

TRAINING @ **SEK** Social Enterprise Kent

Here @ **SEK** we deliver a range of training, essential for Kent businesses.

All open courses take place at either our **Herne Bay** or **Ashford** venue, with onsite parking being available at both venues.

We can also provide bespoke, In-house courses to be delivered at a location of your choice. If this is something that you would be interested in, please contact us and we will be happy to discuss your particular needs.

Below you will see a list of the Open Courses we have coming up in the next 3 months.

COMPLIANCE COURSES	DATES AVAILABLE	TIMES	VENUE	COST
Accredited Emergency First Aid – Quallsafe Level 2 Having trained First aiders in every workplace or work environment is a legal requirement. During this course, you will develop the skills and knowledge needed to deal with a range of emergency first aid situations, including managing an unresponsive casualty, CPR, choking, shock, wounds and bleeding. This course will also include a practical session on an Automated External Defibrillator (AED) as per the Health and Safety Executive (HSE) guidelines. This course is ideal for anyone who has specific First Aid responsibilities at work.	1 st August	9.30-16.30	Herne Bay	£75
	16 th August	9.30-16.30	Herne Bay	£75
	7 th September	9.30-16.30	Herne Bay	£75
	4 th October	9.30-16.30	Herne Bay	£75
Accredited Paediatric First Aid (2 Full Days) – Quallsafe Level 2 Did you know since September 2016 it has been compulsory for all early year's staff to hold a valid Accredited Paediatric First Aid certificate? This course fulfils the Ofsted first aider requirement for early year teachers, nursery workers and childminders. With this course, you will learn all about assessing an emergency situation, dealing with an unresponsive infant or child, CPR, choking, meningitis, head and spinal injuries, anaphylaxis, as well as asthma.	14 th & 15 th September	9.30–16.30 Both days	Herne Bay	£100
	19 th & 20 th October	9.30–16.30 Both days	Herne Bay	£100
Basic Food Safety Basic food safety will cover the legislation relating to food safety, how food can become contaminated and ways in which we can reduce risk to individuals. The course looks at the practical ways in which we can store, prepare and dispose of foods correctly and safely, by assessing risks, identifying hazards and then putting measures in place to reduce the impact of these. At the end of the training learners should be confident and competent to work safely with and around food.	14 th July	9.30-12.30	Herne Bay	£40
	31 st August	13.30-16.30	Herne Bay	£40
	12 th October	9.30-12.30	Herne Bay	£40
Basic Health and Safety Health and safety is not only there to protect us, but is also important to all businesses. This course will cover; the legislation around Health & safety, associated requirements, accident prevention as well as risk assessment. You will also learn about employee and employer's responsibilities.	4 th August	13.30-16.30	Herne Bay	£40
	13 th October	9.30-12.30	Herne Bay	£40
Basic Fire Safety Awareness Basic Fire Safety gives delegates an all round knowledge of what to do in the event of a fire and how to prevent a fire from happening in the first place. This course will also look at legislation, employer and employee responsibilities, CQC requirements, risk assessment, the theory of fire and emergency procedures.	26 th July	13.30-16.30	Herne Bay	£40
	1 st September	9.30-12.30	Herne Bay	£40
	12 th October	13.30-16.30	Herne Bay	£40
4 Day IOSH – Managing Safely SEK's 4 Day IOSH Managing Safely course is designed for staff in all organisations/sectors that are required to manage risk and resources. This course delivers practical step-by-step guidance with a sharp business focus that's hands-on. The innovative format and content is engaging and inspiring, critical to embedding safety and health throughout your entire organisation.	2 nd , 9 th , 16 th , & 24 th November	9.30-16.30 on all 4 days	Herne Bay	£420

WORKPLACE SKILLS TRAINING	DATES AVAILABLE	TIMES	VENUE	COST
<p>Effective Team Management</p> <p>Team Leaders provide a vital link in delivering your organisation's strategy, standards and expectations. Your style, energy and personal effectiveness have a major impact on your team's ability to deliver successfully and positively. This course will show you how to identify the characteristics of effective teams, as well as identifying the stages of team development and understanding the importance of playing to your strengths.</p>	<p>19th July</p> <p>2nd October</p> <p>27th November</p>	<p>10.00-16.00</p> <p>10.00-16.00</p> <p>10.00-16.00</p>	<p>Herne Bay</p> <p>Herne Bay</p> <p>Ashford</p>	<p>£75</p> <p>£75</p> <p>£75</p>
<p>Supervisions and Appraisals</p> <p>Organisations should be able to demonstrate that anyone who supervises or appraises someone else has been properly trained to do so. This course is designed to give staff supervising or appraising the confidence to do so through having learned the necessary skills. Delegates will look at the procedures for staff supervision and appraisals. Delegates will also look at the definition of supervisions, the definition of appraisals, why we provide supervisions and appraisals, as well as the standards to follow and the best form of appraisal communication.</p>	<p>8th September</p> <p>8th November</p>	<p>10.00-15.00</p> <p>10.00-15.00</p>	<p>Herne Bay</p> <p>Herne Bay</p>	<p>£70</p> <p>£70</p>
<p>Effective Communication Skills</p> <p>Being an effective communicator takes real skill and practice. The good news is that communication skills can be developed and honed. You can learn how to communicate more clearly, confidently, and effectively in the workplace and within your team, and how to build rapport and improve your communication techniques. Effective communication is crucial in the workplace. It helps managers and teams to improve performance and build stronger teams.</p>	<p>4th September</p> <p>30th October</p>	<p>10.00-16.00</p> <p>10.00-16.00</p>	<p>Ashford</p> <p>Herne Bay</p>	<p>£75</p> <p>£75</p>
<p>Introduction to Time Management</p> <p>Time management is not very difficult as a concept, but it's surprisingly hard to do in practice. It requires the investment of a little time upfront to prioritise and organise yourself. But once done, you will find that with minor tweaks, your day, and indeed your week and month, fall into place in an orderly fashion, with time for everything you need to do. This course explores the need for planning, organising, setting goals and responding to day-to-day activities and demands. Delegates will consider what methods of time management are possible in their situation and learn how to make time management a daily practice.</p>	<p>14th August</p> <p>16th October</p>	<p>10.00-16.00</p> <p>10.00-16.00</p>	<p>Herne Bay</p> <p>Herne Bay</p>	<p>£75</p> <p>£75</p>
<p>Assertiveness training</p> <p>Do you or a member of your team wish they had the confidence to deal with difficult situations at work effectively and assertively and without causing conflict? This course will provide delegates with a number of strategies which will show them how to you express themselves effectively and stand up for their point of view, whilst also respecting the rights and beliefs of others. Being assertive is a core communication skill that will help boost self-esteem and earn others' respect.</p>	<p>21st August</p> <p>6th November</p>	<p>10.00-16.00</p> <p>10.00-16.00</p>	<p>Herne Bay</p> <p>Herne Bay</p>	<p>£75</p> <p>£75</p>
<p>Performance Management</p> <p>A few people thrive when thrown in to a management role, but many new managers need help communicating effectively with employees, giving feedback and taking on a leadership role. In this Performance management course, delegates will increase their knowledge about Performance Management as well as the PM cycle. Delegates will learn the tools needed to implement or review a PM system in their workplace. They will practice communication strategies for managing difficult people and conflict at work as well as build up an understanding of how to manage sickness absence, capability and disciplinary processes lawfully and reasonably.</p>	<p>18th September</p> <p>13th November</p>	<p>10.00-16.00</p> <p>10.00-16.00</p>	<p>Herne Bay</p> <p>Herne Bay</p>	<p>£75</p> <p>£75</p>
<p>Understanding Stress Management</p> <p>Do you have a job that challenges you? We all expect to feel some pressure at work, however, when that pressure is excessive and staff suffer an adverse reaction to it, this can then become stress. In the workplace Stress is fast becoming an epidemic, contributing to increases in burnout and employee health concerns. The results are lower productivity, higher absenteeism, greater turnover and increased health insurance claims. Stress is not a disease, but it can be a threat to your health and safety at work. This course enables delegates to understand the meaning of stress and how to differentiate it from pressure. They will also learn suitable stress management techniques and exercises that can be adapted in the work environment as well as in their own time.</p>	<p>7th August</p> <p>9th October</p>	<p>10.00-16.00</p> <p>10.00-16.00</p>	<p>Herne Bay</p> <p>Herne Bay</p>	<p>£75</p> <p>£75</p>

Managing Conflict Conflict can be so difficult to handle if you don't have the right tools and techniques. The course raises delegates understanding of the background to conflict and the contribution they can make to either calming or escalating a confrontation. During the course delegates will learn and practise key skills to build their confidence and to maintain composure whilst de-escalating customer conflict.	25th September 21st November	9.30-12.30 9.30-12.30	Herne Bay Herne Bay	£50 £50
CARE COURSES	DATES AVAILABLE	TIMES	VENUE	COST
4 Day Induction The Care Certificate is a set of standards that social care and health workers adhere to in their daily working life. It is the new minimum standards that should be covered as part of induction training of new care workers. Our induction programme runs as followed: Day 1: Equality & Diversity, MCA & DOL's and Dementia Day 2: Manual Handling with Hoist Day 3: Medication, SOVA and First Aid Day 4: Health & Safety, Food Safety, Infection Control and Personal Care	31st July 2nd August 3rd August 4th August	9.30-16.30 All 4 Days	Herne Bay All 4 Days	£200pp
Medication Awareness in Care Learners will leave this course with an understanding of the legislation related to the handling of medication, the various types of medication, routes of administration, how medication works and side effects/contraindications. The course also includes best practice when administering medication and safe ways in which to store, administer and dispose of medication. Delegates will identify the correct procedures when dealing with medication errors by use of case studies, they will also familiarise themselves with MAR (medical administration record) sheets and have the opportunity to fill these out.	26th July 21st August 6th October	9.30-12.30 14.00-17.00 9.30-12.30	Herne Bay Herne Bay Herne Bay	£40 £40 £40
Multiple Conditions and Disabilities The following conditions are covered during this course; COPD, epilepsy, diabetes, stroke, Parkinson's, MS, heart, liver and kidney disease. During this course delegates will learn what the conditions are, statistics about these conditions, the risk factor of developing diseases and risk of having the disease. Delegates will also learn the signs and symptoms to look for, as well as how they can support individuals that have one of these conditions and the treatment they may require.	24th July 13th October	9.30-16.30 9.30-16.30	Herne Bay Ashford	£50 £50
Mental Capacity Act (MCA) and Deprivation of Liberty (DOLS) At the end of this course delegates will have an understanding of what mental capacity is, the legislation, framework and principles relating to it, how it is assessed and signs of an individual who may be lacking mental capacity. This course will also cover the care implications and best practice when working with individuals who lack capacity. This course will include when, where and how individual may be placed under a deprivation of liberty and the legislation relating to this.	28th July 23rd August 6th October	9.30-12.30 13.30-16.30 13.30-16.30	Herne Bay Herne Bay Herne Bay	£40 £40 £40
Introduction to Moving and Handling with Hoist This course is aimed at staff that are either new to the care sector or been out of it for a while. Covered during this course is the theory and practice of using a hoist and other moving and handling equipment. During this course, delegates will look at: legislation, risk assessing and planning a move, hazard identification, basic physiology and biomechanics of the back and the importance of good moving and handling and consequences of poor practice. The course also gives delegates the opportunity to learn and demonstrate a variety of moving and handling practices, including the use of scenario based learning.	17th August 10th October	9.30- 16.30 9.30-16.30	Herne Bay Herne Bay	£50 £50
Moving and Handling with Hoist This half day refresher course is for staff that have previously done Moving and Handling with Hoist training, but require their yearly updated certificate. The theory behind Moving and Handling with a Hoist is covered during the first part of the session, followed by a hands on practical with our hoist.	27th July 18th August 26th September	9.30-12.30 13.30-16.30 9.30-12.30	Herne Bay Herne Bay Herne Bay	£40 £40 £40
Moving and Handling of Objects In this course Delegates will learn about legislation, hazards, risk assessment and managing risks. They will also have the opportunity to complete a moving and handling risk assessment. The delegates will also learn about the basics of the	1st September	13.30-16.30	Herne Bay	£40

physiology and biomechanics of the back, the importance of good moving and handling techniques and potential consequences if safe practice is not followed. There will be an opportunity for delegates to demonstrate good moving and handling practice.				
Infection Control Covering legislation relating to infection control, common types of infections and the ways in which they can be transmitted. This course will give learners knowledge and skills in order for them to be able to minimise the risk of infections being transmitted and practical advice that can be put into place within their roles. It also includes the usage, storage and disposal of hazardous materials, making use of personal protective equipment and risk assessment.	24 th August 26 th September	9.30-12.30 13.30-16.30	Herne Bay Herne Bay	£40 £40
Safeguarding of Vulnerable Adults (SOVA) What makes an individual a vulnerable adult? Delegates will learn legislation that relates to safeguarding, the different types of abuse and how to recognise the signs of abuse. Delegates will also learn about responding to and recording a disclosure and how/where to raise a concern. Delegates will also have the opportunity to look at their own attitudes and values, what impacts on our values and how this could affect our decision making.	28 th July 31 st August 11 th October	13.30-16.30 9.30-12.30 9.30-12.30	Herne Bay Herne Bay Herne Bay	£40 £40 £40
Dementia Awareness This course offers the opportunity to learn about the various types of dementia, how dementia manifests and develops within individuals. Delegates will study how we can support individuals with dementia and create person centred care plans in order to maintain as much independence as possible for the individual. Delegates will also look at the anatomy and physiology of the brain, how dementia affects this, as well as likely symptoms that may be observed.	24 th August 25 th September	13.30-16.30 13.30-16.30	Herne Bay Herne Bay	£40 £40
Epilepsy Training This course will give Delegates the opportunity to gain knowledge on epilepsy and how to manage seizures safely. Delegates will learn, what epilepsy is and how it affects the brain. They will also learn about the neurology of a seizure, physical signs and symptoms, the different types of seizure, managing epilepsy through lifestyle changes, medication, triggers, how to safely manage a seizure and supporting an individual following a seizure.	18 th August 13 th October	13.30-16.30 13.30-16.30	Herne Bay Herne Bay	£40 £40
Safeguarding of Vulnerable Children This training course is designed for individuals to gain an understanding of child abuse. Delegates will consider the signs and symptoms of abuse, how to manage disclosures and Local Authority Child Protection Procedures. Delegates will also consider safe practice, policies and procedures and how to manage the impact of abuse disclosures for the child and their own family.	13 th July 11 th September	9.30-12.30 13.30-16.30	Herne Bay Herne Bay	£40 £40
Diabetes Awareness This course will give delegates the opportunity to gain a basic understanding of diabetes, not only will it help them in supporting individuals who have diabetes but also to understand ways in which individuals can reduce the risk of developing diabetes. This course will cover; what is diabetes, the types of diabetes, symptoms, risk factors, managing risk, blood sugar control, medication (types, administration and blood testing), diet and ways in which we can reduce the risks of developing diabetes.	4 th August 15 th September	9.30-12.30 13.30-16.30	Herne Bay Herne Bay	£40 £40
Mental Health Awareness This course will provide an overview of common mental health conditions such as schizophrenia, depression, anxiety, bi-polar, OCD, borderline personality disorder, eating disorders and PTSD. Delegates will learn about symptoms, causes, medication and treatment. Delegates will also look at the legislation relating to mental health and how individuals may be sectioned and detained. This course will explore the terms mental health and mental illness, how we can look after out mental health and what can impact on our mental health. Finally delegates will have the opportunity to gain knowledge about the various therapies available to support individuals and will also have the opportunity to try some of these including, art therapy, CBT and mindfulness.	21 st September	9.30-16.30	Herne Bay	£50
Managing Challenging Behaviour This course will look at why individuals exhibit challenging behaviour and how they may be exhibited including the physiology of anger and aggression manifests.	18 th July 22 nd August 19 th October	9.30-16.30 9.30-16.30 9.30-16.30	Herne Bay Herne Bay Herne Bay	£50 £50 £50

The delegate will learn through individual learning, group work, videos and case studies, where they can apply their knowledge and learning. It will give delegates the tools to deal effectively with challenging behaviour, to recognise cues to behaviour change and ways in which to deal with these in a positive manner.

Equality and Diversity This course teaches delegates exactly what equality and diversity is and how this can be translated to their day to day practice within their role. Delegates will explore their own values in relation to equality and diversity, what can impact on how we develop our values and ways in which we can adapt our practice, risk assessing and care planning in order to promote equality. Delegates will learn through group work, debates, videos and case studies.	23 rd August	9.30-12.30	Herne Bay	£40
	11 th October	13.30-16.30	Herne Bay	£40

Medication Awareness in Schools Learners will leave this course with an understanding of the legislation related to the handling of medication, the various types of medication, routes of administration, how medication works and side effects/contraindications. The course also includes best practice when administering medication and safe ways in which to store, administer and dispose of medication.	11 th September	9.30-12.30	Herne Bay	£40
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COMPUTER COURSES	DATES AVAILABLE	TIMES	VENUE	COST
Basic Excel Training This course will teach the basics of Excel, including screen layout, changing the views, opening, closing and saving. It will also teach delegates about cell ranges, data entry, how to use auto fill, formatting of numbers, dates, times and Currency. This course will also teach how to use Excel to sort records and filter these records, as well as how to create and use a formula. How to use popular functions such as sum, count and average are also included. The course will also cover the creation of graphs and charts.	25 th August	9.30-12.30	Herne Bay	£50
		13.30-16.30	Herne Bay	£50
	11 th September	9.30-12.30	Ashford	£50
		13.30-16.30	Ashford	£50
	6 th November	9.30-12.30	Herne Bay	£50
		13.30-16.30	Herne Bay	£50

Intermediate Excel A compliment to the Basic Excel Course. In this follow up course you will learn how to budget spreadsheets, create invoices, merge cells, text wrap and absolute values. You will also learn about IF Functions, sum IF's as well as count IFs. Finally, you will learn about data tables and table formatting.	21 st July	9.30-12.30	Herne Bay	£65
	2 nd October	9.30-12.30	Herne Bay	£65
		13.30-16.30	Herne Bay	£65
	10 th November	9.30-12.30	Ashford	£65
		13.30-16.30	Ashford	£65

Social Media Essentials This course is the perfect starting point and offers a hands-on, interactive approach. This comprehensive social media day gives any businesses an insight into how all the main social media platforms can perform and deliver success. SEK will help you get to grips with social media and discuss why it's so successful and what you can do to harness it, exploit it and enjoy it; helping you gain the confidence to create your own social media strategy.	24 th August	10.00-15.00	Herne Bay	£65
	24 th October	10.00-15.00	Ashford	£65

Introduction to Marketing incorporating Publisher and Mailchimp This course will guide the learner through Microsoft Publisher designing media such as posters, business cards, calendars, certificates and letterheads. The poster designed will be imported into a Mail chimp Email campaign. The learner will add contacts and see how they can be imported in a batch. They will also find out how to incorporate links to Facebook and twitter. After sending a campaign the learner will be able to see how to view a report for the outcomes of the campaign.	6 th October	10.00-15.00	Herne Bay	£60
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Want to book? Please contact us on the following:

| Phone: 01227 469 955 | Email: j.relph@sekgroup.org.uk

www.sekgroup.org.uk/training