6 months of taking up post.

Some or all of the modules may be useful to staff from NHS Fife Operational Division, Fife Council and voluntary sector organisations.

**Cost:** Free  Apply for a place at www.healthyfife.net
Breastfeeding Management: Update Course

Aim:
To review and practice the clinical skills necessary to support women in establishing and maintaining breastfeeding.
To provide an opportunity to identify and discuss current issues in breastfeeding and maintaining BFI standards.

Learning outcomes:
By the end of this course participants will have:
• the ability to recognise optimal positioning and correct attachment and the ability to teach mothers the skills necessary for them to achieve these for themselves
• an understanding of why hand expressing is a valuable skill for early problem resolution and the ability to teach mothers this skill
• the ability to assess breastfeeding and develop a plan of care for women experiencing difficulties
• an understanding of current issues in breastfeeding
• an awareness of Baby Friendly Initiative best practice standards.

Who should attend?
All staff with a responsibility to encourage and support breastfeeding including health visitors and community support staff who have previously completed Breastfeeding Management: Primary Course.
An update should be attended in every training year (Apr-Mar).

Cost: Free  Apply for a place at www.healthyfife.net

Course length:
Half day

Dates:
September 27th 2016 (afternoon), Cameron Hospital, Leven
October 10th 2016 (morning), Cameron Hospital, Leven
November 7th 2016 (morning), Lynebank Hospital, Dunfermline
November 29th 2016 (afternoon), Stratheden Hospital, Cupar
January 13th 2017 (morning), Cameron Hospital, Leven
February 3rd 2017 (morning), Lynebank Hospital, Dunfermline
February 27th 2017 (morning), Cameron Hospital, Leven
March 7th 2017 (afternoon), Lynebank Hospital, Dunfermline
March 23rd 2017 (afternoon), Cameron Hospital, Leven

Facilitators:
Gina Graham
Breastfeeding Support Coordinator, Fife Health & Social Care Partnership
Anne Gibson
Primary Care Lead Dietitian, Fife Health & Social Care Partnership
Infant Formula Feeding

Course length:
Half day (morning)

Dates:
September 27th 2016, Cameron Hospital, Leven
March 9th 2017, Lynebank Hospital, Dunfermline

Facilitator:
Gina Graham
Breastfeeding Support Co-ordinator,
Fife Health & Social Care Partnership

Aim:
To ensure participants have evidence based, unbiased information about infant formula milk and its appropriate use in infant nutrition.

Learning outcomes:
By the end of this course participants will have:

• an awareness of the key constituents of and recent changes to, the composition of infant formula milks
• familiarity with current recommendations for the safe preparation and storage of infant formula
• familiarity with Baby Friendly Initiative best practice standards for mothers who choose to formula feed their infant.
• an awareness of the International Code of Marketing of Breast Milk Substitutes and the NHS Fife Infant Feeding Policy related to the advertising of infant formula.

Who should attend?
All those who have contact with pregnant women/new mothers and families and who discuss infant feeding as part of their role. For example, health visiting team staff, maternity services staff, local authority staff such as early years workers, nursery staff and voluntary sector staff.

Cost: Free  Apply for a place at www.healthyfife.net
Introduction to Complementary Feeding: Weaning

**Aim:**
To equip participants with evidenced based knowledge about the appropriate introduction of complementary foods (weaning) as part of a healthy diet.

**Learning outcomes:**
By the end of this course participants will have:
- familiarity with current recommendations and the supporting evidence for introducing weaning foods
- familiarity with the Healthy Start Scheme and recommendations for/availability of Healthy Start vitamins
- awareness of opportunities and examples of good practice in facilitating weaning sessions for parents.

**Who should attend?**
All those who have contact with pregnant women/new mothers and families and who discuss infant feeding/weaning as part of their role. For example, health visiting team staff, maternity services staff, local authority staff such as early years workers, nursery staff and voluntary sector staff.

**Course length:**
Half day

**Dates:**
November 8th 2016 (afternoon), Cameron Hospital, Leven
February 17th 2017 (morning), Lynebank Hospital, Dunfermline

**Facilitator:**
Anne Gibson
Primary Care Lead Dietitian, Fife Health & Social Care Partnership

**Cost:** Free  Apply for a place at www.healthyfife.net
Introduction to Maternal and Infant Nutrition

Aim:
To ensure participants are familiar with current maternal and infant nutrition guidelines and the evidence that supports them.

Learning outcomes:
By the end of this course participants will be aware of current recommendations and guidelines for maternal and infant nutrition, including:

- the importance of early nutrition for health
- breastfeeding
- the safe preparation and storage of infant formula
- the appropriate introduction of complementary foods (weaning)
- the “Healthy Start” scheme and “Healthy Start” vitamins.

They will also be able to signpost families to the support available.

Who should attend?
All members of staff who work with pregnant women and young families and who need an awareness of maternal and infant nutrition polices, guidelines and support available, but who do not provide one to one support related to infant feeding. Those providing one to one support should attend the Breastfeeding Management Primary Course.

This will include health visiting support workers who do not require more detailed knowledge on supporting breastfeeding, local authority staff e.g. early years workers, staff from nurseries and voluntary organisations.

Cost: Free  Apply for a place at www.healthyfife.net
ASIST (Applied Suicide Intervention Skills Training)

**Aim:**
To enable people working and living in Fife to recognise invitations for help and to intervene to prevent the immediate risk of suicide and thereby reduce suicide rates in the longer term.

**Learning outcomes:**
By the end of this course participants will have:
- the ability to recognise invitations for help
- learned how to reach out and offer support
- the ability to review the risk of suicide
- the ability to apply a suicide intervention model
- the ability to link people with community resources.

**Who should attend?**
This is an important course for anyone working in frontline services, where suicide prevention and risk assessment skills are required.

**Course length:**
Two days

**Dates:**
- September 20th & 21st 2016, The Bay Hotel, Kinghorn
- November 14th & 15th 2016, The Bay Hotel, Kinghorn
- January 17th & 18th 2017, Playfield Institute, Stratheden
- March 15th & 16th 2017, Lynebank Hospital, Dunfermline

**Facilitators:**
- Derek Magee
  Contact Point Organiser, Barony Housing Association
- Helen Hutton
  Outreach Counselling Coordinator, Fife Alcohol Support Service
- John Kennedy
  Area Coordinator, Drug and Alcohol Psychotherapies Limited
- Sarah White
  Counsellor, Fife Alcohol Support Service
- Steve McLaren
  Warehouse Supervisor, Furniture Plus
- Wendy Nicoll
  Freelance Trainer

**Cost:** Free
Apply for a place at www.healthyfife.net
Building Self Esteem in Boys and Young Men

Aim:
To enable participants to consider the implications of self esteem in the lives of boys and young men.

Learning outcomes:
By the end of this course participants will have:

- examined what is meant by self esteem and emotional resourcefulness
- developed an understanding of the inner and outer world of boys and young men
- identified practical strategies to support emotional resourcefulness and self esteem
- identified how workers can model positive behaviours and attitudes.

Who should attend?
All staff working to support boys and young men on a one-to-one or group basis.

Course length:
Two days

Dates:
October 3rd & 4th 2016,
The Bay Hotel, Kinghorn
December 6th and 7th 2016,
Playfield Institute, Stratheden

Facilitators:
Chris Miezitis
Family Nurture Co-Ordinator
(Family Nurture Approach),
Fife Council

Kevin Scott
Development Worker, Clued Up

Catherine Murphy
Clinical Nurse Specialist,
CAMHS, Fife Health & Social Care Partnership

Dougie Harper
Community Nurse Therapist,
CAMHS, Fife Health & Social Care Partnership

Cost: Free  Apply for a place at www.healthyfife.net
Aim:
To enable participants to recognise and engage people who might be having thoughts of suicide and to connect them with community resources trained in suicide intervention.

Learning outcomes:
By the end of this course participants will have:

• awareness that people at risk of suicide are often not given help due to cultural myths and misinformation
• the ability to recognise when a person might be having thoughts of suicide
• the skills to be able to engage that person in direct and open talk about suicide
• the ability to move quickly to connect them with someone trained in suicide intervention who can review the risk and develop a plan to reduce the risk of harm or death.

Who should attend?
safeTALK is designed to be an introductory course for anyone interested in learning to be suicide aware.

Course length:
3 hours

Dates:
September 13th 2016 (morning), Cameron Hospital, Leven
October 18th 2016 (afternoon), Cameron Hospital, Leven
January 26th 2017 (afternoon), Lynebank Hospital, Dunfermline

Facilitator:
Derek Magee
Contact Point Organiser,
Barony Housing Association

Cost: Free  Apply for a place at www.healthyfife.net
Meet the trainers...

Name: Derek Magee

Job Title: Service Manager (Contact Point)

Organisation: Barony Housing Association

How long have you been training for the programme?
I have been involved in the programme since 2006 as a registered trainer in Applied Suicide Intervention Skills Training (ASIST) and safeTALK.

What are the benefits of training via the Health Promotion Training Programme?
The programme is widely available so it meets the needs of the outreach work offered through our day centres. As a trainer it is really rewarding as you get a “feel good” factor each time.

What was your first experience of delivering training and if you can remember, how did it go?
My first experience was an ASIST course and it went really well. I remember trying to deliver the training “by the book” but also the relief after the two-day course was completed. It really helped having a co-trainer to bounce ideas off.

Tell us about one of your funniest or most embarrassing moments during a training session.
I had IT problems when setting up for training and the laptop wouldn’t link to the projector. I went ahead with the twenty staff having to peer at the laptop screen. The feedback was still positive!
Scotland’s Mental Health First Aid

Aim:
To raise awareness of mental health and wellbeing issues and to provide participants with basic crisis first aid skills training.

Learning outcomes:
By the end of this course participants will have:

- an increased knowledge about mental health issues in Scotland
- increased their skills and confidence in recognising the signs of mental health problems or suicidal thoughts
- the ability to provide initial help and guidance towards appropriate professional help
- explored issues around recovery.

This course includes sessions on attitudes, recovery, alcohol and drugs, suicide, listening skills, self harm, depression, anxiety and psychosis.

Who should attend?
This course would suit anyone who is interested in developing their knowledge and skills in supporting someone with a mental health problem or suicidal thoughts.

Course length:
Two days

Dates:
September 28th & 29th 2016, The Bay Hotel, Kinghorn
November 9th & 10th 2016, The Vine Venue, Dunfermline
January 24th & 25th 2017, The Bay Hotel, Kinghorn
February 28th & March 1st 2017, Lynebank Hospital, Dunfermline

Facilitators:
Charlotte MacIntosh
Sessional Worker,
Fife Health & Social Care Partnership

Helen Hutton
Outreach Counselling Coordinator,
Fife Alcohol Support Service

Sarah White
Alcohol Counsellor,
Fife Alcohol Support Service

Carolyn Walker
Public Health Practitioner,
Fife Health & Social Care Partnership

Susan Cotton
Health Improvement Practitioner,
Fife Health & Social Care Partnership

Cost: Free
Apply for a place at www.healthyfife.net
Scotland’s Mental Health First Aid: Young People

**Dates:**
September 12th 2016, Lynebank Hospital, Dunfermline
November 22nd 2016, Cameron Hospital, Leven
February 16th 2017, Lynebank Hospital, Dunfermline

**Facilitators:**
Susan Cotton
Health Improvement Practitioner – Communities,
Fife Health & Social Care Partnership

John Martin
Policy Officer,
Fife Alcohol and Drug Partnership (ADP)

Charlotte MacIntosh
Sessional Worker,
Fife Health & Social Care Partnership

CPD certificates will only be awarded to those candidates who complete all three elements of this course.

**Aim:**
To show how mental health first aid can be applied, in both crisis and non-crisis situations, to a range of common mental health problems that people aged 11 to 17 years may face.

**Learning outcomes:**
By the end of this course participants will have:

- the ability to recognise the signs of mental health problems or distress
- increased their skills and confidence to ask about mental distress
- the ability to provide initial support
- knowledge of how to guide a person towards appropriate professional help.

This course includes content on: depression, anxiety, suicide, self harm, eating disorders, alcohol and drugs and cyber bullying.

**Who should attend?**
This course is aimed at adults, including parents/carers, teachers, youth workers, sports coaches, social workers or others who are working or living with young people aged between 11 and 17 years old.

**Course length:**
This is a blended learning course which includes 2 e-learning modules (3-4 hours each) and a full day participatory session. The first e-learning module must be completed 2 weeks prior to the course date. The second e-learning module and a 500 word reflective writing exercise must be completed within 4 weeks following the course.

**Cost:** Free  Apply for a place at www.healthyfife.net
Steps for Stress Workshop

Aim:
This introductory course aims to support participants to increase their knowledge and confidence in supporting individuals with mild signs of stress and poor mental health.

Learning outcomes:
By the end of this course participants will have:

- a broad understanding of the risk factors that affect positive mental health and wellbeing
- the ability to recognise the signs and symptoms of stress and poor mental health
- increased awareness of the factors that promote positive mental health and wellbeing
- increased awareness and confidence in using the Steps for Stress resources effectively with workers and service users.

Who should attend?
Anyone supporting others within their work role (employees, service users, volunteers) presenting with signs of stress or mild/moderate mental health conditions.

Course length:
One day

Dates:
November 17th 2016,
The Bay Hotel, Kinghorn
March 16th 2017,
The Vine Venue, Dunfermline

Facilitators:
Annemarie Smith
Health and Wellbeing Adviser,
Fife Health & Social Care Partnership

Kelly Higgins
Mental Health Training Coordinator,
Fife Health & Social Care Partnership

Cost: Free
Apply for a place at www.healthyfife.net
Managing Self Harm: Adults

Course length:
One day

Dates:
September 26th 2016,
Carnegie Conference Centre,
Dunfermline
February 22nd 2017,
The Bay Hotel, Kinghorn

Facilitators:
Sophie Carmichael
Recovery Practitioner, Penumbra
Ola Taylor
Development Worker, Penumbra

Aim:
To increase people’s knowledge and understanding of Self Harm and increase people’s confidence when working with an adult who self harms.

Learning outcomes:
By the end of this course participants will have:
• gained an understanding of the definition of self harm and what it includes
• gained an understanding of the theories behind self harm
• used experiential exercises to understand and engage with someone who self harms
• gained an understanding of ways to help an adult manage their self harm

Who should attend?
Anyone who would like to gain more knowledge of the subject and professionals working with adults who self harm.

Cost: Free  Apply for a place at www.healthyfife.net
Understanding Self Harm: Children and Young People

Aim:
This course aims to demystify and clarify the processes underlying self harm and empower workers to respond in a thoughtful and helpful way.

Learning outcomes:
By the end of this course participants will have:
• shared and discussed professional and personal dilemmas
• viewed self harm in a broader context
• identified life events underlying self harm
• furthered their understanding of ‘how it works’ for people
• shared and promoted ideas on helpful and unhelpful responses to self harm.

Who should attend?
This course is relevant to anyone who may come into contact with people who self harm.

Course length:
One day

Dates:
September 8th 2016, Playfield Institute, Stratheden
November 17th 2016, Playfield Institute, Stratheden
January 12th 2017, Playfield Institute, Stratheden

Facilitators:
Aileen McGurk
Senior Nurse Therapist, CAMHS, Fife Health & Social Care Partnership
Linda Page
Senior Nurse Therapist, CAMHS, Fife Health & Social Care Partnership
Rachel Thomson
Senior Nurse Therapist, CAMHS, Fife Health & Social Care Partnership
Susan Matson
Clinical Lead, CAMHS, Fife Health & Social Care Partnership

Cost: Free  Apply for a place at www.healthyfife.net
Working with Young Women on Self Esteem

Aim:
To help participants understand the impact that self esteem has on young women’s ability to make positive choices in their lives and to develop fun yet practical ways of working with young women.

Learning outcomes:
By the end of this course participants will have:

- explored concepts of self esteem for us and the girls/young women we work with
- considered how our own self esteem affects our work with young women
- explored what damages and builds self esteem
- explored behaviour that may arise from different self esteem levels.

The course provides a practical ‘toolkit’ for working with young women and is experiential in nature.

Who should attend?
This course is relevant to anyone who works to support girls and young women on a one-to-one or group basis.

Cost: Free  Apply for a place at www.healthyfife.net

Course length:
Two days

Dates:
September 6th & 7th 2016, Lynebank Hospital, Dunfermline
March 7th & 8th 2017, The Bay Hotel, Kinghorn

Facilitators:
Yvonne Wynia
Health Improvement Practitioner, Fife Health & Social Care Partnership

Charlotte MacIntosh
Sessional Worker, Fife Health & Social Care Partnership

Moira Fitzpatrick
Active Schools Co-ordinator, Fife Council

Kerry Jones, Support Worker, Fife Gingerbread

Claire Davidson
Support Worker, Clued-Up
WRAP: The Wellness Recovery Action Plan

Aim:
This awareness session will discuss the origins of WRAP (The Wellness Recovery Action Plan), looking at the values and ethics, the key concepts, the wellness toolbox and WRAP.

Learning outcomes:
By the end of this course participants will have:

• awareness and an understanding of the key components and ethos behind recovery and WRAP programmes
• knowledge of how the WRAP tool can support wellness and recovery orientated practice within organisations and communities
• the ability to consider whether WRAP as a self management tool might be something that could enhance their own quality of life.

Who should attend?
The course is open to anyone who is interested in the learning about more wellness and how it can benefit people personally. It is also ideal as a wellness tool for staff and anyone who is interested in incorporating wellness into the workplace.

Course length:
Half day

Dates:
October 19th 2016 (morning), Cameron Hospital, Leven
February 15th 2017 (afternoon), Lynebank Hospital, Dunfermline

Facilitators:
Roz Anderson
Team Manager,
The Richmond Fellowship

Pam Butter
Area Manager,
The Richmond Fellowship

Cost: Free  Apply for a place at www.healthyfife.net
Oral Health for People with Physical and Learning Disabilities

Aim:
To increase the knowledge and understanding of the oral health needs of people with disabilities and to explore the key roles that staff have to maintain good oral health for their service users.

Learning outcomes:
By the end of this course participants will have:

- the ability to recognise the importance of oral health to general health and wellbeing
- explored the role that carers have in prevention of dental disease
- the ability to manage specific complications and identify oral hygiene methods.

Who should attend?
Those from the public or voluntary sectors and carers who are supporting people with physical or learning disabilities and who can have a direct influence on the oral health of people within their care.

Cost: Free  Apply for a place at www.healthyfife.net
Are You Ready? Supporting Young People to Delay Early Sexual Activity

**Aim:**
To raise awareness why early sexual activity (under the age of 16) is a problem, the reasons why young people have early sex and what lies behind this. The training will also look into the strategies, which will enhance the empowerment of young people to make positive decisions for themselves.

**Learning outcomes:**
At the end of this course participants will have:
- an awareness of the causes and effects of engaging in early sex and some of the research findings
- an understanding of the ‘Are You Ready?’ approach
- explored a range of practical ways of working with young people to help them to make positive and healthy decisions for themselves
- have access to the ‘Are You Ready?’ – 10 Strategies Toolbox
- considered the concept of ‘readiness’ for young people and knowledge of a decision making resource they can use to assess this.

**Who should attend?**
This course is for anyone who works with 10-15 year olds who are vulnerable to becoming sexually active whilst not being ready, such as youth workers, school nurses, sexual health nurses, hub nurses, teaching and non teaching staff, social workers, community workers and volunteers.

**Course length:**
Half day (morning)

**Date:**
November 16th 2016, Cameron Hospital, Leven

**Facilitators:**
Yvonne Wynia
Health Improvement Practitioner – Children & Young People, Fife Health & Social Care Partnership

Tara Irvin
Health Promotion Officer – Children & Young People, Fife Health & Social Care Partnership

**Cost:** Free  Apply for a place at www.healthyfife.net
Condom Distribution Training

**Aim:**
This is a half day course designed to increase/refresh participants’ knowledge and understanding of issues related to sexually transmitted infections (STIs) and unwanted pregnancy and to increase confidence in addressing these issues with clients.

**Learning outcomes:**
By the end of this course participants will have:

- an understanding of the promotion of condoms as a method of contraception
- an understanding of the types and range of condoms available and how to order from the Fife Condom Distribution Scheme
- information about how to access specialist sexual health services
- an understanding of the confidentiality, child protection and the Fraser guidelines
- an understanding of their role and the impact they can have on their client group.

**Who should attend?**
Those currently working with young people, injecting drug users or people living with HIV. Those who wish to be part of the Fife Condom Distribution Scheme providing free condoms to those who may be at risk from blood borne viruses, sexually transmitted infections or unwanted pregnancy.

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**Course length:**
Half day (morning)

**Dates:**
September 20th 2016, Lynebank Hospital, Dunfermline
March 2nd 2017, Cameron Hospital, Leven

**Facilitator:**
Steve Walker
Workforce Development Lead, Fife Health & Social Care Partnership

For further information and extra training dates please contact Steve Walker at stevewalker1@nhs.net or on 01592 729267.

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**Cost:** Free  Apply for a place at www.healthyfife.net
Introduction to Blood Borne Viruses

Aim:
This is a half day course designed to increase participants’ knowledge and understanding of issues related to blood borne viruses (BBVs) such as Hepatitis B, Hepatitis C and HIV from a social, emotional and physical viewpoint and to increase confidence in addressing these issues with clients.

Learning outcomes:
By the end of this course participants will have:

• an understanding of the prevalence and transmission routes of Hepatitis and HIV
• an understanding of testing, treatments and their possible side effects
• an understanding of the psychological and social impact of living with a BBV.

Who should attend?
Those currently working with clients affected by BBVs who wish to increase their general awareness around issues relating to Hepatitis and HIV.

Those with a limited understanding of BBVs and HIV issues who wish to increase their knowledge and skills in order to be better informed when dealing with clients.

Course length:
Half day (morning)

Dates:
October 25th 2016, Lynebank Hospital, Dunfermline
February 23rd 2017, Cameron Hospital, Leven

Facilitator:
Steve Walker
Workforce Development Lead, Fife Health & Social Care Partnership

For further information and extra training dates please contact Steve Walker at stevewalker1@nhs.net or on 01592 729267.

Cost: Free  Apply for a place at www.healthyfife.net
Introduction to Lesbian, Gay, Bisexual and Transgender (LGBT) Issues

Aim:
To increase participants’ knowledge and understanding of lesbian, gay, bisexual and transgender (LGBT) issues and to explore effective means of supporting and including LGBT people within working practices.

Learning outcomes:
By the end of this course participants will have:

• an increased knowledge and understanding of issues facing LGBT communities
• an increased competence and confidence to address LGBT issues within their workplace and working practice
• identified sources of support and information for workers and clients
• an increased awareness of their own values and attitudes
• a better understanding of LGBT legislation.

Who should attend?
People working with a wide range of client groups who would like to improve their general awareness and understanding of LGBT issues. Those who have little or no prior experience of addressing LGBT issues within their work and would like to gain more knowledge and skills in this area. Those wanting an introduction to exploring effective practice in relation to LGBT issues.

Cost: Free  Apply for a place at www.healthyfife.net
Introduction to Sexual Health and the Law

Aim:
To raise awareness of what the law says in relation to sexual behaviour and increase staff’s confidence and ability to manage issues relating to sexual activity and the law.

Learning outcomes:
By the end of this course participants will have:

- determined the main laws and guidance in Scotland that apply to sexual activity and young people
- an awareness of their professional responsibilities
- an awareness of young people’s rights
- an awareness of what the law in Scotland says in regards to: consent; position of trust; rape and sexual assault; public decency; domestic abuse; pornography; confidentiality and child protection
- an awareness of further resources and support.

Who should attend?
This course will be of interest to anyone supporting or working with young people. It may be of particular interest to those supporting more vulnerable and hard to reach young people, such as looked after and accommodated young people, young people with additional support needs.

Course length:
One day

Date:
February 8th 2017, Lynebank Hospital, Dunfermline

Facilitators:
Emma Little
BBV and Sexual Health Development Officer, Fife Health & Social Care Partnership

Tara Irvin
Health Promotion Officer – Children & Young People, Fife Health & Social Care Partnership

Cost: Free  Apply for a place at www.healthyfife.net
Making Choices Keeping Safe: 
Relationships and Sexual Wellbeing for People with Learning Disabilities

Aim:
This course will increase participants’ knowledge and understanding of the needs of people with learning disabilities regarding relationships and sexual wellbeing. It will also enable participants’ to increase their confidence in supporting people with learning disabilities in the area of relationships and sexual wellbeing.

Learning outcomes:
By the end of this course participants will have:

• increased knowledge of Fife’s Relationship & Sexual Wellbeing Best Practice Guidance
• had the opportunity to explore values and attitudes in relation to relationships and sexual wellbeing for people with learning disabilities
• increased skills and confidence needed to support people with learning disabilities in this area
• increased awareness of the legal position regarding sexual health for people with learning disabilities
• identified sources of support, information and resources for people with learning disabilities and staff.

Who should attend?
Multi-agency staff (frontline and managers) from NHS Fife, Fife Council, third sector and voluntary organisations, parents and carers working with young people and adults with learning disabilities who wish to increase their knowledge and confidence when supporting people with relationships and sexual wellbeing.

Cost: Free  Apply for a place at www.healthyfife.net
Sexual Health: It’s Everyone’s Business

**Aim:**
To equip Fife’s workforce to promote positive sexual health and wellbeing. It will also enable participants to increase their confidence in supporting individuals they are working with regarding their sexual health.

**Learning outcomes:**
By the end of this course participants will have:

- had the opportunity to explore values and attitudes in relation to relationships, sexual health and wellbeing
- increased skills and confidence needed to support individuals and groups they are working with in this area
- an understanding of the holistic model of sexual health
- an awareness of what the law in Scotland says in regards to: consent; position of trust; rape and sexual assault; public decency; domestic abuse; pornography; confidentiality and child protection
- awareness of further resources and support.

**Who should attend?**
This course will be of interest to anyone working with young people or adults who wish to increase their knowledge and confidence when supporting people with regard to relationships, sexual health and wellbeing.

**Course length:**
One day

**Date:**
December 7th 2016, Lynebank Hospital, Dunfermline

**Facilitators:**
Emma Little
BBV and Sexual Health Development Officer,
Fife Health & Social Care Partnership

Tara Irvin
Health Promotion Officer – Children & Young People,
Fife Health & Social Care Partnership

**Cost:** Free
Apply for a place at www.healthyfife.net
Meet the trainers...

Name:
Kay Samson

Job Title:
Tobacco co-ordinator

Organisation:
Fife Health & Social Care Partnership

How long have you been training for the programme?
8 years

What are the benefits of training via the programme?
The courses I run are promoted, venues are organised on my behalf and packs collated which are all done in a professional manner with one point of contact for any queries/concerns.

What was your first experience of delivering training and if you can remember, how did it go?
I started training 20 years ago when the only technology available were acetates (see through plastic A4 sheets that you could write on) and an overhead projector.

You had to be careful about how you placed the acetates on the projector otherwise it was upside down which could be quite challenging. Care also needed to be taken when transporting them as they were smooth and slippery and in my experience often fell on the floor in no particular order (usually when you hadn’t marked the order of them!)

Tell us about one of your funniest or most embarrassing moments during a training session.
I remember all those years ago we had organised a large event with over 100 people registered to attend. I was down to speak so was quite nervous, just before we started I said told my manager ‘i would just pop to the loo’, I was so nervous I went into the mens toilet by mistake. On my return I mentioned to my manager what had happened with a bit of a nervous giggle, she just smiled. My manager started with her opening remarks and some of the housekeeping for the venue. When she got to the part about toilet facilities she spoke about directions to the ladies and for the men she said “just ask Kay as she has just been in to the men’s.”

I was mortified!
A Smokefree Fife: Responsibilities and Actions

Aim:
To increase participants’ knowledge, skills and confidence to support NHS Fife’s smokefree policy.

Learning outcomes:
By the end of this course participants will have:
• an increased understanding of policy and practice including NHS Fife’s position on e-cigarettes
• tips and phrases which can help you when approaching smokers
• the ability to effectively raise the issue of smoking on NHS grounds
• the ability to recognise risk and avoid conflict
• an increased awareness of legislation in relation to NHS Fife policy.

Who should attend?
This workshop is suitable for any NHS staff member who manages others.

Course length:
1 ½ hours

Date:
January 26th 2017 (morning), Victoria Hospital, Kirkcaldy
January 26th 2017 (afternoon), Queen Margaret Hospital, Dunfermline

Facilitators:
Kay Samson
Tobacco Co-ordinator, Fife Health & Social Care Partnership

Fiona Lockett
Tobacco Prevention Officer, Fife Health & Social Care Partnership

Cost: Free  Apply for a place at www.healthyfife.net
Raising the Issue of Second Hand Smoke and ‘The Protection of Children’

**Aim:**
To equip participants with the knowledge and skills to actively support parents/carers to reduce children’s exposure to second hand tobacco smoke.

**Learning outcomes:**
By the end of this course participants will have:

- gained knowledge and awareness of the national “Second Hand Smoke” campaign
- an increased knowledge in how to define second hand smoke and understand its effects on children’s health
- the ability to explore common beliefs around second hand smoke exposure
- the skills to discuss the benefits of having a smoke free home and car
- learned how to assess the occurrence of children’s exposure to second hand smoke
- the ability to explore hints and tips on creating a smoke free home and car.

**Who should attend?**
This course is for anyone who is in a position to support parents/carers to reduce children’s exposure to second hand smoke such as health visitors, midwives, nursery staff, school nurses, early years/family support workers, social workers and youth workers.

**Course length:**
Half day (afternoon)

**Date:**
November 8th 2016, 
The Bay Hotel, Kinghorn

**Facilitators:**
Fiona Lockett
Tobacco Prevention Officer, 
Fife Health & Social Care Partnership

Kay Samson
Tobacco Co-ordinator, 
Fife Health & Social Care Partnership

**Cost:** Free  Apply for a place at www.healthyfife.net
Smoking and Cannabis: Methods and Approaches

Aim:
To provide participants with the knowledge and skills to enable more effective engagement with tobacco and cannabis users.

Learning outcomes:
By the end of this course participants will have:

• gained an understanding of tobacco and cannabis use
• an increased knowledge of the types of cannabis and the variation in strength and quality
• learned about the short and long term effects of cannabis use
• gained an understanding of cannabis risks and how to address them
• knowledge of how to implement harm reduction strategies with users
• more confidence in discussing smoking and cannabis with users.

Who should attend?
Stop smoking advisors, drug workers, teachers and social workers encounter cannabis use more frequently than any other controlled drug. Despite this many workers feel under confident when addressing cannabis use. Some workers may not feel that cannabis use is an issue, while other may believe that there is little scope for education, harm reduction or addressing dependency. This course is to help workers gain knowledge and confidence in working with smoking and cannabis users. In the current economic climate debt advisors will benefit from this course.

Course length:
One day

Date:
December 2nd 2016,
The Bay Hotel, Kinghorn

Facilitator:
Nylivet Consultancy,
Freelance Trainer

Cost: Free
Apply for a place at www.healthyfife.net
Young People and Tobacco Issues

Aim:
To support those who work with young people to raise the issue of tobacco use, using a range of methods, resources and approaches.

Learning outcomes:
By the end of this course participants will have:
• learned about smoking trends and young people
• an awareness of the differences between adult and adolescent smokers
• an insight into why young people start smoking and what issues may affect them stopping smoking
• increased knowledge of methods of engagement with young people to enable discussion on tobacco issues
• gained practical skills to tackle the subject of smoking and tobacco control with young people
• considered the application of a stop smoking programme for young people
• the confidence to discuss issues surrounding smoking prevention and tobacco control with young people.

Who should attend?
This course is for anyone who is in a position to provide young people with information which will enable them to make informed decisions about tobacco use, such as youth workers, school nurses, teaching and non teaching staff, social workers and community workers.

Cost: Free  Apply for a place at www.healthyfife.net
Alcohol and Drugs in the Workplace

Aim:
The training is designed to give information and guidance to employers to help deal with workplace issues on both alcohol and drugs. It provides managers and supervisors with the information, knowledge and skills required to deal effectively with alcohol and drugs at work.

Learning outcomes:
By the end of this course participants will have:

• increased awareness of the impact of alcohol and drugs in Scotland and specifically in the workplace
• increased knowledge of the responsibilities of managers in dealing with alcohol and drugs at work
• increased skills, as a manager, in identifying and addressing alcohol and drug use at work.

Who should attend?
Employers, managers, supervisors and anyone with responsibilities for line managing staff.

Cost: Free
Apply for a place at www.healthyfife.net

Course length:
Half day (morning)
Delivered through blended learning the course consists of an e-learning component followed by 3 hours face-to-face training.

Dates:
October 27th 2016,
The Bay Hotel, Kinghorn
February 1st 2017,
The Vine Venue, Dunfermline

Facilitators:
Katie Provan
Health and Wellbeing Adviser,
Fife Health & Social Care Partnership

Helen Hutton
Outreach Counselling Coordinator,
Fife Alcohol Support Service
Elementary Health and Safety
The Royal Environmental Health Institute of Scotland (REHIS)

Aim:
Moving on from a basic awareness of health and safety issues, this one day REHIS accredited course is for workers requiring a greater understanding and knowledge of health and safety matters and how to apply them in their own workplace.

Learning outcomes:
By the end of this course participants will have:

• an increased knowledge and understanding of health and safety subjects, for example: risk assessment; hazardous substances; first aid and manual handling
• an understanding of the assistance available from the Health Promotion Service Workplace Team and Fife Council Consumer and Business Education Team in relation to fulfilling their statutory obligations and promoting good health, safety and wellbeing in the workplace.

On successful completion of a short multiple choice assessment participants will receive the REHIS Elementary Health and Safety Certificate.

Who should attend?
This course is suitable for those with an interest in health and safety in small and medium-sized enterprises (SMEs) and voluntary sector organisations including new business start-ups and established workplaces.

Cost: £125. SMEs/voluntary organisations actively engaged with the Workplace Team may be entitled to one free place on this course. Please confirm eligibility for this offer by contacting a member of the team on 01592 226488 or hwlfife@nhs.net.

Apply for a place at www.healthyfife.net
Health and Safety: A Basic Guide

Aim:
This is a basic level course to increase participants’ awareness and understanding of their statutory requirements in relation to occupational health and safety. There is a focus on the basic requirements and current enforcement priorities and the help available from the Health Promotion Service Workplace Team.

Learning outcomes:
By the end of this course participants will have:
• an increased knowledge of the basic requirements for occupational health and safety related to small businesses
• an awareness of current ‘hot’ health and safety topics
• an understanding of the assistance available from Health Promotion Service Workplace Team in relation to fulfilling their statutory obligations.

Who should attend?
Those with an interest in health and safety in small businesses and voluntary sector organisations including new business start-ups and established workplaces.

Cost: Free  Apply for a place at www.healthyfife.net

Course length:
Half day (morning)

Dates:
November 1st 2016, The Vine Venue, Dunfermline
January 24th 2017, The Vine Venue, Dunfermline

Facilitator:
Alan Gow
Occupational Health and Safety Adviser,
Fife Health & Social Care Partnership
Mentally Healthy Workplace Training for Managers

Course length:
One day

Dates:
September 12th 2016, The Vine Venue, Dunfermline
February 22nd 2017, Fife Voluntary Action, Glenrothes

For further training dates across Scotland, please visit www.healthyworkinglives.com

Facilitators:
Annemarie Smith
Health and Wellbeing Adviser, Fife Health & Social Care Partnership

Kelly Higgins
Mental Health Training Coordinator, Fife Health & Social Care Partnership

Aim:
This course aims to develop and share good practice in promoting positive mental health and wellbeing, thereby contributing to a more open workplace culture.

Learning outcomes:
By the end of this course participants will have:

• a broad understanding of mental health and an increased awareness of mental health issues in the workplace
• identified the key issues that contribute to a mentally healthy workplace
• improved their skills and confidence in dealing with mental health and wellbeing in the workplace
• raised awareness of managers’ legislative responsibilities.

Please note: This course uses a blended learning approach which includes an e-learning module and participatory session. The e-learning component will take approx 2 hours and must be completed 2 weeks prior to the participatory sessions.

Who should attend?
This course is for employers, managers, HR leads and supervisors only.

Cost: Free  Apply for a place at www.healthyfife.net
Name: Katie Provan and Annemarie Smith
Job Title: Healthy Working Lives Advisers
Organisation: Health Promotion Service

How long have you been training for the programme?
Annemarie: Since I started working with Health Promotion in 2007
Katie: Around 8 years.

What are the benefits of training via the Health Promotion Training Programme?
Katie: There are many but the main one for me is the range of people that come along to the courses because the programme is distributed so widely. This makes for great discussions, learning and sharing of ideas and practice.

Annemarie: The programme is well received and respected by all sectors and industries across Fife. It is well promoted and FREE!

What was your first experience of delivering training and if you can remember, how did it go?
Katie: I remember being very nervous and pre-occupied with getting PowerPoint to work!

Tell us about one of your funniest or most embarrassing moments during a training session.
Annemarie: I have trained a bear! A participant was raising funds and was dared to wear a bear suit all day – the head had to come off at lunchtime due to the heat. It didn’t stop him from participating though!
How to apply

Please read the course aim and learning outcomes carefully in order to ensure that your chosen course is the right one for you. Then either:

• complete the online application form on: www.healthyfife.net or

• complete the application form included at the back of this programme and return via post (please photocopy and fill in for each course you wish to attend).

Training course applications require your manager’s name and contact details and for you to tick the box to indicate that you have read and accepted the booking conditions. If these details are missing we will return the form to you.

Places are not offered on a first come first served basis. You will be notified via email approximately 4 weeks prior to the course if your application has been successful.

If your course is oversubscribed and you do not receive a place, you may be contacted at short notice should there be a cancellation.

Cancellations

Due to the high demand for places on courses we ask that if you need to cancel, you provide us with as much notice as possible to allow us to reallocate the place. Cancellations at short notice (less than 48 hours) and non-attendance may jeopardise your place on future courses.

Evaluation and feedback

We ask all participants to evaluate each training course they attend in order to inform and shape our future practice. We welcome feedback on individual courses and any other aspect of the training programme. If you have suggestions, ideas or information, or would like to get involved in the training service in any way, please contact us on 01592 226488/226561 or fife-uhb.HITraining@nhs.net.

Accessibility

Our aim is that training courses are accessible for all. If you have any specific dietary or access requirements, including alternative formats, please indicate these on your application form or by contacting us on 01592 226488/226561 or fife-uhb.HITraining@nhs.net and we will do our best to accommodate your requirement.

Booking Conditions

By applying for a health improvement training course I agree that:

• if I have to cancel my place on a course, I will give the Health Improvement Training Team as much notice as possible

• I will not attend a training course without having previously received a confirmation email

• I will try not to arrive late for a training session. If I am more than 30 minutes late, I understand that I may be asked to leave and re-apply for an alternative date

• I will not attend a course if I cannot stay until the stated finish time. I will cancel my place and re-apply for an alternative date

• I will only receive a certificate if I attend the full duration of the course.
Health Promotion Fife
Health Promotion Training
Application Form

Name ...................................................................................................................................

Job Title ................................................................................................................................

Organisation ........................................................................................................................

Address ................................................................................................................................

Tel ............................................................ Mobile .............................................................

Email ....................................................................................................................................

(Email is our main form of contact: please use an email that you check regularly)

Specific dietary or access requirements, including alternative formats:

Name of training course you wish to apply for

Course date ..........................................................................................................................

Please specify which division you work in:

NHS Fife Acute division □ NHS Fife Corporate Directorates □

Health & Social Care Fife wide division □ Health & Social Care east division □

Health & Social Care west division □

Voluntary Sector □ Local Authority □ Private/Commercial □ Further/Higher Education □

For completion by your line manager:

I authorise the above member of staff to attend this training course

Name ....................................................... Job Title .......................................................

Tel ............................................................ Email .............................................................

Data Protection

Information gathered from this form will only be used for the administration and evaluation of the services provided by the Health Promotion Training Team.

Please return this form to: Karen Stirling, Training Coordinator, Health Promotion Service, Haig House, Cameron Hospital, Leven, KY8 5RG email fife-uhb.HITraining@nhs.net
It may be necessary to contact course participants by email, so please ensure that you provide us with an up-to-date and accurate email address that you are able to access regularly.

Places are **not** offered on a first come first served basis. You will be notified approximately 4 weeks prior to the course if your application has been successful.

Please photocopy the application form opposite and complete one form for each course you wish to attend.

Or apply for a place at: [www.healthyfife.net](http://www.healthyfife.net)
If you require the information in the Health Improvement Training Programme in a community language or alternative format eg Braille, easy read or audio, please contact the Equality & Human Rights Lead at: fife-UHB.EqualityandHumanRights@nhs.net or phone 01592 729130.