

# Derbyshire Learning Programme 2019/20 for employees

Updated November 2019

## Wellbeing

Wellbeing related training is available for both managers and employees.

The different courses we deliver are:

- Coping with Stress.
- Mindfulness.
- Managing Mental Health Awareness for Managers.
- Dementia Friends Information.

If you want to discuss any aspect of the Wellbeing training please contact:

- Mary Moore (Learning and Development – Commissioning, Communities and Policy)  
Telephone: 01629 536925  
Email: [mary.moore@derbyshire.gov.uk](mailto:mary.moore@derbyshire.gov.uk)
- Nikki Wright (Derbyshire Adult Community Education Service / DACES courses)  
Email: [nikki.wright@derbyshire.gov.uk](mailto:nikki.wright@derbyshire.gov.uk)

Bespoke or 'On Demand' courses for teams or specific groups of employees can be arranged on request.

## **Introduction**

Welcome to the Derbyshire Learning Programme (Wellbeing related training) which offers learning opportunities to employees in all departments. This is to help develop the skills and knowledge required by employees to provide high quality services.

## **Communicating the Programme to Employees**

Learning and Development contacts in Departments are requested to forward the programme on to managers and employees which is regularly updated to reflect new opportunities.

Managers should ensure that members of their team are aware of the learning programme and arrange for a copy of the programme to be printed out and displayed on notice boards for employees without internet access. Paper copies should be made available to employees who work out on site.

## **How to Book**

Departmental training applications, for internal events that are advertised in this programme, have now been replaced by the use of 'self-service' bookings made through Derbyshire Learning Online (DLO).

Derbyshire Learning Online (DLO) 'self-service'/'self-sign up' processes went 'live' on Tuesday 1 October 2019.

Guidance on how to use 'self-service' through DLO has been published on the council's external web site:

<https://www.derbyshire.gov.uk/working-for-us/careers-and-work-experience/learning-development/online-learning/derbyshire-learning-online.aspx>

Guidance can also be accessed via Service Desk Online or in the DLO (under 'FAQ's/Help').

Employees should now only use application forms for accessing external courses or seminars, Qualification Training (QT) or Apprenticeships for existing employees.

If you have any difficulties using the 'self-service' approach to 'sign-up' to internal courses or workshops please contact your departmental learning and development team for advice.

## **Adult Social Care & Health**

Contact the Staff Education & Training Centre (SETC) at Ripley.  
Reception: 01629 531496 or  
Val Winson, Admin Office: 01629 531388 or  
Denise Mackey, Senior HR Consultant: 01629 531434 as appropriate.

## **Children's Services**

Admin: Christian Smith, Ext 32818  
Claire Austin, HR Consultant, Ext 32053 based at John Hadfield House or  
Lisa Buxton, Senior HR Consultant, Ext 31478 based at Denby or  
Joanne Davidson Ext 36559 (Catering Development Officer) based at Chatsworth Hall,  
Matlock, as appropriate.

## **Commissioning, Communities and Policy (CCP)**

Admin: Charlie Greaves Ext 39273 or  
Chris Mills, HR Consultant, Ext 36971 or  
Ian McFadyen, Senior HR Consultant, Ext 36241, who are all based at County Hall, as  
appropriate

## **Economy, Transport and Environment (ETE)**

Admin: Lorna Morgan-Smith Ext 38529 or  
Lisa Hardy, HR Consultant, Ext 38121

## **Late Cancellations**

Cancellation of any booking **within a period of 15 working days before** the event date, or non-attendance, will result in a charge being made to your Department's learning and development budget.

The late cancellation charge will be for the advertised cost for a place on your event or course. If there is no initial advertised cost for the event then we reserve the right to charge a late cancellation fee.

## **Event Duration**

The events vary in length from a couple of hours to a full day. The dates and times for each event are included in the programme.

## **No Lunches or Refreshments**

No lunches are provided on learning events. If it is not possible for employees to purchase drinks or food at the training venue we recommend that participants bring their own packed lunches and refreshments with them.

### **Coping with Stress**

This workshop is designed to support delegates in dealing with personal stress both inside and outside of work.

<b>Date</b>	<b>Time</b>	<b>Training Venue</b>	<b>Cost per place</b>	<b>Provider</b>
Monday 27 April 2020	9.30am – 4.00pm	Meeting Room 1, The Hub, South Normanton	£60.00	DACES, Marjolein Roerhorst

### **Mindfulness**

Mindfulness is a practice that individuals can do on a day to day basis. It can enable participants to change the way that they think and feel about their experiences, especially stressful experiences. As a 'mind-body' approach, it can increase our ability to manage difficult situations and make wise choices, in work and in life outside work.

<b>Date</b>	<b>Time</b>	<b>Training Venue</b>	<b>Cost per place</b>	<b>Provider</b>
Monday 23 March 2020	9.30am – 4.00pm	Meeting Room 1, The Hub, South Normanton	£60.00	DACES, Marjolein Roerhorst

### Managing Mental Health for Managers

This workshop is for managers in order to provide an opportunity to explore how best to manage and support employees.

Adult Care offer a Mental Health Awareness workshop for those employed or volunteering within an adult social care setting in Derbyshire, in their Adult Care Training Programme that is published on the council's external web site:

<https://www.derbyshire.gov.uk/social-health/staff-educ-train/social-care-training-and-research.aspx>

There is also a Mental Health Awareness e-learning course available through the Derbyshire Learning Online Platform

If you have difficulties 'logging-on' please email: [dlo@derbyshire.gov.uk](mailto:dlo@derbyshire.gov.uk)

Date	Time	Training Venue	Cost per place	Provider
Tuesday 3 December 2019	9 am – 1 pm	Training Room 1, Parkwood Centre, Alfreton	Fully funded	In-house - Lorraine Knights, Adult Care, supported by a HR Consultant.
Monday 17 February 2020		The Hub, South Normanton, DE55 2AA		
Tuesday 7 April 2020		Training Room 1, Staff Education & Training Centre (SETC), Ripley. DE5 3HY		
Wednesday 3 June 2020		Training Room 1, Staff Education & Training Centre (SETC), Ripley. DE5 3HY		
Monday 17 August 2020		Training Room 1, Parkwood Centre, Alfreton		
Tuesday 20 October 2020		Training Room 1, Parkwood Centre, Alfreton		
Tuesday 15 December 2020		Training Room 3, Staff Education & Training Centre (SETC), Ripley. DE5 3HY		



### **Dementia Friends Information Session**

These one hour briefings are delivered by Dementia Friends Champions to help you understand what it's like to live with dementia and the actions you can take – anyone of any age can be a Dementia Friend. You will learn more about dementia and how you can help to create dementia friendly communities and make Derbyshire County Council more dementia friendly.

For more information please visit the website: [www.dementiafriends.org.uk](http://www.dementiafriends.org.uk)

Any queries about content please e-mail: [jane.hawley@derbyshire.gov.uk](mailto:jane.hawley@derbyshire.gov.uk)

<b>Date</b>	<b>Time</b>	<b>Training Venue</b>	<b>Cost per place</b>	<b>Provider</b>
Wednesday 11 December 2019	9.15am – 10.15am	Committee Room 2, County Hall, Matlock	Fully funded – no charge	In-house – Jane Hawley, Public Health and Phil Wall, Adult Care
Tuesday 10 March 2020		Committee Room 3, County Hall, Matlock		
Thursday 11 June 2020		Committee Room 3, County Hall, Matlock		