

# 5 Training





Training is helpful to the employer and personal assistant (PA) giving both confidence and a sense of achievement.

There are free learning and development opportunities for employers and PAs in Leeds. Leeds Centre for Integrated Living (Leeds CIL) will be able to advise you on what training opportunities are available. Training can be given in your own home/PA workplace, an accessible external venue or e-learning. You can both develop a personal training programme according to need and experience.

Training will:

- ◆ **help you both work safely**
- ◆ **help your PA be good at their job and develop their skills**
- ◆ **keep you up-to-date with practice such as changes in the law**
- ◆ **improve your PA's skills in supporting you and make the job more interesting.**

Visit [www.leeds.gov.uk/personalbudgets](http://www.leeds.gov.uk/personalbudgets) for more downloadable factsheets.

This publication can be provided in large print, Braille and audio.

☎ **0113 247 8630** to request a copy.

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If you do not speak English and need help in understanding this booklet, we may be able to provide a translation or an interpreter. Please contact Adult Social Care customer services to see if we can help.

☎ **0113 222 4401**  
textphone **0113 222 4410**

BG061-1013

## Personal employer training topics

Training is available for the new employer and updates for the existing employer are:

- ◆ Advertising and recruitment
- ◆ Employment law
- ◆ Equality and diversity
- ◆ Induction, supervision and boundaries
- ◆ Introduction to being an employer
- ◆ Supervision and training
- ◆ Risk assessment

## PA training topics

The job description will help identify what training your PA will need if they do not already have experience in that area. Your PA may have some suggestions on training. Inductions and supervision sessions are a good time to discuss any training needs with your PA.

Training courses are available in:

- ◆ Abuse awareness
- ◆ Administration of medication
- ◆ Autism awareness
- ◆ Basic food hygiene
- ◆ Challenging behaviour
- ◆ Communication
- ◆ Control of substances hazardous to health
- ◆ Cookery
- ◆ Dementia care
- ◆ De-escalation techniques
- ◆ Equality and diversity

- ◆ First Aid, First Aid awareness and basic First Aid
- ◆ Food/hand hygiene
- ◆ Health and safety
- ◆ Moving and handling/hoist training
- ◆ Nutrition and diet
- ◆ Palliative care
- ◆ Person-centre care and person-centred thinking and practice
- ◆ Safeguarding
- ◆ Visual awareness training
- ◆ Wheelchair training

### More information:

People Development Programme learning and development calendar <http://www.leeds.gov.uk/Business/Pages/Working-with-Adult-Social-Care.aspx>

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