Welcome & Introduction


Who are we?
The programme is managed by the Health Improvement Support Service on behalf of Fife’s Health and Wellbeing Alliance. Health Promotion Fife aims to improve health and wellbeing and tackle health inequalities by developing and supporting good practice in health improvement. This is achieved by working in partnership with community planning partner organisations in Fife.

The input from a wide range of our partner organisations, including local authority and voluntary sector agencies, and colleagues in the NHS, is crucial to the successful running of this training programme.

For enquiries or information relating to the Health Improvement Training Programme please contact the administrator Karen Stirling on 01592 226488, email karenstirling@nhs.net, or visit www.healthyfife.net/training

What and who are the training courses for?
The key aim of this programme is to enhance the skills, knowledge and confidence of workers in Fife to improve the health and wellbeing of local people, and to reduce health inequalities.

We aim to ensure that we provide training opportunities that complement health improvement priorities set out in Fife’s Joint Health Improvement Plan (JHIP) 2007 to 2010. The JHIP provides a strategic lead for improving health and wellbeing and tackling health inequalities. Courses that are particularly relevant for implementation of the JHIP are highlighted on pages 8 & 9. For a copy of the JHIP and for more Fife health improvement information visit www.healthyfife.net

The programme offers a wide range of training on core skills for health improvement, as well as on national and local health improvement topics. Unless otherwise stated, this training is free and open to all staff and volunteers throughout the public and voluntary sectors in Fife.
What other services does the Health Improvement Support Service provide?
In addition to training, we provide an Information & Resources Centre (IRC) and a Design Development service to support anyone working with the population in Fife on health improvement issues.

For IRC enquiries, please contact infocentre@fife-pct.scot.nhs.uk, tel 01592 226491/226494.

For Design Development enquiries, please contact design@fife-pct.scot.nhs.uk, tel 01592 226495/226496.

How is the training delivered?
Training is delivered in a participative and interactive style which involves a variety of methods. These range from presentations to group work and discussion sessions. Participants are encouraged to draw on and share their own practical experience and to consider how they would apply learning from the training courses to their professional practice. Participants come from a wide range of backgrounds, which enhances the sharing and learning experience.

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, information, or would like to get involved in the training service in any way, please contact Laura Henderson or Evelyn Wilson, Senior Health Promotion Officers, or Ruth Bennett, Health Improvement Support Service Manager on 01592 226488.

Accessibility
We aim to ensure that our 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 or karenstirling@nhs.net, and we will do our best to accommodate your requirements.

How to apply
• Read the following conditions (and on page 74) before applying for a course
• Please read the course aims 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/apply
• Complete the application form included at the back of this programme and return via post or fax (please photocopy and fill in for each course you wish to attend)

Or
• Email karenstirling@nhs.net for an electronic copy of the form, and return via email.

Training course applications require your manager’s name and contact details and for you to tick the box to indicate you have read and accepted the conditions. If these details are missing we will return the form to you.

You will be notified approximately 4 weeks prior to the event if your application has been successful. Please take your confirmation letter or email along with you to the training. In the event that your course is oversubscribed and you do not receive a place, your details will be placed on a waiting list. As further dates are organised, we will invite you to apply.

Conditions
By applying for a health improvement training course I agree that:
• I will not attend a training course without having previously received a letter/email of confirmation
• I will not let anyone attend a course in my place without prior agreement from the Health Improvement Training Service
• 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 understand that I will only receive a certificate if I attend the full duration of the course
• I understand that if I have to cancel my place on a course, I have to give the Health Improvement Support Service as much notice as possible to enable someone else to attend
• I understand that my line manager will be contacted if I fail to inform the Health Improvement Support Service of my cancellation.

We look forward to continue working with our partners to provide you with these learning and development opportunities.

The Health Improvement Training Team
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The key aim of the Health Improvement Training Programme is to support workers to take forward work based on the JHIP. A wide range of topic-based courses cover many of the focus areas outlined in the 5 themed chapters of the JHIP. Many of the core skills courses in this programme will enable workers in Fife to develop the required knowledge and skills to carry out the various elements of the 'strategy into action' process, described in Chapter 3 of the JHIP. These are outlined below.

### Courses to support implementation of Fife’s Joint Health Improvement Plan 2007 - 2010 (JHIP)

The aim of the Health Improvement Training Programme is to support workers to take forward work based on the JHIP. A wide range of topic-based courses cover many of the focus areas outlined in the 5 themed chapters of the JHIP. Many of the core skills courses in this programme will enable workers in Fife to develop the required knowledge and skills to carry out the various elements of the 'strategy into action' process, described in Chapter 3 of the JHIP. These are outlined below.

#### Key Element for workers to consider

- Include actions related to focus areas into relevant action plans and delivery
- Find out about local need or circumstances
- Consider how actions impact on particular communities and groups in relation to reducing health inequalities
- Use of training opportunities to build knowledge, skills and resources of staff to influence health and wellbeing and tackle health inequalities
- Explore sources of funding
- Make contact with appropriate groups

#### Relevant Training Courses

- **Step 1: Publicity and Distribution**
  - Intro to Marketing
  - Communication Skills

- **Step 2: Focus areas translated into local service delivery**
  - Getting Started with Evaluation
  - Introduction to LEAP - Learning, Evaluation & Planning Framework
  - Introduction to the KnowFife Dataset

- **Step 3: Monitoring and Evaluation**
  - Fife Integrated Impact Assessment Training
  - Promoting Health Improvement and Understanding Health Inequalities
  - Working with Cultural Diversity and Health
  - Improving Health for People with Learning Disabilities
  - Improving Health Issues for Frailer Older Adults
  - The Impact of Homelessness on Health
  - The Impact of Violence and Abuse on Pregnant Women

- **Step 4: Feedback and Learning**
  - Improving Health - Developing Effective Practice
  - Introduction to Community Development and Health
  - Community Development and Health
  - A Practical Introduction to Health Behaviour Change - helping clients achieve healthier lifestyles

- **Step 5: Explore sources of funding**
  - Accessing Funding Opportunities

- **Step 6: Effective Collaborative Working**
  - Effective Collaborative Working
Accessing Funding Opportunities

Aim:
The aim of the course is to provide participants with a greater understanding of the sources of funding available to local projects.

Learning outcomes:
By the end of this course participants will have:

1. Increased knowledge of a variety of funding sources including Fife Council, Scottish Government, Europe and the Lottery.
2. Increased understanding of the eligibility criteria for different funding sources and what additional paperwork may be required.
3. Raised awareness of the expertise and support available from the Funding and Monitoring Team at Fife Council.
4. Increased understanding of what makes a good application.

Please note, this session will deal with general funding advice, not specifically health-related.

Who should attend?
All those who are involved in raising funds for projects or supporting others to make funding applications.

Course length:
Half day (morning)

Dates:
Tuesday 1st September 2009, Fife House, Glenrothes
Thursday 4th February 2010, Lynebank Hospital, Dunfermline

Facilitators:
Callum Farquhar, Policy Officer, Funding and Monitoring Team, Fife Council
Sheena Kenny, Policy Officer, Funding and Monitoring Team, Fife Council
A Practical Introduction to Health Behaviour Change - helping clients achieve healthier lifestyles

Aim:
This course integrates behaviour change theory with evidence based, practical techniques for supporting individuals and groups to make lifestyle changes. A combination of individual, pair and group work will enhance and build upon existing practitioner skills.

Learning outcomes:
By the end of this course participants will have:

- Explored the concept of health behaviour change
- Had an opportunity to practice skills to support health behaviour change
- A toolkit of resources to use with clients.

Who should attend?
This training course is of particular relevance for health care staff working to facilitate health behaviour change and those actively involved in Keep Well and delivering H3 interventions. This course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore and resolve issues around health behaviour change either, one-to-one or in a group setting.

Course length: One day

Dates:
Tuesday 25th August 2009, Playfield Institute, Stratheden Hospital, Cupar
Wednesday 16th September 2009, Randolph Wemyss Memorial Hospital, Buckhaven
Thursday 12th November 2009, The Gilvenbank Hotel, Glenrothes
Tuesday 2nd February 2010, Lynebank Hospital, Dunfermline

Facilitators:
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife
Lyndsay Clark, Senior Health Promotion Officer - Food and Health, Health Promotion Fife
Susan Cotton, Health Improvement Practitioner - Communities, Glenrothes & North East Fife CHP
Carolyn Walker, Health Improvement Practitioner, Glenrothes & North East Fife CHP
Belinda Morgan, Senior Health Promotion Officer, Dunfermline & West Fife CHP

Community Development and Health

Aim:
This short course offers participants the opportunity to explore and critically analyse the principles of community development, how these relate to the health of communities and their application to practice.

N.B. Accreditation by Queen Margaret University, equivalent to 10 Scotcat points at Degree Level 3, is available and involves a charge of £360.

Learning outcomes:
By the end of this course participants will have:

- Identified and critically analysed community development principles and theoretical frameworks
- Critically analysed environmental, organisational and political issues and influences on community development
- Explored and debated the application of community development principles to practice
- Reflected on professional practices and considered how best to apply community development principles within their own professional practice.

Who should attend?
Those who have a community based role and are interested in adopting a community development approach within their practice.

Course length: Three days

Dates:
Tuesday 19th January, Tuesday 9th February and Tuesday 23rd February 2010, Playfield Institute, Stratheden Hospital, Cupar

Facilitators:
Laura Henderson, Senior Health Promotion Officer - Training, Health Promotion Fife
Joanne Roddam, Senior Co-ordinator, Home-Start East Fife
Developing Facilitation Skills

Aim:
To enable participants to explore the desirable skills and qualities required by a facilitator.

Learning outcomes:
By the end of this course participants will have:

- Explored individual learning needs
- The understanding and ability to plan a facilitated event
- Worked with some new tools
- Identified and used appropriate interventions in a facilitation context.

Who should attend?
Those who have already attended the ‘Making Groupwork Even More Effective’ training session or who are experienced in working with groups.

Course length:
One day

Dates:
Tuesday 15th September 2009,
The Bay Hotel, Kinghorn
Wednesday 17th February 2010,
Elmwood Golf Course, Cupar

Facilitators:
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife
Susan Cotton, Health Improvement Practitioner - Communities, Glenrothes & North East Fife CHP
Yvonne Telfer, Senior Health Promotion Officer, Fife Acute Hospitals

Effective Collaborative Working

Aim:
To provide a practical session on managing joint working arrangements within a health improvement context.

Learning outcomes:
By the end of the session participants will have:

- An understanding of several models of partnership working
- A practical understanding of various steps towards effective engagement
- Explored tools and tips on how to sustain successful long term working relationships.

Who should attend?
Those working in collaboration within a health improvement context who wish to develop a greater understanding of and practical tools in managing joint working arrangements.

Course length:
Half day (morning)

Dates:
Thursday 8th October 2009,
The Lomond Centre, Glenrothes
Wednesday 24th February 2010,
Lochore Meadows Country Park, Lochgelly

Facilitator:
Runima Kakati, Freelance Trainer
Fife Integrated Impact Assessment Training

**Aim:**
This course will give an introduction to a tool which has been devised to assess the potential impact, both positive and negative, of the work we do with communities and groups across four areas: health and wellbeing, equality and diversity, the environment and the economy.

**Learning outcomes:**
By the end of this course participants will have:

- Knowledge of what the Fife Integrated Impact Assessment tool is and why it is used
- Learned about the Fife Integrated Impact Assessment tool and how it can be used to assess potential impacts
- Had an opportunity to work through the Fife Integrated Impact Assessment checklist.

N.B. This is a separate tool to the NHS Fife Equality and Diversity Impact Assessment, but will be accepted by NHS Fife and other Community Planning Partner Organisations as evidence that you have considered the impact of your policy or project on equality and diversity issues.

**Who should attend?**
Those who are involved in the development of projects, initiatives, proposals, strategies and policies.

**Course length:**
Half day

**Dates:**
Tuesday 29th September 2009 (am), Cameron Hospital, Windygates
Thursday 4th February 2010 (pm), Lynebank Hospital, Dunfermline

**Facilitator:**
Clare Campbell, Public Health Scientist, NHS Fife

Getting Started with Evaluation

**Aim:**
This introductory course will provide a practical opportunity for participants to work through the process of evaluation and explore a range of approaches and methods which can be used to plan and carry out an evaluation.

**Learning outcomes:**
By the end of this course participants will have:

- Demystified the terminology used in evaluation
- Explored the different stages of the evaluation process using simple and structured group activities
- Improved understanding of some of the methods that can be used for evaluation purposes
- Worked through a number of exercises to support local evaluation including participatory appraisal methods.

**Who should attend?**
Those with a professional interest or role in health improvement and evaluation.

**Course length:**
One day

**Dates:**
Thursday 24th September 2009, The Lomond Centre, Glenrothes
Thursday 21st January 2010, Cardenden Health Centre

**Facilitators:**
Katie Provan, Healthy Working Lives Adviser, Health Promotion Fife
Heather Young, Senior Health Promotion Officer, Kirkcaldy & Levenmouth CHP
How to Search and Order Health Improvement Resources

Aim:
To provide participants with the opportunity to search, retrieve and order health improvement resources using the online catalogue Shelcat.

Learning outcomes:
By the end of this course participants will be able to:

- Plan and execute a search using health promotion subject headings
- Place bookings and requests
- Order leaflets and posters
- Manage their own library account.

Who should attend?
This course is for anyone who is interested in learning how to access and order health improvement resources.

Course length:
Half day (morning)

Dates:
Tuesday 2nd February 2010,
Cameron Hospital, Windygates

Facilitator:
Louise Hutton, Information & Resources Facilitator, Health Promotion Fife

Improving Health - Developing Effective Practice

Aim:
To enable participants to increase their confidence in promoting health improvement by providing them with a framework which will guide reflection on practice and encourage the development of effective practice.

N.B. There is an optional assessment available which would incur a charge of £160.00. Participants successfully completing and passing this would qualify for 15 SCQF points at Level 9, accredited by Robert Gordon University.

Learning outcomes:
By the end of this course participants will be able to:

- Critically examine concepts and theories of health and health promotion/improvement and how they may influence guiding principles for practice
- Analyse the guiding principles of health promotion and appraise their implications for the development of best practice
- Critically examine their own current practice in relation to the planning, implementation and evaluation of health promotion interventions
- Demonstrate their use of a reflective process to generate experiential learning.

Who should attend?
Those with a professional interest in health improvement.

Course length:
6 days

Dates:
Tuesday 26th, Wednesday 27th & Thursday 28th January, Tuesday 23rd & Wednesday 24th February & Wednesday 24th March 2010,
Cardenden Health Centre, Cardenden

Facilitators:
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife
Heather Young, Senior Health Promotion Officer, Kirkcaldy & Levenmouth CHP
Improving Health for People with Learning Disabilities

Aim:
To increase knowledge and understanding of the health needs of people with learning disabilities and to explore the key role that staff have in supporting people with learning disabilities to make healthy lifestyle choices.

Learning outcomes:
By the end of this course participants will have:
• Increased awareness of health needs for people with learning disabilities
• Identified factors which influence health
• Explored the role that staff have in promoting healthy lifestyle choices for people with learning disabilities
• Identified support services for staff working in this area.

Who should attend?
Those from the statutory or voluntary sector and carers who are supporting people with learning disabilities.

Introduction to Community Development and Health

This course can be attended on its own or as a taster for the 3 day accredited Community Development and Health course.

Aim:
To introduce participants to the concept of community development and explore how it relates to health improvement.

Learning outcomes:
By the end of this course participants will have:
• Explored a definition of community development, key concepts and principles
• Developed an understanding of the community development process
• Examined the skills required to use a community development approach.

Who should attend?
Public and voluntary sector workers who have an interest in health improvement.

Course length:
One day

Dates:
Wednesday 30th September 2009, Stratheden Hospital, Cupar
Wednesday 13th January 2010, Lynebank Hospital, Dunfermline

Facilitators:
Sandra Morrison, Learning Disability Liaison Nurse, NHS Fife
Louise Howie, Community Learning Disability Nurse, NHS Fife

Course length:
Half day (morning)

Dates:
Tuesday 27th October 2009, Cardenden Health Centre, Cardenden

Facilitator:
Laura Henderson, Senior Health Promotion Officer - Training, Health Promotion Fife
Introduction to LEAP - Learning, Evaluation and Planning Framework

**Aim:**
This course will provide an introduction to this planning and evaluation tool which is being increasingly used by partner services and organisations within Fife.

**Learning outcomes:**
By the end of this course participants will have:

- Knowledge of how LEAP can be used to plan and evaluate projects
- Knowledge of the stages of the LEAP process
- An understanding of the LEAP terminology
- An increased ability to contribute to joint planning of projects with partner agencies using this process.

**Who should attend?**
Those with a professional interest in health improvement, such as school nurses, health visitors, voluntary sector workers, etc. Useful for those involved in partnership working at local level.

**Course length:**
Half day (morning)

**Date:**
Wednesday 18th November 2009,
Lynebank Hospital, Dunfermline

**Facilitators:**
Heather Young, Senior Health Promotion Officer, Kirkcaldy & Levenmouth CHP
David McGrath, Community Learning and Development Team Leader, Fife Council

Introduction to the KnowFife Dataset
www.fifedirect.org.uk/knowfifedataset

**Aim:**
To give participants the opportunity to learn more about the content of the KnowFife Dataset, to try it out for themselves and get involved with and influence the ongoing development of the system.

**Learning outcomes:**
By the end of this course participants will have:

- Increased knowledge of the wide range of local and national information held in the KnowFife Dataset
- Learned how to use the web-based interface to access and investigate data
- Learned how to produce profiles and other outputs.

**Who should attend?**
Those with a professional interest in health improvement information and intelligence.

**Course length:**
Half day (morning)

**Dates:**
Tuesday 15 September 2009,
Carleton House, Markinch
Thursday 19 November 2009,
Carleton House, Markinch
Wednesday 17 February 2010,
Carleton House, Markinch

**Facilitator:**
Coryn Barclay, Policy Officer, Fife Council
Making Groupwork Even More Effective - New to Running Groups

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:
• Refreshed knowledge about group dynamics
• Explored models for working with groups
• Worked with some new tools
• Explored ways to troubleshoot challenging situations
• Evaluated the learning their group has made.

Who should attend?
Those with a professional interest in health improvement and who work with groups as part of their role.

Course length:
One day

Dates:
Tuesday 1st September 2009, Elmwood Golf Course, Cupar
Tuesday 9th February 2010, The Bay Hotel, Kinghorn

Facilitators:
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife
Susan Cotton, Health Improvement Practitioner - Communities, Glenrothes & North East Fife CHP
Yvonne Telfer, Senior Health Promotion Officer, Fife Acute Hospitals

Producing Health Promotion Leaflets and Posters

Aim:
To explore the principles and good practice guidance when producing leaflets, posters and other promotional materials.

Learning outcomes:
By the end of this course participants will have:
• Knowledge of how to plan the creation of a leaflet or poster
• Increased knowledge of good practice guidelines for producing public information
• Increased knowledge of how to get the most out of working with graphic designers
• Increased knowledge of designing for those with a sensory impairment.

Please note that this is not a hands-on ‘design a leaflet’ course. However, if you are working on a leaflet, you are welcome to bring it along to discuss with the facilitators after the course ends.

Who should attend?
Those with a professional interest in producing health improvement information.

Course length:
Half day (morning)

Dates:
Monday 5th October 2009, Cameron Hospital, Windygates
Monday 30th November 2009, Lynebank Hospital, Dunfermline

Facilitators:
Graeme Babbs, Senior Graphic Designer, Health Promotion Fife
Paulene Sneddon, Senior Graphic Designer, Health Promotion Fife
### Promoting Health Improvement and Understanding Health Inequalities

**Aim:**
To support workers to understand and develop their role in improving health.

**Learning outcomes:**
By the end of this course participants will have:

- Raised awareness of different understandings of ‘health’
- Knowledge of the factors that contribute to and influence health
- An understanding of factors that lead to health inequalities and an awareness of local information and statistics which can be used to inform decision making
- An understanding of the role of statutory and voluntary organisations, working in partnership, in creating the conditions for good health and wellbeing and addressing inequalities in health.

**Who should attend?**
This is a basic level course which would suit local authority, voluntary sector and NHS staff who wish to develop an understanding of health and health inequalities.

**Course length:**
One day

**Dates:**
Thursday 25th February 2010, Stratheden Hospital, Cupar

**Facilitators:**
Jackie Barbour, Public Health Practitioner, Kirkcaldy & Levenmouth CHP
Jo-Anne Valentine, Public Health Manager (Health Improvement), NHS Fife

### Successful Events - Effective Resources

**Aim:**
To enable individuals to be able to critically examine a range of health promotion resources and use them confidently and effectively.

**Learning outcomes:**
By the end of this course, participants will have:

- Increased knowledge of the types of health promotion resources available
- Increased understanding of how to appraise, select and evaluate resources
- Used one of the resources to plan a health event
- Raised awareness of the expertise and support available from the Information and Resources Centre.

**Who should attend?**
Those who work and live in Fife, e.g. NHS Fife, Fife Council, the voluntary sector, local businesses and community members who are involved in health promotion activity.

**Course length:**
Half day (morning)

**Dates:**
Tuesday 6th October 2009, Cardenden Health Centre, Cardenden
Tuesday 2nd March 2010, Randolph Wemyss Memorial Hospital, Buckhaven

**Facilitators:**
Evelyn Moodie, Information and Resources Facilitator, Health Promotion Fife
Louise Hutton, Information and Resources Facilitator, Health Promotion Fife
Working with Cultural Diversity and Health

Aim:
To enable those working in health improvement to better meet the needs of ethnic minority groups and individuals in Fife.

Learning outcomes:
By the end of this course participants will have:

- An increased understanding of how to engage effectively with ethnic minority groups and individuals
- An increased awareness of health issues particularly relevant to people from different ethnic minority backgrounds
- An appreciation of how to ensure equitable access to services.

Who should attend?
Those with a professional interest in health improvement who wish to develop their understanding of the ethnic minority populations in Fife.

Course length:
One day

Dates:
Thursday 8th October 2009, Dunfermline Carnegie Library, Dunfermline
Thursday 28th January 2010, The Gilvenbank Hotel, Glenrothes

Facilitators:
Tecla Wight, Community Development Worker, Frae Fife
Daksha Patel, Health Advocacy Worker, Frae Fife
Laura Henderson, Senior Health Promotion Officer - Training, Health Promotion Fife
Breastfeeding Management - Primary Course

Aim:
To equip participants with the knowledge and skills necessary to promote and support breastfeeding and meet the UNICEF UK Baby Friendly Initiative breastfeeding education requirements.

Learning outcomes:
By the end of this course participants will:

• Understand the health benefits of breastfeeding and its implications for public health
• Have gained the knowledge and skills to implement the BFI best practice standards in their workplace
• Have gained insight into the effects of psychological, social, cultural and organisational factors on breastfeeding practice
• Have developed the clinical skills necessary to support women to initiate and maintain breastfeeding and resolve breastfeeding difficulties.

Who should attend?
The course is aimed primarily at NHS staff who have contact with pregnant women and post-natal mothers. However, we welcome applications from anyone with an interest in promoting and supporting breastfeeding.

Course length:
Two days with a follow-up half day one month later

Dates:
Tuesday 19th & Wednesday 20th January 2010, follow up Wednesday 17th February (morning), Lynebank Hospital, Dunfermline

Facilitators:
Gina Graham, Breastfeeding Peer Support Co-ordinator, Dunfermline & West Fife CHP
Irene Fenske, Infant Feeding Co-ordinator, Forth Park Hospital
Breastfeeding Management Course - Update

Aim:
To review and practice the clinical skills necessary to support women in establishing and maintaining breastfeeding and to provide an opportunity to identify and discuss current issues in breastfeeding.

Learning outcomes:
By the end of this course participants will:
- Recognise optimal positioning and correct attachment and be able to teach mothers the skills necessary for them to achieve these for themselves
- Know about the common complications of breastfeeding, how these arise, and how women may be helped to overcome them
- Have an understanding of current issues in breastfeeding.

Who should attend?
Those who have previously undertaken the Breastfeeding Management Primary Course. Update sessions are recommended at least every 3 years.

Course length:
Half day

Dates:
Friday 18th September 2009 (am), Stratheden Hospital, Cupar
Wednesday 28th October 2009 (pm), Randolph Wemyss Memorial Hospital, Buckhaven
Tuesday 1st December 2009 (am), Lynebank Hospital, Dunfermline
Wednesday 17th February 2010 (pm), Lynebank Hospital, Dunfermline
Tuesday 30th March 2010 (am), Cardenden Health Centre, Cardenden

Facilitators:
Gina Graham, Breastfeeding Peer Support Co-ordinator, Dunfermline & West Fife CHP
Irene Fenske, Infant Feeding Co-ordinator, Forth Park Hospital

Alcohol Brief Intervention

Aim:
The aim of this half day course is to enable participants to increase their knowledge, skills and confidence in brief intervention approaches to alcohol-related harm in line with SIGN 74 ‘Management of harmful drinking and alcohol dependence in primary care’ guidelines.

Learning outcomes:
By the end of this course participants will:
- Have explored how to proactively raise the issue of alcohol with clients
- Be able to deliver key components of brief interventions
- Have a toolkit of resources to use with clients
- Have explored referral for clients.

Who should attend?
This training course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore alcohol-related issues promoting behaviour change either in a one-to-one or group setting. This course would also be relevant for those actively involved in Keep Well.

Course length:
Half day (morning)

Date:
Tuesday 16th February 2010, The Vine Venue, Dunfermline
Tuesday 16th March 2010, The Gilvenbank Hotel, Glenrothes

Facilitators:
Margaret Taylor, Counsellor and Development Worker, Fife Alcohol Support Service
Les Strachan, Groupwork Facilitator, Fife Alcohol Support Service
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife
Alcohol Screening and Brief Intervention

Aim:
To enable participants to increase their knowledge, skills and confidence in screening and brief intervention approaches for alcohol-related harm in line with SIGN 74 ‘Management of harmful drinking and alcohol dependence in primary care’ guidelines.

Learning outcomes:
By the end of this course participants will:
- Have considered when and how to proactively raise the issue of alcohol with clients
- Be able to deliver key components of brief interventions
- Have a toolkit of resources to use with clients
- Have explored referral for clients.

Who should attend?
This training course is open to all NHS, local authority and voluntary sector staff who work to help and support people to explore alcohol-related issues promoting behaviour change either in a one-to-one or group setting. This course would also be relevant for those actively involved in Keep Well.

Course length:
One day

Dates:
Tuesday 10th November 2009,
The Bay Hotel, Kinghorn

Facilitators:
Margaret Taylor, Counsellor and Development Worker, Fife Alcohol Support Service
Les Strachan, Groupwork Facilitator, Fife Alcohol Support Service
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife

Drug and Alcohol Awareness Training

Aim:
To raise awareness of drugs and alcohol and to increase participants' knowledge of the issues surrounding these topics. The training can be tailored to suit the needs of the client group, by involving different support agencies.

Learning outcomes:
By the end of this course participants will have:
- Information on drugs and alcohol
- Information on the roles of support agencies in Fife
- Developed competence in dealing with drug misuse.

Who should attend?
Those with a professional interest in health improvement.

Course length:
One day

Dates:
Tuesday 8th September 2009,
FIRST, Kirkcaldy
Tuesday 17th November 2009,
FIRST, Kirkcaldy

Facilitators:
Evelyn Wilson, Senior Health Promotion Officer - Training, Health Promotion Fife
Margaret Taylor, Counsellor and Development Worker, Fife Alcohol Support Service
Kenny Cameron, Drugs Liaison Officer, Fife Constabulary
Kenton Francis, Area Co-ordinator, Fife Intensive Rehabilitation Substance Misuse Team
Baby Massage and Loving Touch

Aim:
To enable practitioners to set up their own Baby
Massage Groups and to provide individual parent/
child sessions, where appropriate. To introduce
the benefits of baby massage and to teach the
strokes required in baby massage.

Learning outcomes:
By the end of this course participants will have:
• Knowledge of Baby Massage strokes and the
benefits to babies and parents/carers
• Awareness of different oils, use of correct
pressure and contraindications for massage
• Knowledge of how to adapt strokes for special
needs babies
• Knowledge of how to run a baby massage
group in a community setting and to provide
individual sessions.

Who should attend?
Health visitors, nursery nurses, community
support nurses and community midwives.

Bums Off Seats Walk Leader Training

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 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
• Skills in recognising potential hazards on
a health walk
• Experienced a demonstration health walk.

Who should attend?
Anyone with an interest in health improvement
who would like to lead health walks for the people
they work with, such as school nurses, staff
nurses, voluntary sector workers etc.

Course length:
Two days, plus one return day

Dates:
Thursday 3rd and Friday 4th December 2009,
return day Friday 26th February 2010,
Randolph Wemyss Memorial Hospital, Buckhaven

Facilitator:
Tammy McLellan, Freelance Trainer

Course length:
One day

Dates:
Monday 12th October 2009,
Lochore Meadows Country Park, Lochgelly
Tuesday 30th March 2010,
Lochore Meadows Country Park, Lochgelly

Facilitators:
Vivienne McNiven, Project Officer,
Bums Off Seats
Paths to Health
Food, Nutrition and Health

The Royal Environmental Health Institute of Scotland (REHIS)
Level 1 course

**Aim:**
This basic level course gives an appreciation and understanding of food and nutrition and their effects on health.

**Learning outcomes:**
By the end of this course participants will have:
- Increased knowledge of basic nutrition and eating for health
- An understanding of the relationship between food and health
- Acquired knowledge of food and health to help improve/influence the diet and knowledge of food and health of their clients.

On successful completion of a short multiple choice assessment participants will receive a recognised certificate.

**Who should attend?**
Those working directly and indirectly with food, including health care staff, staff in the hospitality industry, the leisure industry, education and community co-operatives and cafes.

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Food, Physical Activity and Health Improvement in Adults

**Aim:**
To raise participants' awareness of the combined benefits of food and physical activity in health improvement among the adult population.

**Learning outcomes:**
By the end of this course participants will:
- Understand the key messages for healthy eating and physical activity for adults
- Understand the risk factors and benefits associated with healthy eating and physical activity
- Have increased awareness of the barriers to healthy eating and physical activity
- Recognise the importance of behaviour change in adopting healthier lifestyles
- Have increased awareness of national and local initiatives and associated resources for promoting healthy eating and physical activity.

**Who should attend?**
Those with a role or professional interest in promoting healthy eating and physical activity among the adult population.

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**Course length:**
One day

**Dates:**
Thursday 1st October 2009,
Stratheden Hospital, Cupar
Thursday 18th February 2010,
Lynebank Hospital, Dunfermline

**Facilitator:**
Liz Pettigrew, Freelance Trainer

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**Course length:**
One day

**Dates:**
Thursday 3rd September 2009,
The Bay Hotel, Kinghorn
Wednesday 3rd March 2010,
Elmwood Golf Course, Cupar

**Facilitators:**
Sue Whisler, Physical Activity Co-ordinator,
Health Promotion Fife
Lyndsay Clark, Senior Health Promotion Officer - Food and Health, Health Promotion Fife
Jill Malcolm, Community Dietitian - Food and Health, Health Promotion Fife
Physical Activity, Healthy Eating and Self Esteem in Young People

Previously called ‘Food, Physical Activity and Self Esteem in Young People’

**Aim:**
To help participants link together the key messages about healthy eating, physical activity and self esteem for young people.

**Learning outcomes:**
By the end of this course participants will:
- Understand the key messages for healthy eating and physical activity for young people
- Understand the risk factors and benefits associated with healthy eating and physical activity
- Have increased awareness of the barriers to healthy eating and physical activity for young people
- Have an increased awareness of the role of self esteem in young people’s choices about food and physical activity.

Who should attend?
Those working with 11-15 year olds in formal or informal settings.

**Course length:**
One day

**Date:**
Wednesday 20th January 2010,
The Vine Venue, Dunfermline

**Facilitators:**
Emma Broadhurst, Physical Activity Co-ordinator, Health Promotion Fife
Lyndsay Clark, Senior Health Promotion Officer - Food and Health, Health Promotion Fife

play@home Training

**Aim:**
To raise awareness of promoting physical activity to agencies working with families and children under 5 years.

**Learning outcomes:**
By the end of this course participants will have:
- An increased awareness of the need to promote physical activity
- Gained an understanding of the play@home toolkit
- Had the opportunity to deliver and/or take part in practice sessions from the handbook
- Explored how they can apply the toolkit in their own setting
- An awareness of additional resources and their availability
- Confidence to deliver training to other groups.

**Who should attend?**
Anyone working with children under 5 in health, local authority or voluntary sectors and who have experience in childcare, early education, physical activity and health promotion.

Training can also be done for individual groups of 8 or more at a time and place that suits the group.

**Course length:**
Half day (afternoon)

**Dates:**
Thursday 17th September 2009, Linton Lane Centre, Kirkcaldy
Thursday 12th November 2009, Lynebank Hospital, Dunfermline
Thursday 10th December 2009, Linton Lane Centre, Kirkcaldy

**Facilitator:**
Audrey Manuel, play@home Development Worker, Health Promotion Fife
Winning by Losing - Weight Management Programme for Adults

Aim:
To provide participants with the knowledge, skills and confidence to support groups of overweight and obese adults to make lifestyle changes using NHS Fife’s evidence based ‘Winning By Losing’ programme.

Learning outcomes:
By the end of this course participants will have:

- An understanding of current evidence based weight management guidelines and practices
- Knowledge and practical skills to deliver the 8-10 week Winning by Losing weight management programme
- A resource pack to use with groups
- An understanding of the other services, resources and support available for adult weight management in Fife
- Ongoing advice and support will be available for those who set up and run Winning by Losing programmes.

Who should attend?
This training course is open to anyone working in the NHS, local authority or voluntary sector who has an interest in weight management and wishes to support and work with overweight or obese adults in a group setting.

Course length:
One day

Dates:
Thursday 27th August 2009,
The Gilvenbank Hotel, Glenrothes
Wednesday 7th October 2009,
Lochore Meadows Country Park, Lochgelly
Wednesday 2nd December 2009,
Randolph Wemyss Memorial Hospital, Buckhaven
Thursday 28th January 2010,
Dunfermline Carnegie Library, Dunfermline
Thursday 18th March 2010,
The Bay Hotel, Kinghorn

Facilitators:
Deborah Vanstone, Dietitian Specialist in Adult Weight Management, NHS Fife
Lyndsay Clark, Senior Health Promotion Officer - Food and Health, Health Promotion Fife

Sources of Physical Activity Training

Fife Active Schools Team can offer support in developing physical activity programmes across schools and deliver training for teachers and school staff. For further information please email physicalactivity.enquiries@fife.gov.uk

Active Fife facilitate a wide range of courses including coach education for specific sports as well as TOPS, playground games and general physical activity and sport. For further information about these courses please email physicalactivity.enquiries@fife.gov.uk

Fife Council Sports Development Team works closely with the National Governing Bodies of Sports to offer all levels of coaching qualifications, including Sports Coach UK workshops, Sports Leaders UK courses and SportSability training. To find out more, go to www.fifedirect.org.uk or contact Sports Development on 01383 602393. Please note, courses and training fees may vary.
**ASIST (Applied Suicide Intervention Skills Training)**

**Aim:**
To help people working and living in Fife to become more ready, willing and able to help people at risk of suicide and thereby reduce suicide rates in the longer term.

**Learning outcomes:**
By the end of this course participants will be able to:
- Recognise invitations for help
- Reach out and offer support
- Review the risk of suicide
- Apply a suicide intervention model
- Link people with community resources.

**Who should attend?**
Public and front line staff in statutory and voluntary sectors and mental health practitioners. This is a key course for anyone working in frontline services, where suicide prevention and risk assessment skill training is required.

**Course length:**
Two days

**Dates:**
Wednesday 26th & Thursday 27th August 2009, School of Nursing and Midwifery, Kirkcaldy
Monday 21st & Tuesday 22nd September 2009, Cluny Clays Conference Centre, by Cardenden
Wednesday 28th & Thursday 29th October 2009, The Vine Venue, Dunfermline
Monday 23rd & Tuesday 24th November 2009, Rothes Halls, Glenrothes
Wednesday 2nd & Thursday 3rd December 2009, Playfield Institute, Stratheden Hospital, Cupar
Wednesday 27th & Thursday 28th January 2010, The Vine Venue, Dunfermline
Tuesday 16th & Wednesday 17th February 2010, Cluny Clays Conference Centre, by Cardenden
Wednesday 10th & Thursday 11th March 2010, Playfield Institute, Stratheden Hospital, Cupar
Further dates also available beyond April 2010

**Facilitators:**
Health Promotion Fife - Mental Health Training Consortium

**Building Self Esteem in Boys and Young Men**

**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 and how workers can model positive behaviours and attitudes.

**Who should attend?**
All front line staff working with boys and young men.

**Course length:**
Two days

**Dates:**
Tuesday 15th & Wednesday 16th September 2009, The Vine Venue, Dunfermline
Wednesday 11th & Thursday 12th November 2009, Playfield Institute, Stratheden Hospital, Cupar
Thursday 14th & Friday 15th January 2010, The Vine Venue, Dunfermline
Wednesday 17th, Thursday 18th, Wednesday 24th & Thursday 25th March 2010, (four twilight sessions), The Gilvenbank Hotel, Glenrothes
Further dates also available beyond April 2010

**Facilitators:**
Health Promotion Fife - Mental Health Training Consortium
Mental Health Promotion Training for Youth Workers

Aim:
To raise awareness of issues affecting young people’s mental health and increase participants’ confidence and knowledge in supporting young people.

Learning outcomes:
By the end of this course participants will have:

• Considered young people’s mental health, in terms of staying healthy and looking at common mental health problems
• Had the opportunity to reflect on and develop their own practice.

Who should attend?
All youth workers including teachers, family support workers, social workers, community education workers, school nurses, and voluntary sector staff.

Course length:
Three half days (afternoon)

Dates:
Tuesday 9th, Tuesday 16th & Tuesday 23rd February 2010, Playfield Institute, Stratheden Hospital, Cupar

Facilitators:
Health Promotion Fife - Mental Health Training Consortium

Promoting Mental Health Improvement - Raising Awareness

Aim:
To raise awareness and understanding of the concept of mental health promotion.

Learning outcomes:
By the end of this course participants will have:

• Improved knowledge of mental health promotion issues
• Increased information about initiatives which are effective in promoting mental health and wellbeing
• Knowledge of a range of practical activities to develop the mental health promotion role
• Increased understanding of ways in which mental health promotion activities can be monitored and evaluated.

Who should attend?
Those working to promote health in its widest sense and who wish to explore and broaden their understanding of mental health promotion.

Course length:
Two days

Dates:
Monday 16th & Tuesday 17th November 2009, The Vine Venue, Dunfermline
Monday 22nd & Tuesday 23rd March 2010, Playfield Institute, Stratheden Hospital, Cupar

Facilitators:
Health Promotion Fife - Mental Health Training Consortium
safeTALK

**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:

- Recognise when a person might be having thoughts of suicide
- Engage the person in direct and open talk about suicide
- Move quickly to connect them with someone trained in suicide intervention.

**Who should attend?**
safeTALK is designed to be an introductory course for anyone interested in learning to be suicide alert. This is a key course for anyone working in frontline services, where suicide prevention and risk assessment skill training is required.

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Scotland’s Mental Health First Aid

**Aim:**
This revamped course aims 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:

- Increased knowledge about mental health issues in Scotland
- Increased skills and confidence in recognising the signs of mental health problems or distress, providing initial help, and guiding a person towards appropriate professional help
- Explored issues around recovery.

**Who should attend?**
This course would suit those who have limited knowledge and experience of supporting someone with a mental health problem and who wish to develop skills in providing appropriate help and support.

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**Course length:**
Half day

**Dates:**
Thursday 20th August 2009 (am), The Gilvenbank Hotel, Glenrothes
Monday 21st September 2009 (pm), Playfield Institute, Stratheden Hospital, Cupar
Wednesday 28th October 2009 (am), Thomson House, Methil
Monday 23rd November 2009 (pm), Adam Smith College, St Brycedale Campus, Kirkcaldy
Wednesday 9th December 2009 (am), BRAG Enterprises, Crosshill
Tuesday 19th January 2010 (pm), The Gilvenbank Hotel, Glenrothes
Wednesday 17th February 2010 (am), Playfield Institute, Stratheden Hospital, Cupar
Thursday 4th March 2010 (pm), Rothes Halls, Glenrothes
Further dates also available beyond April 2010

**Facilitators:**
Health Promotion Fife - Mental Health Training Consortium
Working with Young Women on Self Esteem

Aim:
To help workers understand the impact 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
• Consider 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.

Who should attend?
All frontline staff working with girls and young women. The course provides a practical toolkit for working with young women and is experiential in nature.

Course length:
Two days

Dates:
Monday 14th & Tuesday 15th September 2009, The Lomond Centre, Glenrothes
Monday 9th & Tuesday 10th November 2009, Lochore Meadows Country Park, Lochgelly
Monday 18th & Tuesday 19th January 2010, The Vine Venue, Dunfermline
Monday 15th & Tuesday 16th March 2010, The Lomond Centre, Glenrothes
Monday 14th, Tuesday 15th, Monday 21st & Tuesday 22nd June 2010 (four twilight sessions), Playfield Institute, Stratheden Hospital, Cupar
Further dates also available beyond April 2010

Facilitators:
Health Promotion Fife - Mental Health Training Consortium

Understanding and Responding to Self Harm

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?
All front line staff who may come into contact with people who self harm.

Course length:
One day

Dates:
Thursday 20th August 2009, Playfield Institute, Stratheden Hospital, Cupar
Wednesday 25th November 2009, Randolph Wemyss Memorial Hospital, Buckhaven
Thursday 18th February 2010, BRAG Enterprises, Crosshill
Further dates also available beyond April 2010

Facilitators:
Health Promotion Fife - Mental Health Training Consortium
Condom Distribution Training

Aim:
To enable participants to increase their knowledge, skills and confidence to engage effectively with young people and adults on issues relating to sexual health and wellbeing, and demonstrate condoms as part of sexual health work.

Learning outcomes:
By the end of this course participants will have:
• Increased knowledge on condoms and the issues surrounding their distribution
• Practiced using condom demonstrators
• Explored barriers to condom use and other contraceptive methods
• Become more confident around sexual health and confidentiality issues.

Who should attend?
Anyone who works with young people or adults where clients’ sexual health issues may be raised, whether in a formal or informal setting.

Course length:
One day - for those with little or no experience in the area of sexual health work.
Half day - for those who can demonstrate relevant experience and/or qualifications in sexual health.
This also acts as a refresher course for those who have been registered with the scheme for more than 2 years.

Dates:
For more information and course dates, please contact Lynda Fury, BBV and Sexual Health Administrator, NHS Fife on 01592 226858, email lynda.fury@nhs.net

Introduction to Lesbian, Gay, Bisexual and Transgender 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:
• Increased knowledge and understanding of issues facing LGBT communities
• Increased competence and confidence to address LGBT issues within their workplace and working practice
• Identified sources of support and information for workers and clients
• 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.

Course length:
One day

Dates:
Thursday 10th September 2009, BRAG Enterprises, Crosshill
Thursday 25th March 2010, Auchmuty Learning Centre, Glenrothes

Facilitators:
LGBT Youth Scotland
**Sexual Health Matters for People with Learning Disabilities**

**Aim:**
To increase participants’ knowledge and understanding of the needs of people with learning disabilities regarding sexual health and relationships. To increase confidence in addressing sexual health matters directly with people with learning disabilities.

**Learning outcomes:**
By the end of this course participants will have:

- Had the opportunity to explore values and attitudes regarding the sexual health and relationship needs of people with learning disabilities
- Explored and developed the 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 workers.

**Who should attend?**
Those working with young people and adults with learning disabilities who wish to increase their knowledge and confidence when addressing sexual health and relationship matters. Those with a general interest in this area of work who wish to learn more on this subject.

**Course length:**
One day

**Dates:**
Monday 31st August 2009, Queen Margaret Hospital, Dunfermline
Wednesday 2nd December 2009, The Cottage Family Centre, Kirkcaldy

**Facilitators:**
Yvonne Kerr, Senior BBV & Sexual Health Improvement Officer, NHS Fife
Beverley Collins, Health Promotion Officer, Dunfermline & West Fife CHP

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**Understanding Sexual Wellbeing**

Previously run over two days

**Aim:**
To increase participants’ knowledge and understanding of sexual health and wellbeing issues and to increase their confidence in discussing these issues with their client group.

**Learning outcomes:**
By the end of this course participants will have:

- Increased knowledge of issues around sexual health (including sexual behaviour, relationships and sexuality issues, contraception, sexually transmitted infections, and the law)
- Explored the skills, confidence and attitudes needed to work effectively with people on these issues
- Identified sources of support and information for clients and workers on sexual health and wellbeing
- Identified a range of resources for use in this area of work.

**Who should attend?**
Those who have little or no experience of addressing sexual health and wellbeing issues within their work, or those wishing to refresh their skills and knowledge on this subject.

**Course length:**
One day

**Dates:**
Tuesday 15th September 2009, Auchmuty Learning Centre, Glenrothes
Thursday 25th February 2010, The Beeches Centre, Kirkcaldy

**Facilitators:**
Yvonne Wynia, Health Promotion Officer, Glenrothes & North East Fife CHP
Yvonne Kerr, Senior BBV & Sexual Health Improvement Officer, NHS Fife
Lesley McKay, Health Promotion Officer - Children and Young People, Kirkcaldy & Levenmouth CHP
**Smoking Cessation Training in Brief Advice**

**Aim:**
To enable course participants to raise the issue of smoking with clients and refer on to local stop smoking services as appropriate.

**Learning outcomes:**
By the end of this course participants will have:
- Increased knowledge and understanding of smoking issues
- Learned about the health effects of tobacco smoking and benefits of stopping
- Explored factors that affect behaviour change
- Gained knowledge of local stop smoking services
- Developed an understanding of how to encourage and facilitate behaviour change.

**Who should attend?**
Anyone who is expected to raise the issue of smoking with clients. This would include all health professionals and may also include workers from other sectors, for example community workers, social workers, youth workers, teachers, debt advisers, drug and alcohol workers, volunteers etc.

**Course length:**
Half day

**Dates:**
Wednesday 26th August 2009 (pm),
The Vine Venue, Dunfermline
Wednesday 30th September 2009 (am),
Cluny Clays Conference Centre, by Cardenden

**Facilitator:**
Kay Samson, Tobacco Issues Co-ordinator,
Health Promotion Fife

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**Smoking Cessation Training in Intensive Support**

**Aim:**
To provide participants with the knowledge and skills necessary to provide intensive stop smoking support to individuals.

**Learning outcomes:**
By the end of this course participants will have:
- An understanding of the meaning and purpose of intensive stop smoking support
- Understand the complex nature of tobacco use, including the physical and behavioural determinants
- Gained practical skills in supporting a client through a quit attempt
- Gained an understanding of the full range of pharmacological therapies available to support a client through a quit attempt.

**Who should attend?**
Individuals who are going to be offering intensive stop smoking support on an individual basis.

It is a requirement that participants have attended the Smoking Cessation Training in Brief Advice before attending this course.

**Course length:**
One day

**Date:**
Wednesday 4th November 2009,
Carnegie Conference Centre, Dunfermline

**Facilitator:**
Kay Samson, Tobacco Issues Co-ordinator,
Health Promotion Fife
Young People and Tobacco Issues

Aim:
To support those who work with young people to raise the issue of tobacco use, using a range of methods, resources and approaches.

Learning outcomes:
By the end of this course participants will have:

• Learned about smoking trends and young people
• An awareness of the differences between adult and adolescent smokers
• Increased knowledge on what influences young people to smoke
• Increased knowledge of methods of engagement with young people to enable discussion on tobacco issues
• Gained an understanding of working in schools/alternative settings
• Learned about the ethical and confidentiality issues when working with young people
• Gained an understanding of nicotine replacement therapy (NRT) use with young people
• Considered the application of a stop smoking programme for 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 tobacco use, such as youth workers, school nurses, teaching and non-teaching staff, social workers and community workers.

Course length:
One day

Date:
Monday 26th October 2009,
The Gilvenbank Hotel, Glenrothes

Facilitator:
Freelance Trainer

Health and Safety - A Basic Guide from Healthy Working Lives

Aim:
This is a basic level course to increase participants' awareness and understanding of their statutory requirements in relation to occupational health and safety, with a focus on the basic requirements and current enforcement priorities, and the help available from Healthy Working Lives.

Learning outcomes:
By the end of this course participants will have:

• Increased knowledge of the basic requirements in relation to occupational health and safety related to small businesses
• An awareness of current 'hot' health and safety topics
• An understanding of the assistance available from Healthy Working Lives in relation to fulfilling their statutory obligations.

Who should attend?
This basic level course is intended for those workers who have an interest in health and safety in small businesses and voluntary sector organisations including new business start-ups and established workplaces.

Course length:
Half day (morning)

Dates:
Thursday 12th November 2009,
The Gilvenbank Hotel, Glenrothes
Thursday 18th February 2010,
Dunfermline Carnegie Library, Dunfermline

Facilitator:
Alan Gow, Healthy Working Lives Adviser, Health Promotion Fife
Introduction to Dealing with Personal Workplace Stress

Aim:
To examine the issue of workplace stress management and physiological approaches to maintaining positive mental health and wellbeing.

Learning outcomes:
By the end of this course participants will have:
- Identified workplace stress factors
- Knowledge of how to recognise the signs and symptoms of stress
- Explored communication skills required to deal with stress
- An awareness of stress management techniques.

Who should attend?
Anyone with an aim to proactively maintain positive mental health and wellbeing in relation to workplace stress.

Course length:
Half day (morning)

Dates:
Monday 31st August 2009, Playfield Institute, Stratheden Hospital, Cupar
Monday 25th January 2010, Dunfermline Carnegie Library, Dunfermline

Facilitators:
Roberta Lee, Sessional Worker, Health Promotion Fife
Ann Heather, Sessional Worker, Health Promotion Fife

Introduction to Dealing with Workplace Stress for Managers

Please note: this course is for managers and supervisors only

Aim:
To examine the issues of managing workplace stress management with a focus on the risk assessment process (Work Positive’s six key stressors).

Learning outcomes:
By the end of this course participants will have:
- Identified workplace stress factors
- Knowledge of how to recognise the signs and symptoms of stress
- Skills to implement a stress risk assessment tool
- Explored the skills required to communicate effectively with employees about issues related to stress.

Who should attend?
Any employer or manager who wishes to proactively avoid or actively resolve workplace stress issues.

Course length:
Half day (morning)

Dates:
Monday 16th November 2009, Elmwood College, Cupar
Monday 15th March 2010, Dunfermline Carnegie Library, Dunfermline

Facilitators:
Roberta Lee, Sessional Worker, Health Promotion Fife
Ann Heather, Sessional Worker, Health Promotion Fife
Introduction to Healthy Working Lives

**Aim:**
To assist Fife workplaces to identify how they can support the health, safety and wellbeing of workers and give them the opportunity to engage with the Fife Healthy Working Lives Team.

**Learning outcomes:**
By the end of this course participants will have:

- An increased awareness of health, safety and wellbeing in the workplace
- An understanding of the free and confidential service provided by the Healthy Working Lives Team
- Knowledge of useful local and national services and support in relation to health, safety and wellbeing.

**Who should attend?**
Employers, managers, workers’ representatives and those interested in developing workplace health, safety and wellbeing programmes.

**Course length:**
Half day (morning)

**Dates:**
Thursday 1st October 2009, Playfield Institute, Stratheden Hospital, Cupar
Thursday 4th March 2010, Lochore Meadows Country Park, Lochgelly

**Facilitators:**
Alan Gow, Healthy Working Lives Adviser, Health Promotion Fife
Annemarie Smith, Healthy Working Lives Adviser, Health Promotion Fife
Katie Provan, Healthy Working Lives Adviser, Health Promotion Fife

Mentally Healthy Workplace Training for Managers

Please note: this course is for managers and supervisors only

**Aim:**
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 skills and confidence in dealing with mental health and wellbeing in the workplace
- Raised awareness of managers’ legislative responsibilities.

**Who should attend?**
Employers, managers, supervisors, those responsible for policy development, and organisations working towards the Healthy Working Lives Gold Award.

**Course length:**
One day

**Dates:**
Tuesday 1st September 2009, Vets Now, Dunfermline
Tuesday 19th January 2010, The Bay Hotel, Kinghorn

**Facilitators:**
Annemarie Smith, Healthy Working Lives Adviser, Health Promotion Fife
Anita Paterson, Healthy Working Lives Adviser, Health Promotion Department, Forth Valley PCT
Muriel Hall, Job Centre Plus, Fife
Workplace Walk Leader Training

Aim:
This half day course will provide participants with the skills and knowledge necessary for them to lead workplace health walks.

Learning outcomes:
By the end of this course participants will have:
- An understanding of the role of a workplace Walk Leader
- An awareness of the benefits of walking
- Explored barriers to physical activity
- Explored methods of motivating people
- Experienced a demonstration health walk.

Who should attend?
The course is aimed at workplace volunteers who are interested in leading health walks within their work setting.

Course length:
Half day (morning)

Date:
Friday 5th February 2010,
The Gilvenbank Hotel, Glenrothes

Facilitators:
Paths to Health

Workplace Walk Organiser/ Leader Training

Aim:
This full day course will provide participants with the skills and knowledge necessary to lead workplace health walks and also to organise and coordinate workplace walking programmes.

Learning outcomes:
By the end of this course participants will have:
- An understanding of the role of a workplace Walk Leader
- An awareness of the benefits of walking
- Explored barriers to physical activity
- Explored methods of motivating people
- Experienced a demonstration health walk
- An awareness of risk assessing health walks
- Explored methods of recruiting volunteers
- Explored methods of marketing health walks.

Who should attend?
The course is aimed at key motivated individuals in workplaces who will be the focal point for promoting walking at work.

Course length:
One day

Date:
Friday 11th September 2009,
Lochore Meadows Country Park, Lochgelly

Facilitators:
Paths to Health
**Improving Health Issues for Frailer Older Adults**

**Aim:**
To raise participants’ awareness of the health, wellbeing and enabling issues of frailer older people.

**Learning outcomes:**
By the end of this course participants will have:

- An understanding of key messages about healthy eating, hydration and physical activity with older adults
- Increased their knowledge of services available for older people and how to access such services
- An awareness of the features associated with a normal ageing process and how this impacts on physical and cognitive ability and their emotional consequences
- An awareness of personal and societal attitudes to ageing and how to combat them.

**Who should attend?**
This is a basic level course that would suit non-registered staff from NHS, council and voluntary sector settings who work with frailer older adults.

**Course length:**
One day

**Dates:**
Wednesday 7th October 2009, Stratheden Hospital, Cupar
Tuesday 26th January 2010, Whyteman’s Brae Hospital, Kirkcaldy

**Facilitators:**
Susan Ross, Specialist Psychological Practitioner, NHS Fife
Janet Thomas, Clinical Specialist Physiotherapist, NHS Fife
Fay Richmond, Clinical Services Support Manager, Dunfermline & West Fife CHP
Jill Malcolm, Community Dietitian - Food and Health, Health Promotion Fife
Nicola Skillen, Physiotherapist, NHS Fife

**The Impact of Homelessness on Health**

**Aim:**
To raise frontline staff awareness about the impact of homelessness issues on health and increase knowledge of the services and support available.

**Learning outcomes:**
By the end of this course participants will have:

- Increased understanding of the issues and impact of homelessness on health
- Explored the link between health and homelessness and client centred approaches to service delivery
- Increased knowledge of what different services provide, how to access services and encourage the development of local networks.

**Who should attend?**
Frontline staff working in housing services, the local office network, voluntary sector, homeless projects, social work, primary care, A&E, acute wards, mental health nurses and school nurses.

**Course length:**
One day

**Dates:**
Wednesday 7th October 2009, The Vine Venue, Dunfermline
Thursday 21st January 2010, The Gilvenbank Hotel, Glenrothes

**Facilitators:**
Sally O’Brien, Liaison Charge Nurse, Homelessness Liaison (Mental Health) Nurse Service
Paul Short, Locality Manager - Advice & Support Team, Fife Council - Local Services Network
The Impact of Violence and Abuse on Pregnant Women

Aim:
To increase awareness of the incidence of domestic and sexual abuse in pregnancy.

Learning outcomes:
By the end of this course participants will have:

• An awareness of the complexities surrounding violence against women
• An understanding of the impact of abuse on the health of mother and child
• An appreciation of the difficulties women face disclosing abuse
• Knowledge of how to give appropriate and effective support
• Knowledge of the sources of support for women and children.

Who should attend?
Any staff from statutory or voluntary sectors working with women and children.

Course length:
One day

Date:
Tuesday 22 September 2009,
Auchterderran Centre, Cardenden

Facilitators:
Janet Pringle, Training Co-ordinator, Fife Domestic and Sexual Abuse Partnership
Fiona Duncan, Gender Based Violence Nurse Adviser, NHS Fife

Other Sources of Health Related Training

The Organisational Development and Learning Department of NHS Fife offers a variety of training courses. Please contact Angela Kelly, OD Assistant, email akelly3@nhs.net about Organisational Development work or Karen Grindle, Training Administrator, email TrainingAdmin@fife-pct.scot.nhs.uk about general training and learning issues.

Research and Development - NHS Fife also offers a comprehensive research education programme comprising research education courses and seminars. Advice clinics are also offered on intellectual property, ethics applications and research design, statistics and writing up. For more information and availability please contact Ruth Fraser, R&D Support Officer, email ruth.fraser@faht.scot.nhs.uk, tel 01383 56(5119).

NHS Fife Library Services offer a variety of information handling skills training courses. Courses on navigating the NHS Scotland e-library, finding full-text journal articles, literature searching and finding quality health information on the internet are available. They can be tailored to suit individual or group requirements. For more information, contact the librarians: Marie Muszynski, email marie.muszynski@faht.scot.nhs.uk, tel 01383 623623 ext 2546/8631 Dorothy Woolley, email dorothy.woolley@nhs.net, tel 01592 22(6839) Liz Killean, email elizabeth.killean@faht.scot.nhs.uk, tel 01592 643355 ext 8790.

The Playfield Institute organises and delivers a range of workshops, training and conferences aimed at empowering the workforce to promote the emotional health and wellbeing of children and young people. For more information please visit www.playfieldinstitute.co.uk or contact Morna Scriven, Co-ordinator, tel 01334 696257, email MornaScriven@fife-pct.scot.nhs.uk

The Fife Domestic and Sexual Abuse Partnership offers the following multi-agency training events: Introduction to Domestic and Sexual Abuse; Older & Disabled Women’s Experience of Domestic Abuse; Women, Domestic & Sexual Abuse and the links to Substance Misuse; Domestic Abuse - The Managers’ Role; Children’s Experience of Living with Domestic Abuse; Black & Minority Ethnic Women and Children’s Experiences of Domestic Abuse and The Impact of Domestic & Sexual Abuse on Pregnancy. For more information please contact Mary MacIntyre, email mary.macintyre@fife.gov.uk, tel 08451 555 555 ext 441970.
The Drug and Alcohol Action Team (DAAT) supports a national programme of training delivered by Scottish Training on Drugs and Alcohol (STRADA). For more information, please contact Rita Keyte, DAAT Co-ordinator on 08451 55 55 55 Ext 446153, email Rita.Keyte@fife.gov.uk or visit STRADA’s website www.projectstrada.org NB courses may not be delivered in Fife.

Fife Advocacy offers awareness raising and more detailed sessions on a range of issues around advocacy. For more information, please contact Gary Guichan, Co-ordinator on 01383 511155, email garyguichan@fifeadvocacy.org

FSB Enterprises offers training in Disability Awareness, Visual Impairment Awareness, an Introduction to Diversity, Sighted Guide, and Vision, Disability and Inclusive Design. An Introduction to Sensory Impairment for Trainers and Sensory Impairment Awareness Training is also offered in partnership with the Deaf Communication Service. For more information please contact Jim Crooks, Communications Executive, on 01592 583272, email jim@fsbinsight.co.uk

Skills For Scotland is a multi-agency project supported by the European Social Fund, the aim of which is to provide appropriate and accessible training to Fife’s voluntary sector workforce. It addresses higher level management and technical training, professional development and core skills, with a strong emphasis in ICT. By increasing the skill levels across the workforce, the project aims to assist organisations to adopt a more enterprising approach to service delivery, to become more competitive, to play a more significant role in the delivery of public services, to address the needs of service users more effectively and efficiently and to enhance the employability of individual employees. The project is delivered by a consortium which includes: CVS Fife, Adam Smith College, Volunteer Centre Fife and Fife Council.

For more information please contact Sandra Bruce at CVS Fife on 01592 569936, or visit CVS Fife’s training web site at www.cvsfife.org/courses/index.htm

Real Life Options provides training to enable staff to develop skills to work with people with learning disabilities. For more information, please contact Don Roth, Learning Development Officer on 01334 650393, email don.roth@reallifeoptions.org

Carnegie College. Access Centres, Fife provides training and support for people with learning disabilities or people who wish to move from Incapacity Benefit into employment. For more information please contact Rose Duncan, Fife Manager on 0844 8750168, email rduncan@carnegiecollege.ac.uk

Carnegie College, Next Steps Community Bridging provides confidence building, job training, basic education, IT competency and life skills training programmes designed to support individuals who have had issues with drugs or alcohol, mild mental health issues, physical illness and/or have experienced homelessness. Enquiries can be made by contacting the Kirkcaldy Centre on 0844 371 0127, email rhenry@carnegiecollege.ac.uk

The NHS Fife Clinical Psychology Department can offer a range of training events and teaching programmes throughout NHS Fife as well as training in clinical supervision. Training is usually developed in relation to specific requests but can cover areas such as mental health, long-term conditions and childhood disorders. If you would like a full list of topics then please contact Tara Graham, Research & Service Development Psychologist, email taragraham@nhs.net, tel 01334 696336.

Fife Employment Access Trust (FEAT) offers a wide range of training and awareness-raising to employers and individuals on a variety of mental health-related topics. For further details see www.journeytowork.co.uk, tel 01592 749880, email feat@journeytowork.co.uk

To have your training included in future programmes, please contact Ruth Bennett on 01592 226507, email RuthBennett2@nhs.net
Details of Trainers in the Mental Health Training Consortium

Shirley Ballingall
Senior Health Promotion Officer - Mental Health
Health Promotion Fife
(safeTALK, Scotland’s Mental Health First Aid)

Fiona Barrett
Mental Health Promotion - Training Officer
Health Promotion Fife
(safeTALK)

Vicki Blair
Senior Community Education Worker
Fife Council
(Working with Young Women on Self Esteem)

Catherine Burt
Clinical Nurse Specialist
Child and Adolescent Mental Health Service
(Mental Health Promotion Training for Youth Workers)

Susan Cotton
Health Improvement Practitioner - Communities
Glenrothes & North East Fife CHP
(Scotland’s Mental Health First Aid)

Dianne Diplacito
Project Worker (Counsellor)
Drug & Alcohol Project Levenmouth
(Building Self Esteem in Boys and Young Men)

Keith Harvey
Active Schools Co-ordinator (Primary)
Fife Council
(Building Self Esteem in Boys and Young Men)

Silvia Ingram
Manager
Castle Furniture Project
(Scotland’s Mental Health First Aid)

Kerry Lindsay
Public Health Nurse
Glenrothes & North East Fife CHP
(Working with Young Women on Self Esteem)

Charlotte MacIntosh
Sessional Worker
Health Promotion Fife
(Scotland’s Mental Health First Aid)

Derek Magee
Contact Point Organiser
Barony Housing Association
(Applied Suicide Intervention Skills Training, safeTALK)

Jennifer Mann
Active Schools Co-ordinator
Fife Council
(Working with Young Women on Self Esteem)

Susan Matson
Clinical Nurse Specialist
Child and Adolescent Mental Health Service
(Mental Health Promotion Training for Youth Workers)

Gaynor McFarlane
Accommodation Support Worker
Lomonds Trust Oasis Project
(Working with Young Women on Self Esteem)

Lesley McKay
Health Promotion Officer - Children and Young People
Kirkcaldy & Levenmouth CHP
(Working with Young Women on Self Esteem)

Chris Miezitis
Community Education Worker
Fife Council
(Building Self Esteem in Boys and Young Men)

Sally O’Brien
Homeless Liaison Charge Nurse
Kirkcaldy & Levenmouth CHP
(Applied Suicide Intervention Skills Training)

Linda Page
Community Nurse Therapist
Child and Adolescent Mental Health Service
(Understanding and Responding to Self Harm)

Janet Pringle
Training Co-ordinator
Fife Domestic and Sexual Abuse Partnership
(Mental Health Promotion Training for Youth Workers)

Teresa Polanska
Occupational Therapist
Fife Forensic Learning Disability Service
(Building Self Esteem in Boys and Young Men)

Valerie Reid
Mental Health Improvement Nurse
Kirkcaldy & Levenmouth CHP
(Applied Suicide Intervention Skills Training)

Kevin Scott
Development Worker
Clued Up
(Building Self Esteem in Boys and Young Men)

Susan Scott
Health Promotion Officer - Mental Health
Health Promotion Fife
(Mental Health Promotion Training for Youth Workers,
Promoting Mental Health Improvement - Raising Awareness,
safeTALK)

Joan Simkins
Assistant Manager
Penumbra
(Applied Suicide Intervention Skills Training)

Andy Thom
Addictions Nurse
NHS Fife
(Building Self Esteem in Boys and Young Men)

Carolyn Walker
Health Improvement Practitioner
Glenrothes & North East Fife CHP
(Promoting Mental Health Improvement - Raising Awareness)

Christopher Ward
Clinical Nurse Specialist
Child and Adolescent Mental Health Service
(Mental Health Promotion Training for Youth Workers,
Understanding and Responding to Self Harm)

Izzy Whyte
Community Education Worker
Fife Council
(Building Self Esteem in Boys and Young Men)

Yvonne Wynia
Health Promotion Officer
Glenrothes & North East Fife CHP
(Working with Young Women on Self Esteem)

Heather Young
Senior Health Promotion Officer
Kirkcaldy & Levenmouth CHP
(Promoting Mental Health Improvement - Raising Awareness)
Conditions

By applying for a health improvement training course I agree that:

• I will not attend a training course without having previously received a letter/email of confirmation

• I will not let anyone attend a course in my place without prior agreement from the Health Improvement Training Service

• 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 understand that I will only receive a certificate if I attend the full duration of the course

• I understand that if I have to cancel my place on a course, I have to give the Health Improvement Support Service as much notice as possible to enable someone else to attend

• I understand that my line manager will be contacted if I fail to inform the Health Improvement Support Service of my cancellation.

Please photocopy the following Application Form and complete one form for each course you wish to attend...
Health Promotion Fife
Health Improvement Support Service
Application form

Name .................................................................................................................................
Job Title ...........................................................................................................................
Organisation ....................................................................................................................
Address .............................................................................................................................

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

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

................................................................................................................................. Course date ......................................................................................................................

Please tick the box to indicate that you have read and accepted the booking conditions ☐

NHS employees, please specify which division you work in:

Glenrothes & North East Fife CHP ☐ Kirkcaldy & Levenmouth CHP ☐ Primary Care Services ☐
Dunfermline & West Fife CHP ☐ Operational Division ☐ Corporate Directorates ☐

Please specify which of the following you are employed by:

Voluntary Sector ☐ Local Authority ☐ 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

Health Promotion Fife is part of NHS Fife. Information gathered from this form will only be used for the administration and evaluation of the services provided by the Health Improvement Support Service.

Please return this form to Karen Stirling, Administrator, Health Promotion Fife, Haig House, Cameron Hospital, Leven, KY8 5RA email karenstirling@nhs.net, fax 01592 716858.
An electronic copy of this form is also available from Karen.

You will be notified whether or not your application is successful approximately 4 weeks before the event.