

Fife Health  
& Social Care  
Partnership



Health Promotion Service

# Training Programme

September 2018 - March 2019



# Foreword

Welcome to the 2018/19 edition of the Health Promotion Training Programme. Health Promotion Fife produce this programme as part of Fife's Health & Social Care Partnership in order to provide people working in Fife with the skills and knowledge to improve health and wellbeing, focus on preventing ill-health and to contribute to reducing inequalities in health.

Focusing on prevention and tackling inequalities is a key strategic priority for both Health & Social Care and Community Planning in Fife and requires partnership working across organisations. The development of this year's programme coincides with the launch of Fife's Local Outcome Improvement Plan 2017-2027 Plan4Fife. The training and development opportunities offered through the programme directly support many of the ambitions and priority themes set out in the plan. We are pleased to be able to support and encourage this agenda on behalf of the Health & Wellbeing Alliance who continue to fund this programme.

Crucial to tackling health inequalities is the need to address the life circumstances that can impact on people's health such as poverty, poor quality work and housing. The training programme includes courses which will help local workers to address these challenging issues. The year of the Young Person 2018 is a programme of events and activities that give young people in Scotland the opportunities to be their best. The training programme includes courses which will help local workers to engage and work effectively with young people on a range of health and wellbeing issues.

This training programme provides an opportunity to invest in our workforce through upskilling and providing a space to share, reflect on and develop best practice. To do this we work closely with many of our voluntary and public sector partners to develop and deliver training courses and see it as a great opportunity to share local expertise, knowledge and information. We would like to thank all partners for their continued support to this programme.

We hope you find the potential of these learning opportunities exciting and look forward to seeing you on the courses.



Ruth Bennett  
Health Promotion Manager  
Fife Wide Division

# Contents

Health Promotion Service .....4

Health Promotion Training Service .....5

Supporting Local Priorities .....6

**1 - Core Skills for Health Improvement**

A Rough Guide to Outcomes and Evaluation .....10

Creating Effective Health Information .....11

**NEW** Putting Caring Conversations into Practice ...12

**NEW** Quality Improvement Awareness .....13

**Groupwork and Facilitation**

Creating Imaginative Learning .....14

Developing Facilitation Skills .....15

Making Groupwork More Effective .....16

**Poverty Awareness**

**NEW** In-Work Poverty Training for Managers .....18

Supporting Hard-Up Households .....19

Supporting Low Income Households to Manage  
Benefit Changes .....20

Welfare Reform: What you need to know .....21

**Reducing Health Inequalities**

Health Behaviour Change .....22

Health Inequalities .....23

How good is your Community Engagement? .....24

Reducing Health Inequalities: What Works .....25

**NEW** Health Literacy Tools and Techniques .....26

Understanding Health Literacy .....27

**Working with Key Groups**

Healthy Young Lives: Improving Young  
People's Health .....28

Improving Health for Adults with Learning Disabilities ....29

The Impact of Homelessness on Health .....30

Raising Awareness of Gypsy/Traveller Communities .....31

Understanding Diversity .....32

Where's Dad? .....33

Fife Violence against Women Partnership .....34

Training Available from the Information  
and Resources Centre.....35

**2 - Priority Health Improvement Topics**

**Drug and Alcohol Awareness**

Alcohol and Drug Awareness .....38

**NEW** Alcohol and Drug Use: Treatment,  
Support and Recovery .....39

Alcohol Brief Intervention with Young People .....40

Drug Overdose Awareness .....41

Introduction to Alcohol Brief Intervention .....42

**NEW** Understanding and Addressing Barriers  
to Services for those experiencing Substance  
Use Problems .....43

**Food, Physical Activity and Health**

Child Healthy Weight: Raising the Issue and  
Supporting Children and Young People in Fife .....44

Cooking with the Community -  
How to cook with groups .....45

Eat Well, Be Active, Feel Good! .....46

Girls and Young Women, Physical Activity  
and Self Esteem .....47

Physical Activity and Long Term Conditions - Fife  
Sports & Leisure Trust (FSLT) Health Programmes .....48

REHIS: An Introduction to Food and Health .....49

**NEW** REHIS: Eating Well for Older People .....50

REHIS: Elementary Food and Health .....51

Seated Exercise for the Frail Older Adult .....52

Volunteer Walk Leader Training .....54

Other Sources of Physical Activity Training .....55

### **Maternal and Infant Nutrition**

An Introduction to Breastfeeding .....56

Breastfeeding .....57

Infant Formula Feeding .....58

Introduction to Complementary Feeding: Weaning .....59

### **Mental Health**

ASIST (Applied Suicide Intervention Skills Training) .....61

Building Self Esteem in Boys and Young Men .....62

Promoting Mental Health and Wellbeing in  
Children and Young People .....63

safeTALK .....64

Scotland's Mental Health First Aid .....65

Scotland's Mental Health First Aid: Young People .....66

Steps for Stress Workshop .....67

Managing Self Harm: Adults .....68

Understanding Self Harm: Children and Young People ...69

**NEW** Trauma Informed Practice .....70

Working with Young Women on Self Esteem .....71

### **Oral Health**

Oral Health for People with Physical and Learning  
Disabilities .....72

### **Sexual Health**

Are You Ready? - Supporting Young People to Delay  
Early Sexual Activity .....73

Condom Distribution Training .....74

**NEW** Improving the Sexual and Reproductive  
Health of People who use Alcohol and other Drugs .....75

Introduction to Hepatitis and HIV .....76

Introduction to Lesbian, Gay, Bisexual and  
Transgender Issues .....77

Making Choices Keeping Safe: Relationships and  
Sexual Wellbeing for People with Learning Disabilities .....78

Sexual Health: It's Everyone's Business .....80

### **Tobacco Issues**

Smoking and Cannabis: Methods and Approaches .....81

Understanding and Managing Smoking  
within Hospital Grounds .....82

Very Brief Advice: Raising the Issue of Smoking .....83

### **Workplace**

Alcohol and Drugs in the Workplace .....84

Elementary Health and Safety (REHIS) .....85

Health and Safety: A Basic Guide .....86

Mentally Healthy Workplace Training for Managers .....87

How to apply? .....88

Application Form .....90

# Health Promotion Service

*Working to reduce health inequalities and improve the wellbeing of people in Fife*

The Health Promotion Service is part of Fife's Health and Social Care Partnership. We lead on approaches and services which maintain and improve health and wellbeing and reduce health inequalities. This covers the life course: early years and children, adults and older adults. 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.



# The Health Promotion Training Service

The Health Promotion training team provides and co-ordinates training to enable people working in Fife to contribute towards reducing health inequalities and improving the wellbeing of individuals, families and 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](mailto:fife-uhb.HITraining@nhs.net) to discuss.

Unless otherwise stated, all training courses are free of charge.

Training courses 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.

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 eLearning opportunities are included in this programme.



Kelly Higgins  
Training Co-ordinator



Karen Stirling  
Training Co-ordinator

The majority of course trainers are Fife based 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 as Barony Housing, Clued Up, Fife Alcohol Support Service, Fife Alcohol and Drugs Partnership as well as Fife Council, NHS Fife and Fife Health and Social Care Partnership.

# Supporting Local Priorities

The Health Promotion Training Programme aims to support workers to take forward work around many of the themes and priorities outlined in Fife's Strategic Plans. Reducing health inequalities as well as promoting prevention and early intervention are key themes identified across a number of local plans and strategies. The courses in this programme will build workers' skills and confidence to address these complex issues. This page lists some of Fife's key strategies and illustrates links between some of the priority areas identified and the training programme.

## Fairer Health for Fife

### Fife's Health Inequalities Strategy 2015-2020

This strategy aims to support organisations and groups 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.

Outcome 2: People experiencing difficult life circumstances have more skills, strengths, opportunities and support to improve their health and wellbeing.

### Fife - Local Outcome Improvement Plan 2017-2027

The Plan for Fife brings together local public service providers and communities to improve the quality of life of people who live in, work or visit Fife. With the overall aim of reducing inequalities and promoting fairness, the plan identifies 4 priority themes and 12 ambitions to direct our work over the next 10 years.

Ambition for Fife 3: Fife has reduced levels of preventable ill health and premature mortality across all communities.

### Fife Health & Social Care Partnership - Strategic Plan for Fife (2016-2019)

This strategic plan sets out how health and social care staff will change the way they work together, commission services, strengthen partnerships and use new technology. It identifies 4 strategic priorities, including Prevention and Early Intervention and Reducing Inequalities, in order to enhance the health and wellbeing of people in Fife.

#### Key aim:

We will work with people across the different localities in Fife to improve their experience of health and wellbeing, positively contributing to reducing inequalities.



# Fife's Multi-agency Training Web Portal

## 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. Reducing health inequalities involves everyone working in Fife and is in everyone's interest.

To find out more about health inequalities and work being done in Fife, to view details of relevant events and news, and to subscribe to our eBulletin, visit [www.healthyfife.net](http://www.healthyfife.net)

<http://socialwork.fife.gov.uk>

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 [April.Mussen@fife.gov.uk](mailto:April.Mussen@fife.gov.uk)







Laura Henderson  
Senior Health Promotion Officer - Training  
Health Promotion Service

*“I started work with NHS Fife as Senior Health Promotion Officer for Training in 2005. I had previously worked for Waverley Care in Edinburgh where I set up a health promotion project for people living with HIV. I also completed a post grad certificate in Community Education and worked for Lothian Health Promotion as a Sessional Worker.*

*I started my role with Health Promotion Fife by producing the first Health Promotion Training Programme. At the time there was a lot of training taking place across the department but nothing bringing it all together. Having worked in the voluntary sector I was keen that the programme should draw on the knowledge and expertise that I knew would exist across all sectors in Fife and that it should be a true multi-agency project.*

*The training programme was a big success and has continued to grow and develop ever since. I have loved working with the training team in Health Promotion developing and bringing new courses to Fife, working with lots of different people to deliver training (no 2 courses are ever the same!) and developing processes and resources making the training run more smoothly.*

*As I move on to a new role as Senior Health Promotion Officer for Mental Health and Wellbeing and Substance Misuse with NHS Tayside, I am confident that the range of committed, talented people who are involved in working with Fife's Health Promotion Training Programme will ensure that it continues to be a success for years to come.”*

# section

# 1

## **Core Skills for Health Improvement**

Groupwork and Facilitation

Poverty Awareness

Reducing Health Inequalities

Working with Key Groups

Training available from the Information and Resources Centre

# A Rough Guide to Outcome and Evaluation

**Course Length:**

One day

**Date:**

November 29th 2018,  
Fife Cycle Park, Lochgelly

**Facilitators:**

Katie Provan,  
Health Promotion Officer -  
Workplace, Fife Health & Social  
Care Partnership  
  
Jo-Anne Valentine,  
Public Health Manager, NHS Fife

**Aim:**

This practical course will enable participants to work through the process of evaluation, clarifying outcomes and indicators for their work projects and exploring a range of approaches and methods that can be used to plan and carry out an evaluation. Participants will also be able to consider how to use evaluation information to report effectively and enhance future service delivery.

**Learning outcomes:**

By the end of this course participants will have:

- An understanding of the terminology involved in evaluation
- Knowledge of how to set relevant outcomes and indicators for your project
- An improved understanding of some of the methods that can be used for evaluation
- 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.

**Who should attend?**

This course is ideal for anyone who is fairly new to evaluation or who would like to refresh their knowledge and skills in monitoring and evaluation. It would be relevant to those starting a new project or piece of work as well as anyone who is involved in evaluating and reporting on their project's activities.

This course contains content from the previous courses: 'Demystifying Outcomes'; 'Getting Started with Evaluation' and 'Telling My Story: Analysing and Reporting Outcomes'.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Creating Effective Health Information

## **Aim:**

To explore the whole process of producing health information, from identifying the need to the creation of the finished product.

## **Learning outcomes:**

By the end of this course participants will have:

- Knowledge of how resources are created
- Ideas for alternative resources to leaflets and posters
- Increased knowledge of good practice guidelines for producing public information
- Increased awareness of how to successfully get your message across
- Increased knowledge of how to work with designers and printers.

If you are working on a leaflet, you are welcome to bring it along to discuss with the facilitator after the course.

## **Who should attend?**

Anyone with a professional interest in producing health improvement information.

## **Course length:**

Half day

## **Dates:**

September 26th 2018 (afternoon),  
Lynebank Hospital, Dunfermline

February 20th 2019 (morning),  
Cameron Hospital, Leven

## **Facilitators:**

Graeme Babbs,  
Senior Graphic Designer,  
Fife Health & Social Care  
Partnership

Paulene Sneddon,  
Senior Graphic Designer,  
Fife Health & Social Care  
Partnership

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Putting Caring Conversations into Practice

### **Person Centred Care for people with long-term conditions - an evidence-informed digital learning resource**

[www.caringconversations.scot](http://www.caringconversations.scot)

Caring Conversations is a digital learning resource focusing on improving conversations between healthcare staff and patients. Effective conversations are a key aspect of person-centred care and have been shown to improve outcomes.

The resource, which is for all clinical and non-clinical staff, aims to break down barriers that can exist between patients and healthcare professionals, encouraging open and honest conversations. It is based on an evidence informed model from University of the West of Scotland, and uses real-life case studies and a mix of film and interactive content to make learning engaging.

This eLearning has been produced by Waverley Care and takes approximately 1 hour to complete. It provides an initial introduction to some of the values and concepts that are explored further in the Good Conversations face to face training currently being delivered in Fife to health and social care staff.

**Good Conversations** training introduces health, social care and voluntary sector staff to specific conversational skills that focus on personal outcomes and strength based approaches. For more information on Good Conversations, please contact Elizabeth Norby at [elizabethnorby@nhs.net](mailto:elizabethnorby@nhs.net) or on 01592 226556 (internal 46556). For dates and course bookings, please contact frances.docherty@nhs.net

# Quality Improvement Awareness

## **Aim:**

To provide attendees with an awareness of quality improvement, to feel inspired and confident to test change and support service improvement using validated quality improvement methods and tools.

## **Learning outcomes:**

By the end of this course participants will have:

- Increased knowledge of the quality improvement context and how the approach can be used in projects across a range of settings, including those aimed at improving health and wellbeing
- An understanding of the model for improvement
- Increased awareness of tools and resources that can be used in quality improvement projects such as setting aims, and driver diagrams
- Increased knowledge of measurement within the context of quality improvement.

## **Who should attend?**

This half day workshop is suitable for anyone, working for any organisation in Fife, who would like more information on quality improvement approaches and methods.

## **Course length:**

Half day (morning)

## **Date:**

October 23rd 2018  
Cameron Hospital, Leven

## **Facilitator:**

Ingrid Alexander,  
Improvement Programmes  
Manager, NHS Fife

NHS Fife offer an ongoing programme of quality improvement awareness training. For more information on this, including other dates available, please contact:  
Fife-UHB.QualityImprovement  
Team@nhs.net

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Creating Imaginative Learning

**Course length:**

One day

**Date:**

October 31st 2018,  
Lochore Meadows Country Park,  
Lochgelly

**Facilitators:**

April Mussen,  
Workforce Development Adviser,  
Fife Council

Moira Fitzpatrick,  
Active Schools Co-ordinator,  
Fife Council

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



# Developing Facilitation Skills

## **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?**

This course is for anyone who is new to facilitation or would like to develop their facilitation skills.

This course is a good follow-on from "Making Groupwork more Effective".

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## **Course length:**

One day

## **Dates:**

November 27th 2018,  
The Bay Hotel, Kinghorn

March 21st 2019,  
Cameron Hospital, Leven

## **Facilitators:**

Annemarie Smith, Health Promotion  
Officer - Workplace, Fife Health  
& Social Care Partnership

Charlotte Macintosh, Sessional  
Worker, Fife Health & Social  
Care Partnership

Jo Ross, Community Education  
Worker, Fife Council

Kelly Higgins, Health Promotion  
Training Co-ordinator, Fife Health  
& Social Care Partnership

Mhairi Gilmour, Public Health  
Research & Development Officer,  
NHS Fife

Moirá Fitzpatrick, Active Schools  
Co-ordinator, Fife Council

Val Wright, Finance and  
Administration Manager,  
St Andrews Botanic Garden Trust

# Making Groupwork More Effective

**Course length:**

One day

**Dates:**

October 30th 2018,  
The Bay Hotel, Kinghorn

February 19th 2019,  
Cameron Hospital, Leven

**Facilitators:**

Annemarie Smith, Health Promotion  
Officer - Workplace, Fife Health  
& Social Care Partnership

Charlotte Macintosh,  
Sessional Worker, Fife Health  
& Social Care Partnership

Elena Stephenson,  
Senior Practitioner, Fife Council

Jo Ross, Community Education  
Worker, Fife Council

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

Laurie O'Brien, Coordinator,  
Crossroads Fife Central

Moirá Fitzpatrick, Active Schools  
Co-Ordinator, Fife Council

Val Wright, Finance and  
Administration Manager,  
St Andrews Botanic Garden Trust

**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 who is new to working with groups. 'Developing Facilitation Skills' is a useful follow-on course for those who have attended this training.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

*“I have worked in Social Work for just over 10 years in a variety of organisations including a children’s charity and two different local authorities.*

*Over and above this since 2016, I worked as a Practice Educator supporting and assessing student social workers; and since 2014, as a Volunteer Counsellor for a Fife Substance Misuse organisation. Prior to being a Social Worker I worked in a call centre as a Team Leader and as a Training Officer for just under 10 years.*

*I deliver training in a number of general skills based courses such as effective groupwork. I love being part of the learners journey and seeing people gain new skills.*

*In my spare time time I like to go running, cycling and going to music gigs. I am very proud of running a marathon in 2013 and completing a triathlon in 2016!*”

**Elena Stephenson**  
Senior Practitioner,  
Fife Council



# In-Work Poverty Training for Managers

**Course length:**

Half day

**Dates:**

September 5th 2018 (morning),  
Lynebank Hospital, Dunfermline

March 12th 2019 (afternoon),  
Fife Voluntary Action, Glenrothes

**Facilitator:**

Audrey Cunningham,  
Financial Inclusion Co-ordinator,  
Citizens Advice and Rights Fife

**Aim:**

This workshop will provide managers and supervisors of staff with practical skills to recognise when an employee's financial situation may be affecting their work and how to approach the issue with that person. It will also provide information on the local sources of support that their employees may be able to access.

**Learning outcomes:**

By the end of this course participants will have:

- Increased their confidence to discuss financial difficulties
- An understanding on the impact that financial difficulties can have on employment
- Increased their knowledge and awareness around what advice and support is available to people experiencing financial difficulties.

**Who should attend?**

This course is relevant to all managers and supervisors of staff in Fife. Anyone can be affected by poverty, not just those on low pay, and evidence shows that an increasing number of households experiencing financial hardship have at least one adult in employment.

Money worries can affect people's work in many ways, including absence rates and performance. This course will help you to recognise and address this issue with members of staff.

**Citizens  
Advice &  
Rights  
Fife**

Independent advice for our community



Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Supporting Hard-Up Households

## elearning

Through a short, interactive eLearning course, you will learn what causes poverty, how people experience the stigma of poverty and what you can do to make a difference. You will learn more about what you are likely to see as a result of welfare reform as people struggle to make ends meet. The course gives practical ideas for what you can do and what your service can do to support hard-up households.

The course covers:

- People like us - the nature, causes and consequences of poverty in Fife
- What's in a name - experience of the stigma of poverty and how to address it?
- What is welfare reform and how is it affecting households?
- Practical tools to help you and your service support hard-up households
- Finding out more - other learning and information.

You can do the eLearning course whenever it suits you. Register now for this free eLearning and you'll find other essential short courses including Universal Credit and Scottish Welfare Fund. Register at: <http://elearning.cpag.org.uk>

Once you have completed the course and submitted your evaluation, you can then print off your certificate.



# Supporting Low Income Households to Manage Benefit Changes

**Course length:**

One day

**Dates:**

October 4th 2018,  
Carnegie Conference Centre,  
Dunfermline

November 15th 2018,  
The Bay Hotel, Kinghorn

January 22nd 2019,  
Fife Voluntary Action, Glenrothes

February 26th 2019,  
The Bay Hotel, Kinghorn

March 19th 2019,  
Carnegie Conference Centre,  
Dunfermline

**Facilitator:**

Mark Willis,  
Child Poverty Action Group

**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.

**Who should attend?**

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

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Welfare Reform:

## What you need to know

This eLearning module is available on NHS Fife LearnPro and Fife Council Social Work Services Workforce Planning and Development Learning Portal at <http://socialwork.fife.gov.uk> where it can be accessed by all staff.

Aimed at health and social care, it will help all those who complete it to understand the recent and future changes to the welfare benefit system and the impact of these on individuals and families. It provides information on the local support and specialist services which can help people to manage these changes.

### **Aim:**

This course should help learners to feel more confident about giving advice and referring people onto specialist advice and support services.

### **Learning outcomes:**

On completion of this module learners will have:

- An increased understanding of the recent and future changes to the benefit system
- Increased knowledge of how these changes impact individuals, patients and their families
- The ability to assist patients and their families to access support and assistance
- The ability to identify when to refer to specialist advice and support agencies.



## Health Behaviour Change - Health Scotland

The following Health Behaviour Change eLearning modules have been produced by NHS Health Scotland and can be accessed through their Virtual Learning Environment (VLE) at <http://elearning.healthscotland.com>. If you haven't already signed up to the VLE, please register by clicking on 'Create new account'.

### 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 eLearning modules are also available:

- Raising the Issue of Physical Activity
- 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. Simply register for an account and self-enrol in the modules.

Please contact NHS Health Scotland's Learning and Improvement Team with any queries: [nhselearningqueries@nhs.net](mailto:nhselearningqueries@nhs.net)

# Health Inequalities - Health Scotland



The following eLearning modules have been produced by NHS Health Scotland and can be accessed through their Virtual Learning Environment (VLE) 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 out with 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.

To access the modules for free, 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: [nhselearningqueries@nhs.net](mailto:nhselearningqueries@nhs.net)

# How Good is your Community Engagement?

**Course length:**

Half day (morning)

**Dates:**

November 21st 2018,  
Cameron Hospital, Leven

February 6th 2019,  
Cameron Hospital, Leven

**Facilitators:**

Agnes Westwood,  
Community Learning and  
Development Team Manager,  
Fife Council

Mike Payne,  
Community Education Worker,  
Fife Council

Beverley Collins,  
Health Promotion Officer,  
Fife Health & Social Care  
Partnership

**Aim:**

This workshop will promote the importance of good community engagement and identify how the refreshed National Standard 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
- An opportunity to consider their own local community engagement practice and identified strengths and weaknesses
- An awareness of the refresh of the National Standard 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 as part of their job remit.

Cost: Free

Apply for a place at [www.healthyfife.net](http://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 (afternoon)

## **Date:**

January 17th 2019,  
Cameron Hospital, Leven

## **Facilitator:**

Jo-Anne Valentine,  
Public Health Manager, NHS Fife

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](mailto:fife-uhb.hittraining@nhs.net) to discuss

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Health Literacy Tools and Techniques

A new eLearning module has been created to promote and improve health literacy.

### Who is it for?

This will benefit anyone working in Health and Social Care who may be required to provide information and communicate with a range of people to assist them in understanding, managing and improving their healthcare.

By the end of the module participants will:

- Have an understanding of what Health Literacy is
- Understand why it is important to health, health care and health outcomes
- Be able to identify actions that you can use to promote and improve health literacy with the people you work with.

The learning package is available at: <https://learn.nes.nhs.scot/1449/elearning-digital/health-literacy-tools-and-techniques>

# Understanding Health Literacy

## Aim:

Health literacy is about individuals having enough knowledge, understanding, skills and confidence to use health information, to be active partners in their care, and to navigate health and social care systems.

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 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:

2 hours (morning)

## Date:

October 2nd 2018,  
Lynebank Hospital, Dunfermline

## Facilitators:

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

Beverly Collins,  
Health Promotion Officer, Fife  
Health & Social Care Partnership

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](mailto:fife-uhb.hittraining@nhs.net) to discuss

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Healthy Young Lives: Improving Young People's Health

**Course length:**

One day

**Date:**

November 28th 2018,  
The Bay Hotel, Kinghorn

**Facilitators:**

Lesley Pringle,  
Community Education Worker,  
Fife Council

Yvonne Wynia,  
Health Promotion Officer -  
Children & Young People, Fife  
Health & Social Care Partnership

**Aim:**

To increase the knowledge and skills of those working with young people (11-18 year olds) in how they can contribute to improving health and wellbeing, addressing risk taking behaviour and tackling health inequalities.

**Learning outcomes:**

By the end of this course participants will have:

- Identified the main factors which influence young people's health and wellbeing
- Explored the underlying causes of risk taking behaviour in 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 the health and wellbeing of young people
- Identified which approaches can be adopted within their own practice to improve health and risk taking behaviours in young people.

**Who should attend?**

Anyone who works with young people in any setting in Fife, including foster carers.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



# Improving Health for Adults with Learning Disabilities

## **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.

## **Course length:**

One day

## **Dates:**

November 7th 2018,  
Cameron Hospital, Leven

February 12th 2018,  
Lynebank Hospital, Dunfermline

## **Facilitator:**

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

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# The Impact of Homelessness on Health

**Course length:**

One day

**Date:**

February 6th 2019,  
Lynebank Hospital, Dunfermline

**Facilitators:**

Louise Walkup,  
Homeless Customer Participation,  
Fife Council

Gayle Morris,  
Acting Charge Nurse, NHS Fife

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Raising Awareness of Gypsy/ Traveller Communities



## Available on NHS Fife LearnPro

This Gypsy Traveller eLearning module has been developed by NHS Fife, NHS 24, Scottish Ambulance Service, The Centre for Equalities Fife and other partners is available to NHS Fife staff and partners 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.

By the end of this module you will:

- Have an awareness of the rich and diverse culture of Gypsy/ Travellers and the contributions this community has made and continues to make to Scottish society
- Be familiar with suggested terminology to be used when referring to Gypsy/Travellers
- Be familiar with national policy drivers for eliminating discrimination and promoting equality of Gypsy/Travellers
- Understand the inequalities faced by Gypsy/Travellers and impact on health and wellbeing. This includes the challenges they face and barriers to accessing healthcare and services
- Develop knowledge of existing services to signpost Gypsy/ Travellers
- Critically reflect on how your own role can contribute to reducing barriers to accessing healthcare and services
- Identify which approaches can be adopted within your own role that can help to challenge discrimination and prejudice experienced by Gypsy/Travellers.

This eLearning is suitable for staff from all sectors of the public services workforce who have or have potential to impact on the health and wellbeing of Gypsy/ Travellers (e.g. health, social care, local authority, Police, voluntary, independent). No prior experience or knowledge of Gypsy/Travellers is required for the course.

# Understanding Diversity

**Course length:**

Half day

**Dates:**

October 25th 2018 (morning),  
Cameron Hospital, Leven

March 7th 2019 (afternoon),  
Lynebank Hospital, Dunfermline

**Facilitator:**

Nina Munday,  
Manager, Fife Centre for Equalities

**Aim:**

This practical workshop will enhance participants' understanding of and ability to respond to the diverse needs of the people that they work with in order to ensure that the services they provide are as inclusive as possible.

**Learning Outcomes:**

By the end of this workshop participants will have:

- Increased knowledge of the diverse nature of the population of Fife
- Increased understanding of the Equality Act 2010 and what this may mean in practice
- Considered creative approaches to improving engagement with people with diverse needs
- Considered good practice in providing an inclusive service.

**Who should attend?**

This course is open to all NHS, local authority and voluntary sector staff who work with individuals, families or communities in Fife.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Where's Dad?

## **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.

## **Course length:**

Half day (morning)

## **Date:**

March 13th 2019,  
Cameron Hospital, Leven

## **Facilitators:**

Chris Miezeitis,  
Community Education Worker,  
Fife Council

Kevin Scott,  
Development Worker, Clued-Up

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](mailto:fife-uhb.hittraining@nhs.net) to discuss

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



## Fife Violence Against Women Partnership

Fife Violence Against Women Partnership (FVAWP) is the strategic lead in Fife to address the range of abuses defined as violence against women.

The partnership runs a series of free training courses across Fife, from two hour introductory sessions to half day and full day trainings around all aspects of violence against women including:

- Domestic abuse, including the Safe & Together model, Marac and High Risk Victims and the Impact of Domestic Abuse in the Early Years
- Sexual abuse, including Basic Awareness of Rape & Sexual Violence, Understanding Men/Boy's Experiences of Rape & Sexual Violence and See Me Not My Mask: understanding victims reactions to sexual trauma
- Commercial Sexual Exploitation including Pornography (Young People, Relationships & Pornography) and Prostitution (Invisible Men: realities of the sex industry)
- Honour based violence including Forced Marriage and Female Genital Mutilation (FGM).

Booking is essential for all of these courses.

Further information on all FVAWP training courses can be obtained by contacting [fvawp@fife.gov.uk](mailto:fvawp@fife.gov.uk).

# Training Available from the Information and Resources Centre

The Information and Resources Centre (IRC) provides resources and materials to anyone working with the population in Fife on health improvement. We have a collection of over 2000 resources on a wide range of health promotion topics. Resources are available in various formats such as leaflets and posters, pull-up exhibitions, teaching packs, interactive models, books and reports, games, DVDs, CDs and displays.

Our full range of resources can be viewed by accessing our online catalogue HPAC (Health Promotion Access Catalogue). The catalogue is quick and easy to use with images and links to our resources. To register and browse HPAC visit our website at <http://hpac.fife.scot.nhs.uk/>

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

- How to search and order health promotion resources using HPAC
- How to plan and deliver a health event or campaign
- How to access reliable health 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 IRC on 01592 226494 or e-mail [fife-uhb.infocentre@nhs.net](mailto:fife-uhb.infocentre@nhs.net)



**Information & Resources  
Centre**





*“I have worked within the Information and Resources Centre (IRC) for almost 10 years. Prior to this I worked for Fife College as an Adult Literacy and Numeracy Link Worker and with Fife Council Libraries as an Open Learning Officer*

*One of my first tasks within IRC involved compiling a portfolio of evidence as part of the Quality Assurance Framework for NHS Scotland Knowledge Services. Although this was a challenge, we were awarded with accreditation Level 1 in recognition of the quality of the knowledge services we deliver.*

*The part of the job that I continue to enjoy the most is helping people access the right information.*

*My biggest achievement this year was completing The Race for Life 5K”*

**Louise Hutton**  
Information & Resources Officer  
Health Promotion Service

# section



## Priority Health Improvement Topics

Drug and Alcohol Awareness

Food, Physical Activity and Health

Mental Health

Oral Health

Sexual Health

Tobacco Issues

Workplace

# Alcohol and Drug Awareness

**Course length:**

Half day (morning)

**Dates:**

November 8th 2018, Town House,  
Kirkcaldy

February 7th 2019,  
Dunfermline City Chambers,  
Dunfermline

**Facilitator:**

Fife Alcohol & Drug Partnership

**Aim:**

To raise awareness of drug and alcohol use including why people use, the patterns of use and the effects and harm caused by alcohol and drug use. This session will also provide some brief information of services available.

**Learning outcomes:**

By the end of this course participants will have:

- Understood and identified the different reasons why people use alcohol and drugs
- Knowledge to describe the different patterns of alcohol and drug use
- Understood the different effects and harms caused by alcohol and drug use
- Brief information of services in the Fife area.

**Who should attend?**

Any professional who works or comes into regular contact with adults and young people struggling with alcohol or drug use and wants to increase their knowledge and understanding about alcohol and drug use. This course might be particularly relevant for Homeless and Housing Team staff, those working within the Health and Social Care Partnership, Voluntary Sector and Safer Communities Teams.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Alcohol and Drug Use: Treatment, Support and Recovery

## **Aim:**

To raise awareness of what is recovery from alcohol and drug use and to increase participants' knowledge and understanding of treatment, support and services available within Fife's recovery orientated system of care.

## **Learning outcomes:**

By the end of this course participants will have:

- Developed an understanding that recovery is possible and happening in Fife
- Increased knowledge of recovery and how it is achieved
- Understood the different treatments and supports available in Fife to reduce harm and support recovery from alcohol and drug use
- Information on the treatment and support options and how to direct individuals into services.

## **Who should attend?**

Any professional who works or comes into regular contact with adults and young people struggling with alcohol or drug use and needs to be aware of how to reduce harm and how to access treatment, support and recovery in Fife. This course might be particularly relevant for Homeless and Housing Team staff, those working within the Health and Social Care Partnership, Voluntary Sector and Safer Communities Teams.

## **Course length:**

Half day (afternoon)

## **Dates:**

November 8th 2018,  
Town House, Kirkcaldy

February 7th 2019,  
Dunfermline City Chambers,  
Dunfermline

## **Facilitator:**

Fife Alcohol & Drug Partnership

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Alcohol Brief Intervention with Young People

**Course length:**

One day

**Date:**

February 20th 2019,  
Clued Up, Kirkcaldy

**Facilitators:**

Laura Crombie,  
Service Manager, Clued Up

Vicky Wilson,  
Development Worker,  
(Professional Practice & Protection)  
Fife Council

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Drug Overdose Awareness

## **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](http://www.healthyfife.net)

## **Course length:**

Half day (morning)

## **Dates:**

September 20th 2018,  
Town House, Kirkcaldy

March 12th 2019,  
City Chambers, Dunfermline

## **Facilitator:**

Fife Alcohol & Drug Partnership

# Introduction to Alcohol Brief Intervention

**Course length:**

Half day

**Dates:**

September 27th 2018 (morning),  
Lynebank Hospital, Dunfermline

January 30th 2019 (afternoon),  
Cameron Hospital, Leven

**Facilitators:**

Helen Hutton,  
Outreach Counselling Co-ordinator,  
Fife Alcohol Support Service

Katie Provan,  
Health Promotion Officer -  
Workplace, Fife Health &  
Social Care Partnership

Kerry Watson,  
Harm Reduction Nurse,  
Addaction Fife

**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 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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Understanding and Addressing Barriers to Services for those experiencing Substance Use Problems

## Aim:

This one day training will give participants a distinct set of knowledge and skills to help them understand and address barriers to services experienced by people with drug and alcohol problems.

## Learning outcomes:

By the end of this course participants will have:

- Recall the meaning of stigma and the theory relating to stigma
- Identify and understand the specific stigma attached to people who use substances, people in treatment or in recovery from substance use
- Describe the consequences of the cycle of stigma
- Identify your own attitudes and beliefs towards treatment options and treatment outcomes for substances
- Identify language and practice which de-stigmatises people affected by substance use
- Challenge stigma attached to people who use substances, people in treatment or in recovery from substance use.

## Who should attend?

Any professional who works or comes into regular contact with adults and young people struggling with alcohol or drug use and wants to widen their knowledge about the stigma and its impact for those experiencing substance use problems.

## Course length:

One day

## Date:

September 11th 2018,  
Town House, Kirkcaldy

## Facilitator:

Scottish Drugs Forum

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



# Child Healthy Weight: Raising the Issue and Supporting Children and Young People in Fife

**Course length:**

3 hours

**Dates:**

December 6th 2018 (morning),  
Cameron Hospital, Leven

March 27th 2019 (afternoon),  
Lynebank Hospital, Dunfermline

**Facilitator:**

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

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](mailto:fife-uhb.hittraining@nhs.net) to discuss.

**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, AHP's, 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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Cooking with the Community - How to Cook with Groups

## Aim:

To enable participants to increase their confidence in planning and delivering practical food and health cooking workshops and enabling them to become a Fife Food Champion.

To become an accredited Fife Food Champion, participants will need to deliver two cooking workshops within 3 months of attending this training.

## Learning outcomes:

By the end of this course participants will have:

- A greater understanding of the importance of food hygiene and food and health
- Understood the importance of the role of food hygiene and food and health in delivering food workshops and how to appropriately integrate the key messages into their work
- Understood what makes a good facilitator and what tools are available to support food and health related work
- Increased their skills and confidence to plan and deliver practical food related workshops
- An understanding of the importance of monitoring and evaluating.

## Who should attend?

Those with a role or professional interest in developing and delivering practical food/cookery workshops within their own organisations. Some experience of facilitating groups/delivering practical food activities is advisable.

**NB: Participants that already hold a current certificate in Food Hygiene (within the last 5 years) are exempt from the Food Hygiene Training element. Food and Health and Food Hygiene elements are certificated courses through REHIS (Royal Environmental Health Institute of Scotland)**

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Course length:

Three days

## Dates:

September 4th 2018,  
Maxwell Centre, Cowdenbeath  
(REHIS Food Hygiene)

September 12th 2018,  
Maxwell Centre, Cowdenbeath  
(REHIS Food and Health)

September 18th 2018,  
Maxwell Centre, Cowdenbeath  
(REHIS How to Cook with Groups)

## Facilitators:

Lyndsay Clark,  
Senior Health Promotion Officer -  
Food & Health, Fife Health &  
Social Care Partnership

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

Iain Anderson,  
Community Food Development  
Worker, Fife Council

Catherine Nugent,  
Community Food Development  
Worker, Fife Council

# Eat Well, Be Active, Feel Good!

## Encouraging Healthy Eating and Physical Activity with Adults

### Course length:

One day

### Date:

October 31st 2018,  
Fife Renewable Innovations Centre,  
Methil

### 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 Ashton-Jones,  
Physical Activity Co-ordinator,  
Fife Council

Ann Kerr,  
Physical Activity Co-ordinator,  
Fife Council

### Aim:

To enable participants to support adults they work with to adopt healthier lifestyles.

### 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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# 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 less sedentary and 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 levels 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 will enable participants to further engage with teenage girls to build their confidence and self-esteem to access physical activity opportunities, thus improving their physical and mental health.

## **Course length:**

One day

## **Date:**

September 20th 2018,  
Lochore Meadows Country Park,  
Lochore

## **Facilitators:**

Moirá Fitzpatrick,  
Active Schools Co-ordinator,  
Fife Council

Fiona Ashton-Jones,  
Physical Activity Co-ordinator,  
Fife Council

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Physical Activity and Long Term Conditions: Fife Sports & Leisure Trust (FSLT) Health Programmes

**Course length:**

Half day (morning)

**Dates:**

October 31st 2018,  
Cowdenbeath Leisure Centre,  
Cowdenbeath

February 27th 2019,  
Cowdenbeath Leisure Centre,  
Cowdenbeath

**Facilitator:**

Fiona Prendergast,  
Health & Wellbeing Co-ordinator,  
Fife Sports & Leisure Trust

**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 to.

**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 long term conditions
- Awareness of 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, Fife Health & Social Care Partnership 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](http://www.healthyfife.net)

# REHIS: An Introduction to Food and Health

The Royal Environmental Health Institute of Scotland

## Aim:

The aim of the course is to provide participants with a basic understanding of healthy eating, nutrition and health.

**Please Note: This is not Elementary Food Hygiene**

## Learning outcomes:

By the end of this course participants will have:

- An appreciation of the importance of a healthy diet and its impact on health
- An understanding of the Eatwell guide and its key messages
- An appreciation of how to put healthy eating into practice.

## Who should attend?

This course is suitable for anyone who is interested in food and health, for example those who require some basic knowledge of healthy eating to support them in the workplace.

**NB: This course is not suitable for anyone with a REHIS Elementary Food and Health certificate**

## Course length:

Half day (morning)

## Dates:

November 22nd 2018,  
Cameron Hospital, Leven

February 6th 2019,  
Lynebank Hospital, Dunfermline

## Facilitators:

Lyndsay Clark,  
Senior Health Promotion Officer -  
Food & Health, Fife Health &  
Social Care Partnership

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

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](mailto:fife-uhb.hittraining@nhs.net) to discuss.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# REHIS: Eating Well for Older People

The Royal Environmental Health Institute of Scotland

## Course length:

Half day (morning)

## Dates:

October 3rd 2018,  
Cameron Hospital, Leven

March 6th 2019,  
Lynebank Hospital, Dunfermline

## Facilitators:

Lyndsay Clark,  
Senior Health Promotion Officer -  
Food & Health, Fife Health &  
Social Care Partnership

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

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](mailto:fife-uhb.hittraining@nhs.net) to discuss.

## Aim:

This course aims to provide participants with the knowledge and appreciation of the importance of good nutrition for older people and how to support them to eat well.

## Learning outcomes:

By the end of this course participants will have:

- An awareness of the main principles of a balanced diet
- An understanding of the importance of good nutrition for health and wellbeing
- An awareness of the nutritional and health needs of older people and understand influences and barriers which affect good food choice
- An understanding of the causes, signs, symptoms and health risks of malnutrition and dehydration
- Gained knowledge and confidence to be able to advise and support older people to eat well.

## Who should attend?

Anybody working with or supporting older people and their families, including health professionals, AHP's, voluntary sector staff and anyone working within the care sector.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# REHIS: Elementary Food and Health

The Royal Environmental Health Institute of Scotland Level 1 Course

## Aim:

The aim of this course is to enhance nutritional knowledge, give an appreciation of the Scottish diet and the consequences of eating habits 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, voluntary sector and community co-operatives and cafes.

## Course length:

One day

## Date:

November 7th 2018,  
Dean Park Hotel, Kirkcaldy

## Facilitators:

Lyndsay Clark,  
Senior Health Promotion Officer -  
Food & Health, Fife Health &  
Social Care Partnership

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

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](mailto:fife-uhb.hittraining@nhs.net) to discuss.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



# Seated Exercise for the Frail Older Adult

Course length:  
Two days

**Date:**  
September 10th & 11th 2018,  
Lynebank Hospital, Dunfermline

**Facilitators:**  
Vivienne McNiven,  
Strength and Balance Instructor,  
Active Fife, Fife Council  
  
Jamie Mason,  
Cardiac Rehab Instructor/Exercise  
Referral Instructor, Fife Sport &  
Leisure Trust

## **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.

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

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



*“I am currently employed as a Projects Officer in the Physical Activity Team, I am a National Trainer for Paths for All and for the Exercise and Fitness Qualifications as a Trainer/Assessor and IV (VQ, NVQ’s RSA and YMCA).*

*My teaching experience includes ten years as a college lecturer in Sport and Fitness and guest lecturer within further education and higher education.*

*My main training areas are Walk leader training and Dementia walk leader training and the Seated Exercise qualification.*

*I get a great deal out of being a trainer, love to see people gaining confidence and loving what they do.”*

**Vivienne McNiven**  
Project Officer - Active Fife  
Fife Council

# Volunteer Walk Leader Training

**Course length:**

One day

**Date:**

March 20th 2019,  
Lochore Meadows Country Park,  
Lochgelly

**Facilitator:**

Vivienne McNiven,  
Strength and Balance Instructor,  
Active Fife, Fife Council

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Other Sources of Physical Activity Training

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

For further information about these courses, please email: [physicalactivity.enquiries@fife.gov.uk](mailto:physicalactivity.enquiries@fife.gov.uk) or go to [www.fifedirect.org.uk/activefife](http://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 meet the needs of specific workforces. For further information and discussion, please email: [physicalactivity.enquiries@fife.gov.uk](mailto: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:**

Fiona Prendergast, Health & Wellbeing Co-ordinator, Fife Sports & Leisure Trust

[Fiona.Prendergast@fifeleisure.org.uk](mailto:Fiona.Prendergast@fifeleisure.org.uk)  
or visit <http://www.fifeleisure.org.uk/index.cfm/health-and-wellbeing>



# An Introduction to Breastfeeding

**Course length:**

Half day (morning)

**Dates:**

October 2nd 2018,  
Lynebank Hospital, Dunfermline

February 19th 2019,  
Cameron Hospital, Leven

**Facilitator:**

Lisa Cruickshank,  
Specialist Dietitian, Fife Health  
& Social Care Partnership

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](mailto:fife-uhb.hittraining@nhs.net) to discuss

**Aim:**

To ensure participants are familiar with current maternal and infant nutrition guidelines, the evidence that supports them and the importance of creating supportive environments for breastfeeding.

**Learning outcomes:**

By the end of this course participants will have:

- Awareness of the importance of early nutrition for health
- Awareness of the value of breastfeeding and why breastfeeding matters
- A basic understanding of how breastfeeding works
- An appreciation of barriers to successful breastfeeding
- Awareness of the importance of creating a supportive environment for breastfeeding
- Awareness of referral pathways for additional support.

**Who should attend?**

Those who work with pregnant women/new mothers and families, who discuss infant feeding as part of their role. For example, health visiting team support staff, maternity services support 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](http://www.healthyfife.net)

# Breastfeeding

## Breastfeeding Management Primary Course

Training in breastfeeding management that meets UNICEF UK Baby Friendly Initiative standards is a mandatory requirement for NHS Fife staff who provide care for pregnant women and breastfeeding mothers.

As the majority of maternity and health visiting staff have now undertaken this training as part of achieving and maintaining BFI accreditation, this course will now be delivered jointly for maternity and health visiting staff as numbers allow.

## Breastfeeding Management Updates

The aim of these updates is to review and practice the clinical skills necessary to support women in establishing and maintaining breastfeeding. Also, to provide an opportunity to identify and discuss current issues in breastfeeding and maintaining BFI standards.

Breastfeeding updates will now be provided at locality level.

### Course length:

2 days

Participants from partner organisations who require in depth training on breastfeeding management are also welcome to attend.

### Course length:

Half day

Participants from partner organisations who have previously attended the Breastfeeding Management Primary Course are also welcome to attend.

For further information or to discuss your training needs for the Breastfeeding Management courses please contact:

Gina Graham,  
Breastfeeding Support Co-ordinator  
(Community staff)

[g.graham@nhs.net](mailto:g.graham@nhs.net) or 01383 565483

Donna Robertson,  
Infant Feeding Advisor  
(Maternity staff)

[donnarobertson1@nhs.net](mailto:donnarobertson1@nhs.net)  
or 07810 637767

# Infant Formula Feeding

**Course length:**

Half day

**Dates:**

September 26th 2018 (afternoon),  
Lynebank Hospital, Dunfermline

March 6th 2019 (morning),  
Cameron Hospital, Leven

**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, public health 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](http://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, public health team staff, maternity services staff, local authority staff such as early years workers, nursery staff and voluntary sector staff.

## Course length:

Half day

## Dates:

September 6th 2018 (morning),  
Cameron Hospital, Leven

January 15th 2019 (morning),  
Lynebank Hospital, Dunfermline

March 21st 2019 (afternoon),  
Cameron Hospital, Leven

## Facilitator:

Lisa Cruickshank,  
Specialist Dietitian, Fife Health  
& Social Care Partnership

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)





*Over the last 29 years I have predominantly worked with young people in various settings as a youth worker, residential care officer and now as a counsellor.*

*I am a BACP accredited counsellor and manage the DAPL counselling team for Levenmouth, Glenrothes and North East Fife.*

*I facilitate the ASIST course for the Health Promotion Service and the Introduction to Drug & Alcohol for the ADP.*

*In my spare time I play rugby and practice judo. I am a member of the Board for the Fighting Chance Charity which supports disadvantaged young people access development opportunities through to judo.*



**John Kennedy**

Area Co-ordinator  
Drug and Alcohol Psychotherapies Limited

# 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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Course length:

Two days

## Dates:

September 6th & 7th 2018,  
Fife Voluntary Action, Glenrothes

October 24th & 25th 2018,  
Carnegie Conference Centre,  
Dunfermline

January 22nd & 23rd 2019,  
Dean Park Hotel, Kirkcaldy

March 7th & 8th 2019,  
Cameron Hospital, Leven

## Facilitators:

Derek Magee,  
Contact Point Organiser,  
Barony Housing Association

Helen Hutton,  
Outreach Counselling  
Co-ordinator, Fife Alcohol  
Support Service

John Kennedy,  
Area Co-ordinator, Drug and  
Alcohol Psychotherapies Limited

Sarah White,  
Alcohol Counsellor,  
Fife Alcohol Support Service

Steve McLaren,  
Warehouse Supervisor,  
Castle Furniture

# Building Self Esteem in Boys and Young Men

**Course length:**

Two days

**Date:**

October 24th & 25th 2018,  
The Bay Hotel, Kinghorn

**Facilitators:**

Chris Mieзитis,  
Community Education Worker,  
Fife Council

Kevin Scott,  
Development Worker,  
Clued Up

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Promoting Mental Health and Wellbeing in Children & Young People

## Aim:

This course is an opportunity to think together about the mental health and wellbeing of children and young people. It aims to promote resiliency and self compassion and to empower frontline workers to meet young peoples' emotional wellbeing needs.

## Learning outcomes:

By the end of this course participants will have:

- Increased awareness of infant and child development and how this impacts emotional wellbeing
- Increased awareness of wellbeing in the teenage years
- Explored practical strategies for promoting mental wellbeing in young people
- Learned skills in self compassion
- Made links with CAMHS Primary Mental Health Workers for support and consultation if required.

## Who should attend?

Anyone directly working with children and young people.

## Course length:

One day

## Dates:

September 26th 2018,  
Carnegie Conference Centre,  
Dunfermline

March 13th 2019,  
Playfield Institute, Stratheden

## Facilitators:

Eugene Adams,  
Primary Mental Health Worker,  
Fife Health & Social Care  
Partnership

Katie Jamison,  
Primary Mental Health Worker,  
Fife Health & Social Care  
Partnership

Kate Fahy-Lang,  
Primary Mental Health Worker,  
Fife Health & Social Care  
Partnership

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# safeTALK

**Course length:**

3 hours (afternoon)

**Dates:**

November 22nd 2018,  
Lynebank Hospital, Dunfermline

January 17th 2019,  
Lynebank Hospital, Dunfermline

**Facilitator:**

Derek Magee,  
Contact Point Organiser,  
Barony Housing Association

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# 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 18th & 19th 2018,  
Fife Voluntary Action, Glenrothes

November 28th & 29th 2018,  
The Bay Hotel, Kinghorn

January 22nd & 23rd 2019,  
Dean Park Hotel, Kirkcaldy

March 12th & 13th 2019,  
Carnegie Conference Centre,  
Dunfermline

## Facilitators:

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

Helen Hutton,  
Outreach Counselling Co-ordinator,  
Fife Alcohol Support Service

Sarah White,  
Alcohol Counsellor, Fife Alcohol  
Support Service

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# *blended* learning

## Scotland's Mental Health First Aid: Young People

### Course length:

One day

### Dates:

October 4th 2018,  
The Lomond Centre, Glenrothes

February 5th 2019,  
Lynebank Hospital, Dunfermline

### Facilitators:

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

Yvonne Wynia,  
Health Promotion Officer -  
Children & Young People,  
Fife Health & Social Care  
Partnership

**CPD certificates will only be  
awarded to those candidates  
who complete all three parts.**

### 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.

**Please note:** This course uses a blended learning approach which includes two e-learning modules and a participatory session.

The first e-learning component will take approximately 3 hours and must be completed 2 weeks prior to the participatory session.

The participatory session will involve 1 full day's training.

The second e-learning component will take approximately 4 hours. At the end of this there is a reflective writing exercise of not less than 500 words which must be submitted within 4 weeks.

Cost: Free

Apply for a place at [www.healthyfife.net](http://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 or Stress resources effectively with workers and service users.

## **Who should attend?**

Anyone supporting others within their work role presenting with signs of stress or mild/moderate mental health conditions.

## **Course length:**

One day

## **Dates:**

November 20th 2018,  
Carnegie Conference Centre,  
Dunfermline

February 28th 2019,  
The Bay Hotel, Kinghorn

## **Facilitators:**

Annemarie Smith,  
Health Promotion Officer -  
Workplace, Fife Health & Social  
Care Partnership

Kelly Higgins,  
Health Promotion Training  
Co-ordinator, Fife Health & Social  
Care Partnership

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)



# Managing Self Harm: Adults

**Course length:**

One day

**Dates:**

September 19th 2018,  
The Bay Hotel, Kinghorn

November 1st 2018,  
Carnegie Conference Centre,  
Dunfermline

February 20th 2019,  
The Bay Hotel, Kinghorn

**Facilitator:**

Sophie Carmichael,  
Recovery Practitioner,  
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](http://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 children and young people who self harm.

## **Course length:**

One day

## **Dates:**

September 13th 2018,  
Playfield Institute, Stratheden

November 8th 2018,  
Playfield Institute, Stratheden

January 17th 2019,  
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](http://www.healthyfife.net)

# *blended* learning

This training comprises 2 full days and 4 x 1½ hour practice sessions. Dates will be available throughout the year. For further information, please contact [kelly.higgins@nhs.net](mailto:kelly.higgins@nhs.net)

## **Course length:**

Half day (morning)

## **Dates:**

February 12th 2019,  
Lynebank Hospital, Dunfermline

March 19th 2019,  
Cameron Hospital, Leven

## **Facilitators:**

Andy Summers,  
Consultant Clinical Psychologist,  
Fife Health & Social Care  
Partnership

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

Dianne Williamson,  
Senior Health Promotion Officer,  
Fife Health & Social Care  
Partnership

## **Trauma Informed Practice**

### **Aim:**

This course aims to equip participants with the knowledge to provide trauma informed practice.

### **Learning outcomes:**

By the end of this course participants will have:

- Improved understanding of trauma including types of trauma, the prevalence and impact of trauma and adverse childhood experiences (ACEs) and an understanding of trauma reactions
- Increased awareness of the implications of trauma and adversity for accessing care, support and treatment
- Improved understanding of trauma informed relationships and recovery
- Knowledge of the principles, practice and benefits of trauma informed care
- Awareness of the importance of good self-care in supporting the response to people affected by trauma and in supporting one's own recovery.

### **Who should attend?**

This course is relevant to anyone working in any partner organisation in Fife who is interested in developing an awareness of trauma informed practice.

All participants must complete an eLearning module before attending a half day face to face session.

Keeping Trauma in Mind training is a more in-depth follow on to this course. It aims to introduce participants to the developmental effects of childhood trauma in relation to working with adults and their families. Based on the Solihull approach, it introduces a model for understanding the impact of adverse childhood experiences on health and wellbeing. It will be of interest to anyone looking to develop trauma informed practice.

Cost: Free

Apply for a place at [www.healthyfife.net](http://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.

## Course length:

Two days

## Dates:

September 26th & 27th 2018,  
The Bay Hotel, Kinghorn

January 15th & 16th 2019,  
Fife Voluntary Action, Glenrothes

## Facilitators:

Yvonne Wynia,  
Health Promotion Officer -  
Children & Young People,  
Fife Health & Social Care  
Partnership

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

Moirra Fitzpatrick,  
Active Schools Co-ordinator,  
Fife Council

Kerry Jones,  
Support Worker, Fife Gingerbread

Claire Davidson,  
Support Worker, Clued Up

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Oral Health for People with Physical and Learning Disabilities

**Course length:**

Half day (morning)

**Dates:**

November 14th 2018,  
Cameron Hospital, Leven

February 14th 2019,  
Cameron Hospital, Leven

**Facilitators:**

Sharon Carruthers,  
Oral Health Principal, Fife Health  
& Social Care Partnership

Alison Ramsay,  
Oral Health Promoter, Fife Health  
& Social Care Partnership

**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](http://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 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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## **Course length:**

Half day (morning)

## **Date:**

December 13th 2018,  
Cameron Hospital, Leven

## **Facilitator:**

Yvonne Wynia,  
Health Promotion Officer -  
Children & Young People,  
Fife Health & Social Care  
Partnership

# Condom Distribution Training

**Course length:**

2 hours (morning)

**Date:**

November 13th 2018,  
Cameron Hospital, Leven

**Facilitator:**

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

**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.

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](mailto:fife-uhb.hittraining@nhs.net) to discuss

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Improving the Sexual and Reproductive Health of People who use Alcohol and other Drugs

## **Aim:**

To increase the knowledge and confidence of staff to improve the sexual and reproductive health of people who use alcohol and other drugs.

## **Learning outcomes:**

By the end of this course participants will have:

- Explored the effects of alcohol and other drugs on sexual and reproductive health
- Shared knowledge about the law, contraception and sexually transmitted infections
- Analysed why people take risks around sexual and reproductive health
- Explored attitudes to sexual and reproductive health and substance use
- Practised discussing sexual and reproductive health with service users
- Identified local services and resources.

## **Who should attend?**

Those who work with people who use alcohol and drugs and want to increase their knowledge in sexual and reproductive health.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## **Course length:**

Half day (morning)

## **Date:**

November 21st 2018,  
Whyteman's Brae Hospital,  
Kirkcaldy

## **Facilitators:**

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

Louise Bowman,  
Development Officer,  
Scottish Drugs Forum



# Introduction to Hepatitis and HIV

**Course Length:**

Half day (morning)

**Date:**

September 26th 2018

Hayfield House, Kirkcaldy

For further information on training dates please contact Steve Walker at [stevewalker1@nhs.net](mailto:stevewalker1@nhs.net) or on 01592 729267

**Facilitator:**

Steve Walker

Workforce Development Lead,  
Fife Health & Social Care  
Partnership

**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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://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](http://www.healthyfife.net)

## **Course length:**

Half day (morning)

## **Date:**

September 12th 2018,  
Hayfield House, Kirkcaldy

## **Facilitator:**

Terrance Higgins Trust

# Making Choices Keeping Safe: Relationships and Sexual Wellbeing for People with Learning Disabilities

**Course length:**

One day

**Date:**

November 20th 2018,  
Cameron Hospital, Leven

**Facilitator:**

Louise Howie,  
Community Learning Disability  
Charge Nurse, Fife Health &  
Social Care Partnership

**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](http://www.healthyfife.net)

*“I’m a psychologist, and have done a masters in Adolescent Psychological Development when I was living in the Netherlands.*

*After my study I worked in a Youth Information and Counselling Service in Holland before I came over to Scotland 18 years ago.*

*I started working for NHS Tayside as a Young People’s Health Development Worker and changed job to work in Fife as a Health Promotion Officer for Children and Young People.*

*Within this job I have lots of opportunities to skill myself as a trainer and I deliver lots of training through the Health Promotion Training Programme as well as in house and bespoke training.*

*Keeping up to date with the world of young people is always a challenge and being involved with on the ground pieces of work is very important for me.”*

**Yvonne Wynia**

Health Promotion Officer - Children & Young People  
Health Promotion Service



# Sexual Health: It's Everyone's Business

**Course length:**

One day

**Date:**

January 31st 2019,  
The Lomond Centre, Glenrothes

**Facilitators:**

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

Yvonne Wynia,  
Health Promotion Officer -  
Children & Young People,  
Fife Health & Social Care  
Partnership

**Aim:**

To equip the wider Fife 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, rape and sexual assault, pornography, confidentiality and child protection, underage sexual activity, child sexual exploitation
- 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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://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.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Course length:

One day

## Date:

September 28th 2018,  
The Bay Hotel, Kinghorn

## Facilitator:

Nylivet Consultancy,  
Freelance Trainer

# Understanding and Managing Smoking within Hospital Grounds

**Course length:**

2 hours

**Dates:**

6th November 2018 (morning),  
Lynebank Hospital, Dunfermline

6th November 2018 (afternoon),  
Fife Voluntary Action, Kirkcaldy

**Facilitators:**

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

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

**Aim:**

To increase participants' knowledge, skills and confidence to comply with NHS Fife's smoke free sites policy.

**Learning outcomes:**

By the end of this course participants will have:

- Increased knowledge of implications of new legislation for managers and organisation
- The ability to effectively raise the issue of smoking on NHS grounds
- Tips and phrases which can help you when approaching smokers
- The ability to recognise risk and avoid conflict
- Understanding of policy and practice including NHS Fife's position on e-cigarettes.

**Who should attend?**

This workshop is suitable for any NHS staff member who manages others.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

# Very Brief Advice: Raising the Issue of Smoking

## Aim:

To enable course participants to raise the issue of smoking with clients and refer on to a local stop smoking service as appropriate.

## Learning outcomes:

By the end of this course participants will have:

- Explored the health benefits offered by stopping smoking
- An understanding of the purpose and benefits of brief advice in relation to smoking
- An understanding of the process for delivering brief advice
- Examined the importance and relevance of their role in helping people to stop smoking
- Increased confidence in raising the issue of smoking with individuals.

## Who should attend?

Prospective participants include anyone who is able to raise the issue of smoking with individuals. This includes a range of staff including health professionals and support staff from secondary, primary care services, pharmacy staff, youth workers, school nurses, teaching and non teaching staff, social workers and community workers.

Please note: This course uses a blended learning approach which includes an e-learning module and a participatory session. The eLearning component will take between 1 and 2 hours. It does not need to be completed in one go, but should be completed within 4 weeks prior to the date of the participatory session. A personal email address is required.

Cost: Free

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

*blended*  
**learning**

## Course length:

Half day (morning)

## Date:

4th December 2018,  
Lynebank Hospital, Dunfermline

## Facilitators:

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

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



# Alcohol and Drugs in the Workplace

**Course length:**

Half day (morning)

**Dates:**

October 18th 2018,  
Carnegie Conference Centre,  
Dunfermline

March 7th 2019,  
The Vine Venue, Dunfermline

**Facilitators:**

Katie Provan,  
Health Promotion Officer -  
Workplace, Fife Health & Social  
Care Partnership

Helen Hutton,  
Outreach Counselling Co-ordinator,  
Fife Alcohol Support Service

**Aim:**

The training is designed to give information and guidance to employers to help deal with workplace issues on both alcohol and drugs. Delivered through blended learning the course consists of an eLearning component followed by 3 hours face-to-face training. 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](http://www.healthyfife.net)

# 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 Health Promotion 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 Health Promotion Workplace Team may be entitled to one free place on this course. Please confirm eligibility for this offer by contacting a member of the Health Promotion Workplace Team on 01592 226561 or [hwlfife@nhs.net](mailto:hwlfife@nhs.net)**

Apply for a place at [www.healthyfife.net](http://www.healthyfife.net)

## Course length:

One day

## Dates:

September 20th 2018,  
The Bay Hotel, Kinghorn

February 21st 2019,  
City Chambers, Dunfermline

## Facilitators:

Peter Ager,  
Consumer and Business  
Education Team, Fife Council

Alan Gow,  
Occupational Health & Safety  
Adviser, Health Promotion, Fife  
Health & Social Care Partnership

# Health and Safety: A Basic Guide

**Course length:**

Half day (morning)

**Dates:**

November 8th 2018,  
The Vine Venue, Dunfermline

January 24th 2019,  
The Vine Venue, Dunfermline

**Facilitator:**

Alan Gow,  
Occupational Health & Safety  
Adviser, Health Promotion,  
Fife Health & Social Care  
Partnership

**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, current enforcement priorities and the help available from the Health Promotion Workplace Team and partner organisations.

**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 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](http://www.healthyfife.net)

# Mentally Healthy Workplace Training for Managers

## 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](http://www.healthyfife.net)

*blended*  
**learning**

## Course length:

One day

## Dates:

October 23rd 2018,  
The Bay Hotel, Kinghorn

January 23rd 2019,  
Dean Park Hotel, Kirkcaldy

For further training dates  
across Scotland, please visit  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)

## Facilitators:

Annemarie Smith,  
Health Promotion Officer -  
Workplace, Fife Health & Social  
Care Partnership

Katie Provan,  
Health Promotion Officer -  
Workplace, Fife Health & Social  
Care Partnership

Kelly Higgins,  
Health Promotion Training  
Co-ordinator, Fife Health &  
Social Care Partnership

## 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](http://www.healthyfife.net) (in the News, Events and Training section)
- 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.

## Booking Conditions

### 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 in any way, please contact us on 01592 226488/226561 or [fife-uhb.HITraining@nhs.net](mailto: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](mailto:fife-uhb.HITraining@nhs.net) and we will do our best to accommodate your requirement.

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 Promotion 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 Service Health Promotion Training Application Form

Name .....

Job Title .....

Organisation .....

Address .....

.....

Postcode ..... Tel .....

Mobile ..... Email .....

Specific dietary or access requirements, including alternative formats .....

.....

Name of training course you wish to apply for .....

Course date .....

## **Please specify which area you work in:**

### **NHS:**

NHS Fife Acute Division ☐ NHS Fife Corporate Directorates ☐

### **Fife Health & Social Care Partnership:**

Fife Wide Division ☐ East Division ☐ West Division ☐

### **Fife Council:**

Education & Children Services ☐ Finance & Corporate Services ☐ Enterprise & Environment ☐ Communities ☐

### **Local Authorities:**

Police Scotland ☐ Scottish Fire & Rescue ☐ Fife Sports & Leisure Trust ☐ Job Centres ☐

### **Other:**

Voluntary Sector ☐ 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:**

Training Co-ordinator, Health Promotion Service,  
Haig House, Cameron Hospital, Leven, KY8 5RG  
Email: fife-uhb.HITraining@nhs.net

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)

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.





**Notes**

---

NHS Fife provides accessible communication  
in a variety of formats including for people who are speakers  
of community languages, who require Easy Read versions,  
who speak BSL, read Braille or use audio formats.

NHS Fife SMS text service number 0780 580 0005  
is available for people who have a hearing or speech impairment.

To find out more about accessible formats  
contact: [fife-UHB.EqualityandHumanRights@nhs.net](mailto:fife-UHB.EqualityandHumanRights@nhs.net)  
or phone 01592 729130.

Designed & produced by  
Health Promotion Service  
Fife Health & Social Care Partnership  
July 2018

This publication has been printed on Edixion Offset certified by FSC® (Forest Stewardship Council)®

This is a mix credit material.

It has been printed using vegetable oil based inks by an FSC certified company  
to further enhance the publication's environmental credentials.

