



# Fully Funded Training

For a limited time only

You can Access “Skills for Care” Funded Training!

## Courses Available for Individual Employers and PAs from February 2023

- Being a Good Employer
- Emergency First Aid at Work including Paediatric Element
- Sleep Hygiene & Relaxation
- Menopause Awareness
- Building Emotional Resilience
- Effective Communication & Assertiveness
- Confidence & Self Esteem Building
- Mental Health Awareness in the Workplace (FAIB)



Course Dates Available: February 2023 to May 2023 - In Birmingham, Sandwell and Online [Click here](#) to book via **Eventbrite** or contact us on 0121 558 5555-Opt 1 Email: [dps@idealforall.co.uk](mailto:dps@idealforall.co.uk)

Lunch & Refreshments Provided

We can reimburse costs for travel & PA cover – Limited funding available

To Book online and view venue details, [click here "Eventbrite"](#) or click preferred Area below. You can also register via Ideal for All on 0121 558 5555 Option 1 – [dps@idealforall.co.uk](mailto:dps@idealforall.co.uk)

### Personal Assistant Employee Rights & Employer Obligations

10.00am - 12.00pm      2.00pm - 4.00pm

#### Virtual sessions

13/04/23                      28/02/23

11/05/23                      16/03/23

### Emergency First Aid at Work

9.00am - 4.30pm

#### Sandwell

20/04/23

#### Birmingham

24/04/23

### Mental Health Awareness in the Workplace

10.00am - 2.30pm

#### Sandwell

17/04/23                      04/05/23

#### Birmingham

13/03/23                      20/03/23

### Menopause Awareness

#### Virtual Sessions

10.00am - 12.00pm      2.00pm - 4.00pm

19/04/23                      14/03/23

### Confidence & Self Esteem

#### Building

10.00am - 12.00pm      2.00pm - 4.00pm

#### Birmingham

01/03/23

#### Sandwell

16/05/23

#### Virtual Sessions

29/03/23

15/03/23

### Building Emotional Resilience

10.00am - 12.00pm      2.00pm - 4.00pm

#### Birmingham

17/05/23

#### Sandwell

07/03/23

#### Virtual Sessions

03/05/23

25/04/23

### Effective Communication &

#### Assertiveness

10.00am - 12.00pm      2.00pm - 4.00pm

#### Birmingham

11/04/23

#### Sandwell

02/05/23

#### Virtual Sessions

28/03/23

09/05/23

### Sleep Hygiene & Relaxation

10.00am - 12.00pm      2.00pm - 4.00pm

#### Birmingham

22/02/23

#### Sandwell

21/03/23

#### Virtual Sessions

18/04/23

10/05/23



0121 558 5555 (option 1)

Ideal for All



[DPS@idealforall.co.uk](mailto:DPS@idealforall.co.uk)

100 Oldbury Road, Smethwick B66 1JE

Funded by



# Emergency First Aid at Work

Ideal for All has partnered with "First Response First Aid Ltd" to provide this First Aid course. All their trainers are experienced personnel who have the most up to date training and a wealth of practical experience. This one day qualification contains all the vital skills to save lives and treat basic injuries and illness.

## Course Summary

Candidates successfully completing this course will be entitled to act as a first aider in the workplace gaining an Emergency First Aid at Work certificate. In addition to the subjects covered on a standard Emergency First Aid at Work course, it also includes Paediatric first aid training.

## Course Contents

- The role of the first aider
- Importance of preventing cross infection.
- The need for recording incidents and actions
- Use of available equipment
- Assessing the situation & act safely in an emergency
- Administer Cardio Pulmonary Resuscitation
- Safe use of an Automated External Defibrillator
- Administer first aid to a casualty who is: unconscious (including seizures) choking wounded or bleeding, suffering from shock
- Provide appropriate first aid for Minor Injuries (small cuts, grazes, bruises, minor burns, scalds & small splinters)

## Certification

Successful candidates will be awarded the Emergency First Aid at Work Including Paediatric Element certificate valid for 3 years.



0121 558 5555 (option 1)  
DPS@idealforall.co.uk

Ideal for All  
100 Oldbury Road,  
Smethwick B66 1JE



# Mental Health Awareness in the Workplace - (FAIB)

Why is mental health awareness important in the workplace?

By positively managing and supporting employees' mental wellbeing, employers can support staff to perform to their potential.

deal for All is working in partnership with approved training provider First Response to deliver this mental health course:

## Course Summary

The Mental Health Awareness course is suitable for all staff that want to increase their awareness of Mental Health for themselves and others.

## Course Contents

- What do we mean by Stigma?
- Dealing with Stigma
- Spotting a Mental Illness
- Active Listening
- How to start a Conversation
- What is Stress?
- Where to signpost in a crisis



## Certification

Learners will be awarded the Mental Health Awareness certificate valid for 3 years. Learners are advised to keep up to date with changes to policies, procedures and new legislation through ongoing CPD

 0121 558 5555 (option 1)

 DPS@idealforall.co.uk

Ideal for All  
100 Oldbury Road,  
Smethwick B66 1JE





# Personal Assistant Employee Rights & Employer Obligations (Direct Payment-Social & Health Care)

Ideal for All in partnership with the Independent Living Group (ILG), a leading employment training company will be delivering “Being a Good Employer “ and “PA Rights & Obligations Courses”

## Course Summary

Clear guidance on being an individual employer and adhering to employment law and legal legislations.

What to expect as an employed PA, carrying our contractual duties and gaining knowledge around employee/PA rights.

## Course Content

### Being A Good Employer & PA Rights & Obligations

Employment Law - Legal Obligations e.g. ELI, H&S	Introduction to the role of a PA
Contacts of Employment & obligations including holiday pay	PA values, attitudes and behaviors
Good employment Practice-e.g. regular Supervisions	Rights & Responsibilities of being PA
Payroll – Paying Pas & HMRC on time	Benefits of being a PA
Pension auto enrolment	Legal & contractual Obligations
Support Organisations	

Certifications – Learners will be awarded a certificate of course completion.

 0121 558 5555 (option 1)

 DPS@idealforall.co.uk

Ideal for All  
100 Oldbury Road,  
Smethwick B66 1JE



# Building Emotional Resilience

Ideal for All is working in partnership with leading mental health charity The Kaleidoscope Group, to deliver this mental health Building Emotional Resilience course:

## Course Summary

This session will help you to understand what emotional resilience is, the factors involved and how we can find ways to look after our own wellbeing and build up our own resilience. Learn how to adapt to adversity without lasting difficulties; less resilient people have a harder time with stress and life changes, both major and minor.

## Course Contents

Learning outcomes will include:

- Understand what we mean by 'Emotional Resilience'
- Explore the Mental Health Continuum and Stress Container
- Identify practical interventions to build resilience



## Certifications:

Learners will be awarded a CPD accredited certification of completion



# Confidence & Self Esteem Building

Ideal for All is working in partnership with leading mental health charity The Kaleidoscope Group, to deliver this mental health Confidence & Self Esteem Building course:

## Course Summary

This session provides you with information around confidence and self-esteem and will provide you with suggestions of increasing your confidence and self-esteem.

## Course Contents

Learning Outcomes will include:

- Understand what confidence is, self-esteem and its importance
- Acknowledge your own strengths, skills and qualities
- Identify the areas you would like more confidence methods to help you with this



## Certifications:

Learners will be awarded a CPD accredited certification of completion

 0121 558 5555 (option 1)

 [DPS@idealforall.co.uk](mailto:DPS@idealforall.co.uk)

Ideal for All  
100 Oldbury Road,  
Smethwick B66 1JE





# Sleep Hygiene & relaxation

Ideal for All is working in partnership with leading mental health charity The Kaleidoscope Group, to deliver this Sleep Hygiene relaxation course:

## Course Summary

This session provides you with information around Sleep Hygiene and Relaxation. We will focus on self-help techniques which should contribute to a better night's sleep, as well as identifying ways to relax and unwind.

## Course Contents

Learning Outcomes will include:

- Identify what can cause sleep problems and the impact of insufficient sleep
- Recognize reasons for unhelpful thinking around sleep
- Learn self-help techniques for sleep and create a sleep routine

Relaxation:

- Understand the benefits of Relaxation
- Learn how to Switch Off

Identify some Relaxation Techniques



## Certifications:

Learners will be awarded a CPD accredited certification of completion

 0121 558 5555 (option 1)

 [DPS@idealforall.co.uk](mailto:DPS@idealforall.co.uk)

Ideal for All  
100 Oldbury Road,  
Smethwick B66 1JE





# Menopause Awareness

Ideal for All is working in partnership with leading mental health charity The Kaleidoscope Group, to deliver this Menopause Awareness:

## Course Summary

This course will give you a better understanding of the Menopause and encouraging ideas on how best to support yourself and others. You will consider the impact that the menopause can have on a person as well as the people who surround them, identifying the physical, emotional, and psychological effects. You will learn constructive ways to improve your wellbeing and where to seek support and guidance.

## Course Contents

Learning outcomes will include: -

- Understand what we mean by the term 'Menopause' and its different stages
- Identify signs and symptoms, to recognise the physical, emotional, and psychological effects and the impact it can have
- Learn constructive ways to look after your well being



## Certifications:

Learners will be awarded a CPD accredited certification of completion



# Effective Communication and Assertiveness

Ideal for All is working in partnership with leading mental health charity The Kaleidoscope Group, to deliver this mental health Effective Communication and Assertiveness course:

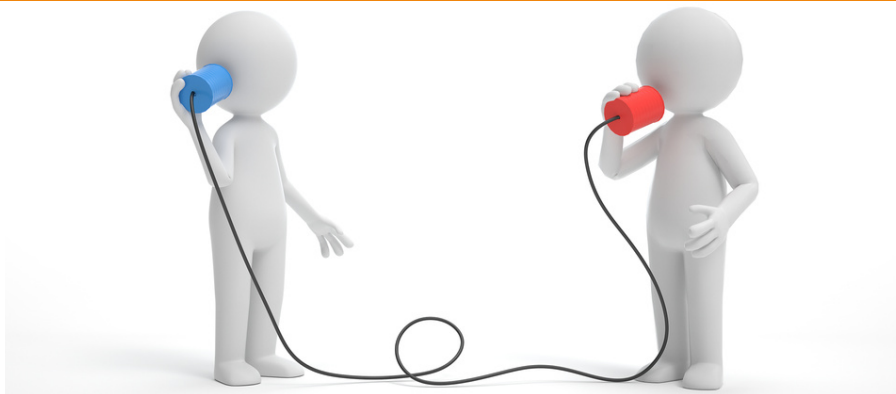
## Course Summary

This session provides information on effective ways of communication and listening skills. It also includes information of how important our body language is in communication. The session also provides information on how to be assertive correctly and the importance of being assertive.

## Course Contents

Learning Outcomes will include:

- Identify effective communication methods and the importance of positive body language
- Understand active listening and its significance, examining problem solving towards barriers to communication
- Differentiate Passive, Aggressive and Assertive communication styles and understand the benefits of being assertive and learning to say 'No'



## Certifications:

Learners will be awarded a CPD accredited certification of completion