

# NAPA training

2010

The Whole  
Home Approach  
to Activities

Effective Care  
Planning for  
Activities

A Manager's  
Guide to  
Improving  
Activity  
Provision

NCFE level 2  
Provision  
of Activities  
in a Care  
Setting

# NAPA training 2010



## Individuals looking for training ...

- If you are an individual looking for a place on a training day then you will need to **complete the enquiry form** on the back page and send it to us.
- Please state the courses you would like to do in order of preference. If you might be able to help by offering a training room to accommodate up to 20 people please let us know.
- We will compile a list of interested people and will contact you once we have 12 people in your area who have shown an interest in the same topic with a date and location for the training.

The cost of the training will be as follows:

**NAPA members - £60 per person.**

**Non-members - £90 per person.**

*Your care setting can become a NAPA member for only £35 per year. Please contact us for an application form.*

## Contact NAPA

National Association for Providers of Activities for Older People, Bondway Commercial Centre, Unit 5.12, 5th Floor, 71 Bondway, London, SW8 1SQ

Telephone: 020 7078 9375

Fax: 020 7735 9634

Email: [info@napa-activities.co.uk](mailto:info@napa-activities.co.uk)

*This year at NAPA we have altered our training programme to cater to the needs of members. We have, in the past, arranged City Centre training days in areas that had many members and good transport links. However, many were cancelled due to a lack of numbers. So this year we are trying a different approach.*

## Groups of 12 – 20 people looking for training ...

If you already have between 12 and 20 people interested in training then **please contact Sue on the details below** with the title of the course required and a selection of dates.

We will do our best to accommodate you. Please note we will need at least 6 weeks notice to arrange the training. Maximum group size will be 20 people.

The cost of the training will be as follows:

**NAPA Members - £650 per session, this includes travel and all handouts.**

**Non members - £850 per session, this includes travel and all handouts.**

## Training Topics for 2010

**A.** The whole home approach to activities

**B.** A manager's guide to improving activity provision

**C.** Making the most of mealtimes

**D.** Activities for people with dementia

**E.** Effective care planning for activities

**F.** Risk assessment and benefits around activities

**G.** Red Cross hand massage & manicure

**H.** Red Cross neck & shoulder massage

See the next few pages for learning outcomes for the above training topics.

## A. The whole home approach to activities

The learner will:

- Understand what an activity is.
- Understand how to assess the abilities, needs and wishes of the individual.
- Understand how activities can be used to encourage team work.
- Understand how to embed activities into everyone's role.

Aimed at: Activity Organiser and all care setting staff.

## B. A manager's guide to improving activity provision

The learner will:

- Understand the importance of the managers role in providing activities.
- Understand the range of models of delivery.
- Understand budgeting and resources for the provision of activities.
- Understand how to monitor and evaluate activity provision.

Aimed at: Anyone involved in managing aspects of activity provision - Managers, Team Leaders, key workers, inspectors.

## C. Making the most of mealtimes - including generic guidance about compliance with CQC regulation requirements.

The learner will:

- Understand the social benefits of mealtimes as an activity.
- Understand the impact of environment on mealtimes.
- Understand the importance of effective communication at mealtimes.
- Understand how to create a "dementia aware" dining experience.

Aimed at: Activity Organiser, Managers, Team Leaders, trained nurses.

## D. Activities for people with dementia

- Understand what activity is.
- Understand the stages of dementia and how to provide appropriate activities.
- Understand how to evaluate activities for individuals with dementia.

Aimed at: Anyone involved in aspects of activity provision - Managers, Team Leaders, Activity Organisers, key workers, carers, inspectors.

## E. Effective care planning for activities

The learner will:

- Understand how to assess the activity needs and wishes of an individual.
- Understand why activities should be integrated into care planning.
- Understand the importance of the individual's participation in their care plan.
- Understand how to evaluate activities and review a care plan.
- Understand best practice in recording.

Aimed at: Anyone involved in aspects of activity provision - Managers, Team Leaders, Activity Organisers, key workers, carers, inspectors.

## F. Risk assessment and benefits around activities

The learner will:

- Understand the impact of age related changes to health and well being.
- Understand the principles underpinning health and safety regulations.
- Understand how to assess the benefits and hazards of taking a risk.

Aimed at: Anyone involved in aspects of activity provision - Managers, Team Leaders, Activity Organisers, key workers, carers, inspectors.

## G. Red cross hand massage and manicure

This course covers all of the basics, health and safety, structure and function of the nail, contra-indications, benefits and contra-indications of hand massage and practical sessions.

## H. Red cross neck and shoulder massage

Since 1997, the Red Cross has used a gentle neck and shoulder massage, given through clothing, to help people cope with crisis. On this practical one day course, you will be taught the unique Red Cross neck and shoulder massage technique as well as health and safety aspects including contra-indications and hygiene procedures.

This simple massage is beneficial as part of an individual's care package if they are anxious or tense as it will promote a sense of relaxation and improve their well being.

# NAPA training enquiry form

If you are an individual looking for a place on a training day then you will need to complete this form and send it to us.

**Name:**

**Job role:**

**Place of work:**

**NAPA membership number (if applicable):**

**Address for correspondence:**

**Postcode:**

**Telephone:**

**Email:**

*We will contact you once there are 12 people in your area who would like to attend a training day.*

## Course choices:

*(In order of preference)*

1.

2.

3.

*E.g. ... Choice 1 - A. The Whole Home Approach to Activities.*

## Number of places required:

## Are you able to supply a venue?

*Yes / No*

*If yes, please give details:*

## **NAPA Distance Learning Course Provision of Activities in a Care Setting**

The NCFE level 2 Provision of Activities in a Care Setting distance learning course is designed for those responsible for co-ordinating and delivering activities in care settings. The course aims to increase individual workers knowledge and skills in planning, carrying out and evaluating activities, thereby enhancing the quality of care that service users' experience. Whilst the main focus is on working with elderly people in residential care settings, the skills developed are transferable and equally relevant for those delivering day care, domiciliary based care and sheltered housing provision. The course consists of 5 units:

Unit 1: The value of an activity service

Unit 2: Planning and developing an activity service

Unit 3: Delivering activities

Unit 4: Monitoring and evaluating an activity service

Unit 5: Human ageing, health and illness

*For more information and a registration form please contact NAPA.*

**Invoice address if different to above:**

**If you require 12 places or more please email Sue:**

*sue@napa-activities.co.uk*

## **Contact NAPA**

National Association for Providers of Activities for Older People,  
Bondway Commercial Centre, Unit 5.12, 5th Floor, 71 Bondway,  
London, SW8 1SQ

Telephone: 020 7078 9375 Fax: 020 7735 9634

## **Office use only:**

Postcode:

Entered on spreadsheet:

Application number: