

# Children's Centre Specialists

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# About Academy Training

## Academy specialises in providing training, facilitation and consultancy for Children's Centres.

Since the company was formed in 2002, we have grown steadily and developed an excellent reputation. We believe our success is the result of providing specialist staff and flexible services that meet the requirements of Children's Centres.

Our staff are friendly, engaging and really understand Children's Centres. We work across the country and have lots of experience of good practice drawn from working with more than 100 Children's Centres.

## With Academy you can expect:

**Convenience** – we can come to you to run the training

**Peace of mind** – our reputation is excellent

**Experience** – from our motivated staff

**Excellence** – an Open College Network 'Approved Centre'

**Assurance** – proven excellent results

**Adaptability** – training is run at times to suit trainees

**Flexibility** – we work with you to achieve your objectives

Please contact us on 01372 275123 or take a look at our website [www.academytraining.uk.com](http://www.academytraining.uk.com)

# Training Workshops for Children's Centre Parents

## What are they?

Our workshops are short, interactive and fun training courses. They are ideal to involve parents, enhance their skills and empower them to feel that they can enjoy training and be successful.

## Who are they suitable for?

The workshops are informative and enjoyable but not too demanding. There are no tests or written tasks so they are suitable for all levels, including those with limited literacy skills. (Our accredited workshops require short written activities but our trainers provide 1:1 support where necessary).

## How long do they take?

Depending on the workshop, they range from one to four days. We come to you to run the workshops to fit around school drop-offs and pick-ups. (Typically 9.30am - 2.30pm). We are also able to split workshops to run over half-day sessions but there is an additional fee for this.

## How much do they cost?

The cost depends on the length of the workshop. All costs are clearly detailed in this booklet and include tailoring the session, handouts, certificates and a comprehensive evaluation report to demonstrate the effectiveness of the training.

## Assertiveness



### AIM

To raise awareness of assertiveness and enable participants to use assertive techniques to have their voice heard and handle conflict effectively



### CONTENT

- Developing a greater understanding of assertiveness
- Assertive, aggressive and passive behaviour
- Enhancing assertive behaviour
- Demonstrating assertiveness
- Saying 'no'
- Overcoming conflict and disagreements
- Using assertiveness moving forward



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Developing Confidence



### AIM

To increase participants ability to develop inner confidence, project confidence and use assertiveness techniques effectively



### CONTENT

- Understanding confidence
- Developing inner confidence
- Projecting confidence
- Understanding assertiveness techniques
- Using assertiveness to overcome conflict and disagreements
- Saying 'no'
- Personal action plans



### DURATION

2 days – flexible times to suit those attending



### COST

£795 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Personal Development



### AIM

To build confidence and assertiveness and consider effective ways to plan lifestyles, handle stress and overcome the barriers to enable individuals to take their lives in the direction of their choice



### CONTENT

- Building inner confidence
- Projecting confidence
- Understanding and using assertive techniques
- Saying 'no'
- Dealing with conflict
- Coping with stress
- Overcoming personal barriers
- Life planning
- Personal action plans



### DURATION

3 days – flexible times to suit those attending



### COST

£1,145 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Stress Busting



### AIM

To increase participants understanding of stress and develop strategies to manage and reduce it



### CONTENT

- Understanding stress
- Identifying the signs of stress
- Assessing our stress levels
- Considering our personal reactions to stress
- Reflecting on attitudes and lifestyles
- Identifying stress relievers
- Devising personal action plans



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Community Volunteer Training

Accredited



### AIM

To raise awareness of the role of the volunteer and reflect on the skills and knowledge required to be an effective volunteer



### CONTENT

- The role of the volunteer
- Values, attitudes and boundaries
- Safeguarding children
- Community involvement
- Listening skills
- Domestic abuse awareness
- Equality and diversity

Successful trainees will be awarded an Open College Network Level 2 certificate



### DURATION

4 days – flexible times to suit those attending



### COST

£1,645 + travelling costs + VAT  
Fully inclusive for up to 12 people

## Design a Newsletter



### AIM

To develop the wide range of skills required to produce an informative and well presented newsletter



### CONTENT

- Planning and preparation
- Roles and responsibilities
- Contents
- Design and layout
- Writing articles
- Including photographs
- Production and distribution



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Equality and Diversity



### AIM

To raise awareness of equality and diversity and enhance good practice



### CONTENT

- Recognizing what is meant by equality
- Diversity within our communities
- Discrimination and ways to challenge it
- Overcoming barriers
- Equality and young children
- Celebrating differences
- What does equality mean to me?



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## First Aid with Infants and Babies

Accredited



### AIM

To provide parents/carers with the confidence and knowledge to implement basic life support with babies and infants



### CONTENT

- Personal safety
- Assessing an emergency situation
- Resuscitation
- Care of an unconscious patient
- Choking
- Treatment of bleeding
- Dealing with shock



### DURATION

1 session of 3½ hours ~ flexible times to suit those attending



### COST

£495 + travelling costs + VAT  
Fully inclusive for up to 12 people

## Introduction to Counselling Skills



### AIM

To provide an introduction to counselling for people who want to find out more and develop skills for personal or professional reasons



### CONTENT

- Understanding the counselling process and the skills involved
- Key approaches to counselling
- The role of the listener
- The importance of effective listening
- Active listening techniques
- Practicing and improving counselling skills
- Avoiding the common pitfalls



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Job Seeking Skills



### AIM

To provide participants with the knowledge and skills required to successfully gain employment



### CONTENT

- Reflect on personal skills and experience
- Consideration of suitable jobs
- Producing an effective CV
- Successful job searching
- Applying for jobs
- Interview skills
- Action planning



### DURATION

4 days – flexible times to suit those attending



### COST

£1,495 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Meetings – Roles and Responsibilities



### AIM

To develop a greater understanding of meetings and the skills to be an effective participant



### CONTENT

- Understanding meeting procedures
- The agenda
- Role of the chairperson
- Dealing with people and resolving problems
- Role of the secretary
- Taking minutes
- Confidently communicating at meetings



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Money Matters



### AIM

To enable participants to take control of their home finances and manage them more effectively



### CONTENT

- Considering income and expenditure
- Setting a budget
- Smart spending
- Dealing with a financial crisis
- Borrowing
- Saving
- Where to go for advice and support



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Parents' Forum Training



### AIM

To clarify the purpose of the Parents' Forum and enable parents to work together with the Children's Centre and the community



### CONTENT

- Purpose of the Parents' Forum
- Receiving and passing on information
- Running meetings – the agenda, taking minutes etc.
- Dealing with people and resolving problems
- Links with the community and the programme
- Parents' Forum 'Terms of Reference' We will type up the Terms of Reference after the workshop



### DURATION

2 days – flexible times to suit those attending



### COST

£795 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Planning an Event



### AIM

To develop a greater understanding of planning, controlling and running a successful event



### CONTENT

- Considering types of event
- Identifying key roles in the event team
- The event plan
- Organizing the event
- Setting and controlling a budget
- The event – ideas to help things run smoothly
- Post-event evaluation



### DURATION

1½ days – flexible times to suit those attending



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Challenging Children's Behaviour



### AIM

To enable us to identify causes of unacceptable behaviour in children and develop strategies to prevent and deal with it



### CONTENT

- The factors causing unwanted behaviour
- Strategies to prevent or modify unwanted behaviour
- Appropriate rewards
- Scenarios and examples
- Common problem areas
- Effective techniques
- Dealing with more serious aspects of unwanted behaviour



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Child Development



### AIM

To enhance our understanding of how children develop and explore ways we can prepare for this and assist them to develop fully



### CONTENT

- Areas of child development
- Stages of child development
- Using play to aid child development
- Scenarios and examples
- Ways in which adults can help
- Useful tips and information
- Dealing with concerns



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Helping Children Learn Through Play



### AIM

To enable participants to use a range of techniques to help young children learn through play



### CONTENT

- Understanding how children develop
- Matching play activities to enhance development
- Awareness of how children learn
- Product versus process
- Ways in which adults can help children learn
- Scenarios and examples
- Devising learning plans



### DURATION

1 day – flexible times to suit those attending



### COST

£465 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Introduction to Working with Children



### AIM

To introduce participants to the key skills and knowledge required to work with children



### CONTENT

- The areas and stages of child development
- Concerns about child development
- Play activities to enhance development
- Equal opportunities and play
- Listening to and communicating with children
- Causes of unwanted behaviour and appropriate strategies
- Sharing useful tips and advice



### DURATION

3 days – flexible times to suit those attending



### COST

£1,145 + travelling costs + VAT  
Fully inclusive for up to 15 people

# This is what parents say...

- Dhurata K.** The best thing I have done after high school  
Sure Start,  
Roundwood, Neasden
- Elaine J.** From start to finish each topic was covered with the maximum understanding and comfort. I would do it all again! Thanks  
Sure Start  
Myatts Field, Brixton
- Nikki M.** Thoroughly enjoyed the course, trainer fantastic, friendly and really easy to work with. Really informative, easy-to-read handouts  
Triangles Children's  
Centre, Dover
- Carla F.** Very positive outcome. It was really eye-opening. I am really looking forward to using some of the skills I learned  
Little Ilford Children's  
Centre, Newham
- Sasha A.** So humbled and impressed, this was another level - very professional  
Hastings Town  
Children's Centre,  
Hastings
- David D.** Well paced, good material, good balance of practical and theory  
Sunnyhill Children's  
Centre, Lambeth
- Liz D.** I found the course really helpful and came away with some practical tools to use in difficult situations. It also made me more self aware.  
Hatcham Oak  
Children's Centre,  
Lewisham

# Training Courses for Children's Centre Staff

## What are they?

The courses are designed specifically for Children's Centre staff and relate exactly to the work they do. They are informative and practical with action plans and lots of ideas to implement in Children's Centres.

## Who are they suitable for?

They are ideal for Children's Centre staff; including Family Support Workers, Children's Centre Managers, Community Development Officers, Outreach Workers and so on.

## How much do they cost?

Costs vary depending on the specific course. However, all costs are detailed in this booklet and include tailoring the session, handouts, certificates and an evaluation report to demonstrate the effectiveness of the training. We are able to run courses on Saturdays if required, but there is an additional fee for this.

## What are the benefits?

Our courses are written specifically for Children's Centre staff and running the courses in-house offers the following benefits:

- We come to you - no travelling costs or wasted time for staff
- Cost effective - great value to have the whole team trained
- Tailored for your team or Children's Centre
- Enable staff to get fully involved and develop joint action plans
- Encourages sharing of ideas and good practice

## When are they run?

Most of our staff training is run as 'in-house' training, so you decide when you would like it. We also run 'open' courses for individuals to book places. For more information, please contact us.

## Challenging Children's Behaviour



### AIM

To enable us to identify causes of unacceptable behaviour in children and develop strategies to prevent and deal with it



### CONTENT

- The factors causing unwanted behaviour
- Strategies to prevent or modify unwanted behaviour
- Appropriate rewards
- Scenarios and examples
- Common problem areas
- Effective techniques
- Dealing with more serious aspects of unwanted behaviour



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Effective Funding Applications



### AIM

To increase the likelihood of successful funding applications by clarifying the factors most likely to make them successful



### CONTENT

- Initial funding research
- A realistic approach
- Types of funding
- Submitting a budget
- Getting the process right
- Essential components of a good application
- Practice writing a funding application



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Engaging with Teenage Parents



### AIM

To consider the challenges faced by teenage parents and ways in which we can effectively engage with them



### CONTENT

- The facts about teenage parents
- Understanding the needs of teenage parents
- Overcoming the potential barriers
- Involving young dads
- Methods of engaging
- Retaining involvement
- Action planning



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Food Hygiene

Accredited



### AIM

To cover the fundamentals of good food hygiene practice and clarify the practical skills necessary to work safely with food



### CONTENT

- Legislation
- Food safety hazards
- Refrigeration, chilling and cold holding of foods
- Cooking, hot holding and re-heating of foods
- Food handling
- Principles of safe food storage
- Food premises and equipment

Successful trainees will be awarded a Chartered Institute of Environmental Health Level 2 certificate



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 12 people

## Managing Volunteers



### AIM

To enable your organisation to successfully recruit and manage volunteers



### CONTENT

- Planning your volunteer programme
- Recruiting volunteers
- Training and supervision
- Volunteer opportunities
- Retaining volunteers
- Volunteer and staff relations
- Action planning



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Parental Involvement in Children's Centres

Accredited



### AIM

To explore ideas and techniques to engage with the community and enhance involvement



### CONTENT

- Assessing the level of involvement
- Potential barriers
- Creating an environment to encourage involvement
- Methods of engaging with communities
- Maintaining parental involvement in the Children's Centre
- Linking with partner organisations
- Devising a plan to enhance involvement

Successful trainees will be awarded an Open College Network Level 2 certificate



### DURATION

1 ½ days



### COST

£995 + travelling costs + VAT  
Fully inclusive for up to 12 people

## Planning an Event



### AIM

To develop a greater understanding of planning, controlling and running a successful event



### CONTENT

- Considering types of event
- Identifying key roles in the event team
- The event plan
- Organising the event
- Setting and controlling a budget
- The event - ideas to help things run smoothly
- Post event evaluation



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Representing a Community

Accredited



### AIM

To enhance the skills required for effective representation



### CONTENT

- The role and function of the community representative
- Selecting representatives
- Understanding and linking with the community
- Techniques of effective representation
- Support and guidance
- Impact measurement
- Action planing to enhance the role of the representative

Successful trainees will be awarded an Open College Network Level 2 certificate



### DURATION

1 ½ days



### COST

£995 + travelling costs + VAT  
Fully inclusive for up to 12 people

## Train the Trainer



### AIM

To summarise the basic skills required to design and deliver effective training sessions in the workplace



### CONTENT

- Designing training
- Recognising different learning styles
- Considering various training methods
- Effective presentation skills
- Using training materials
- Dealing with conflict and problems
- Practical ideas and examples



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## First Aid for Child Carers

Accredited



### AIM

To provide parents/carers with the confidence and knowledge to implement basic life support procedures until a professional can take over



### CONTENT

- Unconscious casualty and resuscitation
- Dealing with blood loss and shock
- Recognition and management of fractures
- Burns and scalds
- Electric shock
- Recognition of infectious diseases
- Administration of medication and contents of the first aid kit



### DURATION

2 days



### COST

£995 + travelling costs + VAT  
Fully inclusive for up to 12 people

## First Aid for the Appointed Person

Accredited



### AIM

To provide a basic understanding of first aid to enable individuals to act as their company's appointed person for low risk environments with less than 50 people



### CONTENT

- Assessing the incident
- Unconscious casualty
- Dealing with blood loss
- Burns and scalds
- Heart attack
- Cardio-pulmonary resuscitation (CPR)
- Dealing with shock
- Strokes and seizures



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 12 people

## First Aid at Work

Accredited



### AIM

This training is for employees who require a first aid at work certificate to comply with HSE requirements



### CONTENT

- Managing an incident
- Roles and responsibilities of employers and employees
- Cardio-pulmonary resuscitation
- Disorders of the airway
- Dealing with bleeding and shock
- Causes of and care of unconsciousness
- Burns and scalds
- Injuries to bones, muscles, joints
- Poisoning
- Recognition and management of illnesses
- Eye injuries
- Record keeping and accident reporting
- Infection control
- Transportation of a casualty



### DURATION

4 days



### COST

£1,895 + travelling costs + VAT  
Fully inclusive for up to 12 people

# Moving and Handling

Accredited



## AIM

To provide a basic understanding of moving and handling techniques



## CONTENT

- Understanding your back, anatomy and physiology
- An introduction to ergonomics and the biomechanics of movement
- Techniques for moving and handling
- Safe systems of working
- Lifting in action
- Manual handling and the law - your duty of care
- Assessing the risk - a basic guide



## DURATION

3 ½ hours



## COST

£495 + travelling costs + VAT  
Fully inclusive for up to 12 people

# Assertiveness in the Workplace



## AIM

To raise awareness of assertiveness and develop strategies to become more assertive



## CONTENT

- Developing a greater understanding of assertiveness
- Assertive, aggressive and passive behaviour
- Enhancing assertive behaviour
- Demonstrating assertiveness
- Saying 'no'
- Overcoming conflict and disagreements
- Using assertiveness moving forward



## DURATION

1 day



## COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Counselling Skills in the Workplace



### AIM

To provide an introduction to counselling skills for individuals to use in the workplace



### CONTENT

- Understanding the counselling process and the skills involved
- Key approaches to counselling
- The role of the listener
- The importance of effective listening
- Active listening techniques
- Practicing and improving counselling skills
- Avoiding the common pitfalls



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

## Managing Stress in the Workplace



### AIM

To explore stress and develop strategies to successfully manage it



### CONTENT

- Understanding stress
- Identifying the signs of stress
- Assessing our stress levels
- Considering our personal reactions to stress
- Stress in the workplace
- Identifying stress relievers
- Devising personal action plans



### DURATION

1 day



### COST

£695 + travelling costs + VAT  
Fully inclusive for up to 15 people

# Facilitation

Our specialist facilitators are on hand to deliver a range of services including:

- Planning days – to reflect on progress and plan for the future
- Team building days
- Developing parents' groups/forums
- Away-days for staff teams/service users
- Setting up providers' forums

Our experienced staff can help you to meet your objectives.

# Consultancy

Our team of consultants have expertise directly relevant to Children's Centres.

We have an excellent track record and offer discrete and professional support to develop and enhance your centre by offering the following:

## **Development plans**

– creating realistic action plans to enhance your Children's Centre

## **Policy and practice**

– support with developing policies and establishing good practice

## **Strategic planning**

– working with you to formulate a strategic business plan

## **Volunteer programmes**

– setting up volunteer programmes including policies and procedures

## **Professional mentoring**

– 1:1 support and guidance from a Children's Centre expert

## **Monitoring and evaluation**

– implementing effective monitoring and evaluation processes

# These are our clients...

**We have been providing successful training and consultancy since 2002 and have a growing number of delighted clients.**

**These include:**

Abbey Children's Centre  
Alice View Children's Centre  
Austin Sunnyhill Children's Centre  
Brixton Children's Centre  
Broadmayne Children's Centre  
Brockley Children's Centre  
Chelsea Open Air Children's Centre  
Crown Lane Children's Centre  
Curzon Crescent Children's Centre  
Dover, Deal & Sandwich Children's Centres  
Early Start Forest Gate Plus  
Early Start Little Ilford  
Early Start North Canning Town  
Early Start Plashet St Stephens  
East Staffs Children's Centre  
Granville Plus Children's Centre  
Harmony Children's Centre  
Hastings and St. Leonard's Children's Centre  
Highfields Children's Centre  
Hilldene & Gooshays Children's Centre  
Jessop Children's Centre

Kilburn Children's Centre  
Kings Cross Children's Centre  
Kings Park Children's Centre  
Lighthouse Children's Centre  
Loxford Children's Centre  
Marsh Farm Children's Centre  
Maypole Children's Centre  
Noel Park Children's Centre  
North Kensington Children's Centre  
Oliver Thomas Children's Centre  
Paradise Park Children's Centre  
Scholing Children's Centre  
St. Raphaels Children's Centre  
Stanwell Children's Centre  
Sure Start Charlton  
Sure Start Downham  
Sure Start Kentish Town  
Sure Start Leigh Park  
Sure Start Littlehampton  
Sure Start South Westminster  
Sure Start Teviot & Chrisp  
Sure Start Tulse Hill  
Thames View Children's Centre  
Tipton Children's Centre  
Tollgate Children's Centre  
West Moors Children's Centre  
Woodmansterne Children's Centre

# This is what they say...


**We work hard to deliver an excellent service, which has resulted in delighted clients and extremely good feedback. Here are just a few of the comments we have received from Children's Centre staff:**

**Zahida Ahmed** All of the parents that participated on the course have increased their confidence levels. The evaluation forms and feedback from the parents was very positive  
Parental Involvement Officer, Sure Start South Westminster, City of Westminster

**Amna Badri** In the past we were concerned about our parents because for many, English is their second language. We need not have worried as we found that the trainers are skilled in communicating with individuals regardless of their backgrounds  
Community Development and Training Officer Curzon Crescent Children's Centre, Brent

**Majbeen Nazir** We have gained a lot from working with Academy. The trainer is more than just a trainer, he has become a trusted advisor  
Community Involvement Officer, Loxford Children's Centre, Redbridge

**Tracey Leach** The training is not too formal so it really suits the parents we support. People really like the manner of the trainers as they are good at engaging individuals  
Community Involvement Officer, Sure Start Downham, Lewisham



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