Supporting your education and development

Education and development opportunities for Macmillan professionals, the wider paid and unpaid workforce and people living with cancer across the Midlands.

January 2019 – December 2019

Delegate, Macmillan Caring for the Cancer Patient Conference, October 2018
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Macmillan in the Midlands

West Midlands

1. Telford and Wrekin
2. Staffordshire
3. Shropshire
4. Black Country
5. Birmingham and Solihull
6. Herefordshire
7. Worcestershire
8. Coventry and Warwickshire

East Midlands

9. Derbyshire
10. Nottinghamshire
11. Lincolnshire
12. Leicestershire
13. Rutland
14. Northamptonshire

This map is for pictorial representation only and is not to scale.
Introduction

Welcome to our 2019 prospectus

Following the success of our 2018 offer, we are pleased to be able to offer further learning opportunities in 2019. In this prospectus, you will find details of all courses running in 2019.

You will find three sections for different audiences:

Section one

Macmillan professionals
Courses we have selected and commissioned for our Macmillan professionals in the Midlands.*

Section two

Everyone
This section is open to anyone who wishes to access the education to better support their interaction with people living with cancer whether in a paid or unpaid role; Macmillan professionals may also attend.

Section three

People living with cancer
Courses/information days and awareness sessions to support the knowledge of people living with cancer.

Providing this education is possible thanks to the thousands of supporters raising money for us in many incredible ways.

Although we offer you the opportunity to attend these courses free of charge, we pay for most of our trainers and venues. If you find that you’re unable to attend a course that you’ve already booked, please give us as much notice as possible before the course start date, so we can offer your place to someone else.

We try to run all programmes on the dates advertised. However, courses may not run if the minimum number of attendees has not been met.

For further information, advice or to book a place contact swmidslearning@macmillan.org.uk or call 01904 756410

* Places may be available for other staff, but priority is given to our professionals.
How do I apply?

Please make a note of courses you would like to attend, including the location and date.

To book a place, you can email us on swmidslearning@macmillan.org.uk with the following information:

- Name
- Email address (work and personal if possible)
- Telephone number (mobile preferred)
- Mobility, dietary or other supported needs
- Job Title
- The organisation you work for
- Macmillan professional (Yes/No)

We prefer email bookings but if you are not able to do this please call 01904 756410 and ask for the learning and development administrator.

Please note some courses/workshops may only be available to Macmillan professionals in the first instance, if you are not a Macmillan professional, please refer to the ‘courses for everyone’ section. You can also let your patients know about the ‘courses for people living with cancer’ section and they can get in touch with us directly.

Course places must be confirmed before attendance.

When you book a place, we request information from you that we use to contact you about the course you have booked onto. We may also get in contact with you after the course has been completed to get feedback, or to let you know of any more courses we think you would be interested in. Your data is kept in accordance with the General Data Protection Regulation (GDPR). You can find more information about our privacy policy at www.macmillan.org.uk/terms-and-conditions/privacy-policy

You may opt out of us using your information in this way at any time by contacting swmidslearning@macmillan.org.uk or by calling 01904 756410. Please note as a Macmillan professional your information is stored for other purposes and your consent sought at the time of appointment or adoption, if you are unsure about this please contact Midlandsadmin@macmillan.org.uk
Claiming travel expenses

As a Macmillan professional employed by your own organisation, we always ask that you speak to your employer about covering any travel and subsistence costs that you may incur when attending any of our education sessions.

If your employer cannot support you, Macmillan may be able to either fully or partly reimburse you. Please read the guidelines and our Expenses Policy below carefully:

[www.macmillan.org.uk/about-us/health-professionals/support-for-your-role/understanding-your-macmillan-role](http://www.macmillan.org.uk/about-us/health-professionals/support-for-your-role/understanding-your-macmillan-role)

Unfortunately, we are not able to support any travel costs for staff not in a Macmillan role, but do get in touch if you are volunteer or a person living with cancer to talk about possible options.

Speaker, Recovery Package Conference, May 2018
MACMILLAN IN THE MIDLANDS 2019 COURSES FOR MACMILLAN PROFESSIONALS
Macmillan Cancer Support Induction

New Macmillan Professionals induction day (new starters and new adoptees)

When you first join Macmillan Cancer Support as a funded or adopted professional, we welcome you to a one-day induction. If you move roles and it’s been more than 3 years since you have attended, you will be invited to attend again.

We call this day We are Macmillan or WaM. It is facilitated by experienced Macmillan staff or our trainers who provide you with valuable information about the history of Macmillan, and take you through where we are now as a leading UK charity and as a supporter, influencer and campaigner working with hundreds of organisations across the health and social care community to support people living with cancer find their best way through and live life as fully as they can.

It is a wonderful opportunity for you to meet some of the regional staff who support you in your roles and network with other professionals working in similar or completely different roles and locations.

As ambassadors of the charity, the day aims to give you the chance to take on board lots of information, take part in group discussion and ask lots of questions about your expectations of us in supporting you and how you can support the organisation.

One of the criteria for applying for our grants programme is attendance at WaM. Please do come along as soon as you are invited. If it’s been more than 3 years since you have attended the day and you moved into a new role, we ask that you attend again.

Learning and Development Grants

We currently offer a wonderful opportunity once you have been in post three months and have attended We are Macmillan for you to apply for a learning and development grant.

Each Macmillan professional can apply for up to £1000 per calendar year for an individual piece of learning and up to £5000 per calendar year for you to run education for yourself and your wider network of colleagues.

We know that funding for education is stretched at the moment and this is a significant investment from us. We use money raised by our generous supporters to enable you to continue to grow personally and professionally.

There is strict criteria and we do ask you to follow the guidelines and the policy carefully to maximise your chances of being successful with your application. You will find all the information you need here:

[www.learnzone.org.uk/grants](http://www.learnzone.org.uk/grants)

We update our criteria regularly so it’s always worth a quick check before you apply.

If you need help, then do ask your regional learning and development manager, please email swmidslearning@macmillan.org.uk if you aren’t sure who yours is.
Coaching

Macmillan provides a substantial one-to-one coaching programme for professionals at all levels and across all roles who have been in a Macmillan post for a minimum of six months.

The coaching, delivered by our external expert coaches, will support your role, service, and personal development, and help you to meet your work challenges. The programme consists of six two-hour coaching sessions, spread over approximately six months.

There is a wealth of information online about whether coaching is right for you, what you can expect from the programme and what others have said about their use of it.

To find out more, follow the links below. If you need further information, get in touch with your regional learning and development manager.

www.learnzone.org.uk/courses

The coaching information pack is available here:


Once you have read all the information and watched the videos, there will be an application form to complete.

This offer is managed by our head office and they will support you every step of the way.
An Introduction to Acceptance and Commitment Therapy

Foundation Level
Delivered by a clinical psychologist, this course introduces the basic principles of Acceptance and Commitment Therapy (ACT).

ACT techniques are used widely within cancer settings; using acceptance and mindfulness exercises to help individuals ‘sit with’ difficult thoughts and feelings combined with committing to life-fulfilling goals to facilitate a meaningful, and value-driven life.

This workshop aims to:
- Share the basic theoretical underpinning principles of ACT.
- Offer a mixture of theory and experiential exercises for you to practice and apply within your professional role.

Location and Dates

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
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<td>Friday 28th June</td>
<td>09:30 – 16:30</td>
</tr>
<tr>
<td>Birmingham</td>
<td>Wednesday 23rd October</td>
<td>09:30 – 16:30</td>
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Advanced Communication Skills

Part of the Macmillan national offer for 2019 – advanced level

Course objectives
This course takes an evidence-based approach and is designed to enhance your skills in communicating effectively with people living with cancer.

You’ll get plenty of opportunities to practice the things you learn in a safe and supportive environment.

Learning outcomes
- Recognise and practice key facilitative communication skills in a safe environment.
- Explore the role and the importance of patient cues and concerns.
- Learn how to confidently handle difficult situations based on your own professional experiences, e.g. end of life conversations, distress, difficult questions or difficult colleagues.

Who’s it for?
This course is for senior Macmillan professionals (bands 6/7 and above) who interact with people in highly challenging or complex situations, e.g. when handling strong emotions, giving significant information (bad news), introducing sensitive topics such as Do Not Resuscitate, or managing conflict or performance issues with colleagues. The course maps to KSF levels 3/4 and is tailored to meet the needs of the group(s) taking part.
Cancer and Dementia

Part of the Macmillan national offer for 2019 – intermediate level

This course is suitable for any Macmillan professional with an interest in cancer and dementia.

This full-day session examines dementia and its complex interactions in people affected by cancer who are undergoing dementia treatment or in receipt of care.

Topics we will cover include:
- Understand the epidemiology of dementia, including its subtypes, prevalence, and the diagnostic process.
- Recognise dementia as a palliative condition and understand why early diagnosis is essential in treatment and future planning.
- Know the unique ethical, legal, and quality of life implications for people affected by cancer and dementia.
- Recognise the added impact of a dementia diagnosis on people affected by cancer, their family/carers and on the healthcare system.

Location and Dates

**Birmingham**
- Wednesday 6th & Thursday 7th March 09:00 – 17:00
- Wednesday 17th & Thursday 18th July 09:00 – 17:00
- Tuesday 12th & Wednesday 13th November 09:00 – 17:00

**Nottingham**
- Tuesday 14th & Wednesday 15th May 09:00 – 17:00
- Monday 23rd & Tuesday 24th September 09:00 – 17:00
Collecting and Analysing Data

Part of Macmillan National Offer for 2019 – Intermediate Level

This course is designed to give you the knowledge and practical understanding to collect the best possible outcome and impact data from those you work with.

Course objectives
his course follows on from the foundation level course Introduction to Evaluation. You will learn about a range of ways to collect information, including: Questionnaires, interviews, focus groups, participatory and creative methods, and consider what tools would best meet the needs of both you and your stakeholders. You will also carry out simple analysis of quantitative and qualitative data and begin to evaluate the data you collect to be able to better demonstrate the difference your work makes. On completion of this course you will be offered up to 2 hours of one-to-one support to support you in applying your learning in your service.

By the end of this one-day course, you will:

- have a better understanding about who you need to collect information from, and how to do this
- know more about good practice for commonly used data collection methods and how to apply this
- be more confident about how to choose the right methods and tools in order to assess the results of your work
- have increased understanding of how to analyse simple qualitative and quantitative data.

Course objectives
Any Macmillan professional who has some knowledge and experience of monitoring and evaluating their work, wants to increase their understanding about ways to collect monitoring information, wants to develop their skills in basic analysis of quantitative and qualitative data to be able to evaluate the difference their work makes.

Duration – 1 day
Pre-requisite – None

We strongly recommend that prior to attending this course you attend the foundation level course Introduction to Evaluation. A good understanding of inputs, outputs, outcomes and impact is essential.

Location and Dates

Birmingham
Tuesday 12th November 09:30 – 16:30

Delegates, Recovery Package Conference, May 2018
Communication Skills for Advanced Care Planning

Part of the Macmillan national offer for 2019 – intermediate level

This half-day session will boost your confidence and skills in initiating and managing conversations around advance care planning, helping you to promote patient-centred care.

Learning outcomes
- Understand the communication challenges involved in introducing and discussing advance/anticipatory care planning.
- Create an interview structure for conversations around advance/anticipatory care planning.
- Identify and discuss the communication skills that facilitate progression through the interview structure.
- Demonstrate how the key skills and structure can be used to manage a conversation

Location and Dates

Birmingham
Thursday 11th July 09:15 – 12:30

Consequences of Treatment

Part of the Macmillan national offer for 2019 – Foundation Level

Many people live with the consequences of cancer treatment. These consequences may be severe or mild. In some cases, they might not appear until years after treatment has finished.

But they will often affect a person’s life significantly. This one-day course offers an overview of the potential consequences of different types of treatment, explores their impact on quality of life and reveals the latest guidance and information available to help manage these problems.

- Understand the range and scale of potential treatment effects.
- Understand the impact that treatment and its effects can have on a person’s life (both the physical and psychological consequences).
- Know which resources are available to support people to self-manage.

Who is it for?
Any Macmillan professional supporting people living with and beyond cancer, particularly non-clinical staff, or those relatively new to the field.

Location and Dates

Birmingham
Wednesday 22nd May 09:30 – 16:30

Nottingham
Monday 11th November 09:30 – 16:30
Developing Personal Impact

Part of the Macmillan national offer for 2019 – Intermediate Level

Course objectives
In the workplace, we often have to communicate difficult messages to a range of people – but sometimes we may not look or sound as convincing as we’d like. This course will give you practical advice on how to make your voice heard and sound authentic, and how to adapt your energy and body language so that you look and feel aligned with your message.

Learning outcomes
- Understand what it is like to be on the receiving end of your communications.
- Know what really works when it comes to communicating with different people.
- Develop your own personal communication style and build confidence.
- Understand and improve on your strengths.
- Remain focused on your main messages.

Who’s it for?
Any Macmillan professional who wants to improve their communication style and personal impact, particularly when influencing or negotiating.

Location and Dates

Birmingham
Monday 11th March 09:30 – 16:30

Developing Resilience to Burnout

Part of the Macmillan national offer for 2019 – intermediate level

This course will give you the opportunity to practice a range of ‘compassion mind’ training techniques and skills.

You will measure your self-compassion levels and identify specific behavioural patterns that perpetuate stress and are resistant to self-compassion.

- Determine which ‘affect regulating systems’ you are activating during work-related experiences.
- Identify ‘threat mind’ thinking and practice mindfulness meditation to help switch to ‘compassionate mind’ thinking.
- Self-assess levels of compassion satisfaction, burnout, and compassion fatigue.
- Self-assess levels of self-compassion.
- Identify blocks to self-compassion.

Who is it for?
Any Macmillan professional supporting people living with and beyond cancer, particularly non-clinical staff, or those relatively new to the field.

Location and Dates

Nottingham
Tuesday 25th June 09:30 – 16:30
Diet, Nutrition, and Cancer
Part of the Macmillan national offer for 2019 – foundation level

An interactive workshop delivered by registered dietitians. You will have the opportunity to:

- Increase knowledge about the current evidence base for the role of food and nutrition in the development of cancer
- Have a better understanding of the nutritional needs of people affected by cancer at different stages of the cancer pathway
- Develop working knowledge of practical guidance to support people to live well by making small changes to their diet and lifestyle, using a person centred, behavioural approach
- Increase knowledge about evidence based nutrition resources and practical tools available, and when to refer on to a specialist dietitian

Location and Dates

**Birmingham**
Tuesday 4th June 09:30 – 16:30
De Montfort University Module

Self-Management in Cancer Care – Work Based Project

Advanced level, fully-funded 30 credit university module

‘Enhancing change and innovation practice in supporting recovery for people affected by cancer in the treatment and recovery phase.’

Macmillan’s work-based learning module offers a fantastic opportunity for Midlands-based Macmillan professionals (and limited honorary places for non-Macmillan professionals) to undertake a fully funded academic module in collaboration with De Montfort University, Leicester. Students undertake a service development project at work and are supported to do this through six face to face days at the University.

Using Action Learning Sets and tutor-led taught days, students have the opportunity to:

- Develop critical and creative thinking skills to undertake a piece of project work linked to implementing the recovery package and supporting self-management for people affected by cancer.
- Learn about project management and developing business cases/commissioning.
- Network and share learning and experiences with a multi-professional group.
- Gain academic credits at degree or masters level for CPD or towards further education e.g. MSc.

Teaching & Learning Methods

- Face to face, tutor-led lectures, seminars, and workshops
- Group work and peer support through an Action Learning Set
- Web-based learning using the virtual learning environment/Blackboard
- Directed independent study

Location and Dates

Birmingham
Wednesday 3rd July 09:30 – 15:00
(precise timings will be confirmed)

Module Dates and venue

Six full days study between October 2019 – April 2020 at School of Nursing & Midwifery, De Montfort University, Leicester.

Delegates, De Montfort University Module Showcase, April 2018
Emotional Well-being

Part of Macmillan National Offer for 2019 – foundation Level

On this course you will learn about stress and the ability to develop resilience to burnout and compassion fatigue. The day will consist of a mix of presentations, facilitated discussions and sensitive experiential activities, working in pairs. The course will enable you to:

- Identify the unconscious processes that develop stress responses to life events.
- Identify the coping strategies that perpetuate stress responses.
- Explore a range of approaches for continuing to develop self-insight and to regulate emotional wellbeing.

Who is it for?
Any Macmillan professional wishing to develop a deeper insight into emotional and psychological stress.

Duration – 1 day
Pre-requisite – none

Location and Dates

Birmingham
Monday 14th October 09:30 – 16:30

Ethics and Complex Care Decisions

Intermediate Level
Anyone working as a regulated professional is subject to the same professional ethical requirements.

Aims for the day:
- Understand basic principles of healthcare ethics (e.g. four principles approach)
- Explore the concept of ‘informed consent’ from an ethical perspective.
- To understand the professional and statutory duties of candour and how they interact.
- Explore how ethical principles can be applied to complex cases in cancer care

Macmillan professionals possess valuable experience of managing ethical dilemmas in cancer care but without a clear conceptual framework it can be difficult to pin down the source of unease, settle on a plan of action, put ethical reasons into words, or identify the different ways people are thinking when teams have to tackle new problems together. Being able to refer to ethical principles and concepts supports individual reasoning, promotes good discussion between colleagues, and helps build confidence in ethical decision making.

This study day has been designed to help Macmillan professionals share a common language for talking about ethics in their work. Learning about ethical principles is done while debating topical ethical issues from different angles. Participants will work with colleagues to tackle a range of realistic case studies, consciously using ethical concepts and frameworks to explore all aspects of the problem and identify possible solutions. Participants will be provided with a workbook containing ethical scenarios and research literature to support their own learning, and to share with colleagues.

Location and Dates

Birmingham
Monday 10th April 09:30 – 16:30

Nottingham
Monday 30th September 09:30 – 16:30
Influencing & Negotiating

Part of the Macmillan national offer for 2019 – intermediate level

This one-day course gives you the chance to develop high-level skills that you can call on in a range of situations requiring influencing and negotiation. Develop the confidence and practical skills you need to make a positive impact in the work you do.

- Gain a greater understanding of the psychological aspects of influence.
- Know what you need to understand about yourself and others to influence and negotiate effectively.
- Understand how to build win-win solutions.
- Master the art of positive communication to improve your influence on those around you.
- Understand the four core pillars of successful negotiations.
- Uncover the secrets of non-verbal communication and learn how to approach presentations and meetings with impact and influence.
- Learn a step-by-step strategy for delivering your ideas when discussing or negotiating any type of change.

Who is it for?
Any Macmillan professional who needs to influence others to bring about change or make a difference in the workplace.

Location and Dates

Birmingham
Monday 17th June 09:30 – 16:30

Intermediate Communication Skills

Part of the Macmillan national offer for 2019 – intermediate level

This course takes an evidence-based approach and is designed to enhance your skills in communicating effectively with people living with cancer. You’ll get plenty of opportunities to practice the things you learn in a safe and supportive environment.

Explore the role and the importance of patient cues and concerns. Learn how to confidently handle difficult situations based on your own professional experiences, e.g. end of life conversations, distress, difficult questions or difficult colleagues.

Who is it for?
This course is for Macmillan professionals (up to band 6 and equivalent) communicating with people in difficult or distressing situations, e.g. when handling distress or anger, supporting people after bad news or talking about end of life. The course maps to KSF levels 2/3 and is tailored to meet the needs of the group(s) taking part.

Location and Dates (full attendance is required at both days)

Nottingham
Wednesday 17th April and Thursday 18th April 09:30 – 16:30

Birmingham
Tuesday 22nd October and Wednesday 23rd October 09:30 – 16:30
Introduction to Evaluation

Part of Macmillan National Offer for 2019 – foundation level

Course objectives
If you would like to define outcomes relevant to your work and learn some creative ways to gather outcomes data, this course is for you. This course will enable you to:

- Develop a better understanding of monitoring and evaluation and their importance.
- Gain an improved ability to identify and describe the outcomes and impact of your work.
- Increase your knowledge of how to develop a robust monitoring and evaluation framework.
- Increase your awareness of some simple ways to collect information and learn about good practice in data collection.

Who is it for?
Any Macmillan professional with limited experience of monitoring and evaluation or anyone who is keen to refresh their understanding of the subject.

Location and Dates

Birmingham
Thursday 5th September 09:30 – 16:30

Introduction to Project Management

Intermediate Level
This one day workshop will give Macmillan professionals an overview of the key principles of project management and introduce some of the key tools to utilise when taking a project management approach to service development.

Location and Dates

Birmingham
Friday 19th July 09:30 – 16:30

Nottingham
Thursday 3rd October 09:30 – 16:30

Delegate, Macmillan Caring for the Cancer Patient Conference, October 2018
Introduction to Immunotherapy

Foundation Level
With advancing cancer treatments, Immunotherapy is quickly becoming more well known as a treatment for some cancers. This introduction led by a Macmillan Immunotherapy CNS will provide some basic information on the subject.

Location and Dates
Birmingham
Friday 21st June 09:30 – 12:30

Leadership Skills
Part of the Macmillan national offer for 2019 – foundation level

Overview
This course will enable you to become a more effective leader by developing your awareness of your values and behaviours, and the impact these have on those around you. You will explore the knowledge and skills you need to develop in your leadership role.

Learning outcomes
- Explore the latest thinking in authentic leadership and effective communication.
- Identify your leadership values and how to use them to inspire and motivate yourself and others.
- Develop your understanding of the five core behaviours of effective leaders and how to apply these in your role.
- Develop skills to build effective professional relationships with your team and others across the organisation.
- Draw up an action plan for your future development as a leadership practitioner.

Who is it for?
Any Macmillan professional who is new to leadership, who aspires to move into leadership or who is currently in a leadership role and wishes to refresh their knowledge.

Location and Dates
Birmingham
Tuesday 2nd April 09:30 – 16:30
Managing Volunteers
Part of the Macmillan national offer for 2019 – foundation level

This foundation level course is suitable for Macmillan professionals new to volunteer management or those who currently manage volunteers and would like a refresher.

Based on Macmillan’s Volunteering Quality Standards (MVQS), this course introduces you to the key principles of effective volunteer management practice.

Topics we will cover include:
- Understand the key principles of planning for, recruiting, inducting, supporting and retaining volunteers.
- Understand the key skills and competencies required to effectively manage volunteers.
- Create opportunities to involve volunteers that add value to your work and achieve positive outcomes for the people your service supports.
- Clarify where to find tools, resource, and practical support with volunteer management.

Location and Dates

Birmingham
Thursday 9th May 09:30 – 16:30

Nottingham
Thursday 20th June 09:30 – 16:30

Motivational Interviewing
Part of the Macmillan national offer for 2019 – intermediate level

This course will explore how you can use motivational interviewing techniques to support people living with cancer to make positive changes in their lives.

You’ll learn how to tap into and strengthen people’s reasons for effecting change and strengthen their confidence in doing so, as well as how to get better at shared decision-making.

- Develop an understanding of what motivational interviewing is and how it fits in with other counselling and therapeutic approaches.
- Become better able to strengthen someone’s motivation and readiness to change, and their confidence (self-efficacy) about changing.
- Recognise, elicit, and strengthen ‘change talk’ with people affected by cancer.
- Get better at ‘activating’ and ‘empowering’ people affected by cancer.
- Reduce the emergence of resistance and discord in conversations.
- Strengthen your therapeutic relationships.
- Engage people in self-management behaviours.
- Work more collaboratively to develop a person-centred care plan.
- Become more confident in using specific behaviour change techniques.
- Discover a more effective way of holding conversations about change.

Who is it for?
Any Macmillan professional wishing to develop their skills to better support themselves and others.

Location and Dates (full attendance is required at both dates)

Nottingham
Monday 29th and Tuesday 30th April 09:30 – 16:30

Birmingham
Thursday 26th and Friday 27th September 09:30 – 16:30
Principles of Self-Management

Intermediate Level
The Recovery Package is designed to facilitate people living with cancer to, where possible, manage their own condition. This workshop will explore what is meant by ‘supported self-management’ and introduce ways to promote problem solving, self-discovery, goal setting, activity, use of resources and creating knowledge together about the best ways to self-manage.

This one and a half day workshop will be facilitated by Bridges Self-Management, a social enterprise that exists to make a difference to the lives of people who live with acute and long-term conditions, by working with teams from health, social care and the third sector, to define and deliver best practice in self-management support. Delegates are invited to attend a half day follow-up workshop to consolidate learning and consider the impact of this training.

Location and Dates

Birmingham
Tuesday 11th June 09:30 – 16:30

Follow-up half day workshop
Tuesday 8th October 09:30 – 13:00

Understanding the Recovery Package

Part of the Macmillan national offer for 2019 – foundation level

This one-day interactive workshop is designed to give you an overview of survivorship and all the elements of the Recovery Package.

The day will provide an opportunity for discussion and debate, with opportunities to learn, share and network with other healthcare professionals.

- Understand current research and developments in cancer survivorship.
- Understand the component parts of the Recovery Package.
- Use the logic model as a framework for understanding how to plan for the Recovery Package within the workplace.

Who is it for?
Any Macmillan professional who needs to deliver presentations to a wide range of audiences.

Location and Dates

Nottingham
Thursday 14th March 09:30 – 16:30

Birmingham
Thursday 26th and Friday 27th September 09:30 – 16:30
MACMILLAN IN THE MIDLANDS 2019 COURSES AND CONFERENCES FOR EVERYONE

Macmillan professionals may also attend these courses
Assertiveness
Foundation Level
This one-day programme will equip you with the basics on how to be assertive.

By the end of the day you will:
- Be able to describe what assertive behaviour is
- Understand the difference between assertive, aggressive, and passive behaviour
- Have practised phrases, tools, and techniques to enable you to feel more confident in assertive situations
- What happens when you behave assertively and understand what being assertive can help you achieve
- Awareness of basic NLP techniques

Location and Dates

Nottingham
Tuesday 7th May 09:30 – 16:30

Birmingham
Tuesday 1st October 09:30 – 16:30

Cancer Awareness
Foundation Level
The aim of this one-day workshop is to raise awareness of the nature of cancer, prevention, early detection, investigation, staging and treatment options for cancer.

Workshop objectives:
- Describe the biological nature of cancer in basic terms
- Discuss the risk factors for developing cancer
- List the potential signs for common cancers e.g. breast, prostate, bowel, lung, and skin cancer
- Discuss the staging of different cancers and investigations to stage and diagnose cancer
- Describe the main treatment options for cancer

Location and Dates

Birmingham
Monday 20th May 09:30 – 16:30

Nottingham
Wednesday 6th November 09:30 – 16:30
Cancer Rights and Benefits Entitlement

**Foundation Level**
Delivered by benefits specialists, this course will give you a brief overview of the welfare rights and support available to people living with cancer.

There will be opportunities to ask questions, so you have all the information you need to be able to signpost people living with cancer to a service, or have the basic knowledge to answer their questions about benefits.

**Location and Dates**

**Birmingham**
Tuesday 30th April  
10:00 – 13:00

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**Leicester**
Wednesday 2nd October  
10:00 – 13:00

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Counselling for Non-Counsellors

**Foundation Level**
Provided in collaboration with our partners at RELATE we are pleased to offer this excellent one-day counselling skills course.

This course will enable learners to develop skills in helping others by introducing some of the key counselling skills that support the helping process.

This course is widely applicable to many professionals who listen to people and provide help and support including appropriate signposting. Previous attendees have included social workers, support workers, volunteers, health professionals and private sector workers.

**Focusing on:**

- The skills necessary for the management of interviews using counselling skills.
- The process of change and loss.
- The ethical considerations and the need for support in activities using counselling skills.
- Exploring the importance of self-awareness when using counselling skills in the helping relationship.
- Successfully concluding an interview with appropriate signposting.

**Location and Dates**

**Birmingham**
Wednesday 9th May  
09:30 – 16:30
Developing Resilience to Burnout

Foundation Level
This training is for anyone (paid or un-paid) working with people living with cancer who wish to continue their learning from the emotional well-being training, and develop a range of skills and techniques that will contribute to their resilience to Burnout and Secondary Traumatic Stress.

Course Agenda
- Identify with the risks to wellbeing in providing compassionate care.
- Self-assess for levels of burnout, secondary traumatic stress, and compassion satisfaction.
- Identify with the ‘Cycle of Caring’ (Skovholt & Trotter-Mathison, 2010) and its significance for maintaining well-being and warding off Burnout. Define the rewards and joys of caring and how these promote ‘compassion satisfaction’.
- Explore a range of techniques, strategies, and approaches to promote emotional well-being and minimise the effects of Burnout and Secondary Traumatic Stress.
- Develop a personal ‘self-care action plan’.

Location and Dates

Nottingham
Thursday 16th May 09:30 – 16:30

Northampton
Thursday 12th September 09:30 – 16:30

Birmingham
Wednesday 13th November 09:30 – 16:30

Emergency Situations and How To Deal With Them – Acute Oncology for the Non-Clinical Workforce

Foundation Level
This is a course aimed at volunteers and others providing non-clinical support to people living with cancer.

The course will cover a basic overview of signs to look out for if you are working with people living with cancer, so that you know when and who to call for medical help if the person you are working with becomes unwell.

Location and Dates

Birmingham
Thursday 14th November 09:30 – 16:00
Supporting your education and development

HOPE Programme

HOPE Learn and Share Information Days

Target Audience
Allied health and social care professionals, and volunteers who are engaged in working within organisations supporting people living with cancer.

The HOPE (Helping to Overcome Problems Effectively) programme is offered by Macmillan on licence from Coventry University. This unique self-management programme supports people as they progress from their treatment phase into recovery.

We support you to become a HOPE facilitator equipping you with the skills and knowledge to deliver HOPE programmes on a voluntary basis.

If you are interested in finding out more, we recommend you attend a HOPE Learn and Share Information Day where you will be introduced to the Macmillan HOPE programme.

HOPE Learn and Share Objectives
- Attendees learn about the HOPE programme principles and content
- Participants will understand how people living with cancer can experience positive impact during recovery through attending a HOPE event
- Explanation will be given about how to implement and run a HOPE course
- Information will be provided about the requirements and commitment to fulfil the HOPE facilitator role
- Knowledge will be gained about the 2-day HOPE course facilitator training and the steps to enrol for training.

Location and Dates

Birmingham
Thursday 21st March 10:00 – 15:30

Nottingham
Tuesday 15th October 10:00 – 15:30

HOPE – Two Day Facilitator Training Programme

Target Audience
Allied health and social care professionals, and volunteers who are engaged in working within organisations supporting people living with cancer.

Aim
To become familiar with the HOPE course spirit, concepts, and underlying principles. This two-day programme prepares participants to facilitate the HOPE course to groups of people living with cancer and to those who are recovering from cancer.

Objectives
- Develop group facilitation and communication skills
- Develop understanding of techniques to encourage behaviour change
- Learn about positive group experience (e.g. group altruism, universality, hope)
- Become confident to deliver the course from the HOPE facilitator manual
- Develop techniques to encourage focussed discussion
- Work with a co-facilitator
- Be assessed and pass this initial stage of training

Please get in touch by contacting swmidslearning@macmillan.org.uk if you would like to attend one of the HOPE Facilitation Training Programmes we run throughout the year. Or, if you are an organisation that would like to run an in-house HOPE programme for a number of your staff/volunteers please contact us.
Introduction to Coaching

Foundation Level
This practical workshop is designed to introduce you to some of the principles of coaching and offer tools to support you in self-management conversations with the cancer patients you work with. It is relevant to the wider cancer workforce and volunteers.

This workshop will:
- Enable you to consider what coaching is (and isn’t)
- Support your understanding and practice of some of the underlying skills of coaching
- Introduce you to using some coaching tools and models
- Enable you to see and experience coaching in action
- Invite you to reflect on how you might use some of the basic skills of coaching.

Location and Dates

Birmingham
Monday 1st April 09:30 – 16:30

Nottingham
Wednesday 9th October 09:30 – 16:30

Introduction to Level 1 Psychological Training

Foundation Level
This 2-day course is aimed at staff within bands 4 and 5 in accordance with NICE (2004) guidance which states that all health and social care professionals should be able to recognise psychological needs of patients and thereby give effective information, in a compassionate manner.

This highlights the need for good communication and general psychological support. This 2-day course is applicable to all professionals in any health setting and will focus on:

Day 1:
- Communication and barriers
- Styles of communication

Day 2:
- Transactional analysis
- Self-care, Resilience, and Mindfulness

Location and Dates (full attendance is required for both days)

Birmingham
Thursday 4th April and Friday 5th April 09:30 – 16:30
Supporting your education and development

Listening and Responding

Foundation Level
We all like to think of ourselves as good listeners, but do you want to do more to develop your listening skills, so that you can better support people living with cancer?

This one-day workshop will help you to identify the differences between listening and other helping strategies such as providing information and advice, as well as developing and practising your listening and responding skills in a supportive environment.

What will I get out of it?
An opportunity to build on your existing skills and develop appropriate and constructive ways of listening and responding to people through active practice.

Location and Dates

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Loss, Grief and Bereavement

Foundation Level
This one-day workshop helps you gain a deeper understanding on the wide range of losses and grief experienced by people living with cancer. It helps you feel more confident in using your skills to deal appropriately with individual situations. It is important to understand that you will need to be prepared to explore and share your own experiences in this workshop.

Who is it for?
Open to people who are interested in or are currently involved in supporting people living with cancer through loss and bereavement.

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Managing Fatigue, Anxiety, and Breathlessness (FAB)

Foundation Level
This one day workshop is aimed at healthcare professionals and anyone who works with people living with cancer who are experiencing symptoms of fatigue, anxiety and breathlessness as a result of cancer and its treatment.

This workshop will include an overview of the causes of these symptoms and practical strategies which you can use to help patients in their own self-management.

Location and Dates

Birmingham
Monday 3rd June 09:30 – 16:30

Principles of Palliative and End of Life (EoL) Care

Foundation Level
This one-day basic introduction or refresher will provide information on supporting people who may be in palliative care or nearing the end of their life.

Who is it for?
Anyone who is supporting someone during their cancer experience in their home, nursing home, hospice, or hospital. (this day should not replace expert clinical or medical update training and is intended to be an awareness session).

The subjects that will be covered will be:
- What is palliative care and what might be supported for a patient in palliative care
- How are decisions made about someone moving from palliative to EoL Care?
- What are the signs of EoL and what to expect?
- Processes that professionals put in place or that families can ask for
- What help do people get (patient, carer, relatives)?
- What happens after someone has died?
- Who is involved at the end of someone’s life?
- What might happen if someone is in a hospice or in their own home

Location and Dates

Birmingham
Wednesday 15th May 09:30 – 16:30

Nottingham
Friday 11th October 09:30 – 16:30
Please do let your patients know about these opportunities. Some or all of these courses can be delivered locally depending on numbers, location and the availability of trainers. We may also be able to offer other topics. Please direct requests to swmidslearning@macmillan.org.uk

The dates being advertised are open programmes available for booking by any person living with cancer and give an idea of content and duration.

*subject to numbers, location and trainer availability
Building Confidence to Return to Work

Developed and delivered with the Working Through Cancer team and RELATE. This one-day workshop provides the opportunity to plan your return to work and gain an understanding of your rights and options. It provides a chance to consider the conversations you will have with your employer and develop your communication skills.

Who is it for?
For people who have finished or are nearing the end of their cancer treatment and are planning to return to work, either soon or at some point in the future.

Topics include:
- Identifying your hopes and fears
- Your job and you
- How your employer can help
- Managing your emotions
- Communication and strategies for problem solving.

Location and Dates

Birmingham
Thursday 23rd May 10:00 – 15:00

Confidence, Assertiveness and Self-esteem

This one-day workshop, in partnership with RELATE, provides the opportunity to gain confidence and take control of your life after cancer treatment. It offers strategies for managing change and moving forward.

Who is it for?
For people who have finished or are nearing the end of their cancer treatment.

Programme includes:
- Coping with change
- Building confidence and self-esteem
- Defining a new you
- Managing stress
- Setting small goals

Location and Dates

Birmingham
Thursday 4th July 10:00 – 15:00
HOPE programme

The HOPE programme is a health and lifestyle coaching to support people to live well following cancer treatment. HOPE was developed by Coventry University in partnership with Macmillan Cancer Support. The programme is licensed and accredited and promotes self-management techniques based on cognitive behavioural therapy, HOPE theory, positive self-efficacy theory and positive psychology. HOPE is delivered by allied health and social care professionals alongside trained volunteers who have experience of cancer diagnosis. The course takes place over 6 weeks in weekly 2.5-hour sessions.

HOPE offers peer support to people who report feeling isolated and lonely following their cancer treatment. The course encourages people to self-manage the effects of cancer and its treatment on their lifestyle. It addresses both physical and psychological issues, providing coping strategies to enable people to cope more effectively.

If you are interested in attending a programme or becoming a volunteer facilitator, please get in touch with us. Programmes are not currently available across all of the Midlands.

Location and Dates

**Birmingham**
Thursday 21st March 10:00 – 15:30

**Nottingham**
Tuesday 15th October 10:00 – 15:30

For more information please contact swmidslearning@macmillan.org.uk
Introduction to Managing Anxiety

Run by a specialist clinical psychologist, this one-day introductory session will cover things such as:

- Values based thinking on how to manage anxieties
- Present Moment Awareness – focusing on Mindfulness based skills
- Moving Forwards – recognising anxieties and recurrence fears to move forwards

Attendance at this workshop should not replace any clinical or medical support you may need, and no clinical or medical support is provided on the day.

Location and Dates

Birmingham
Thursday 27th June 10:00 – 15:00

Introduction to Mindfulness

An introduction to the principles of Mindfulness. This awareness session will help you understand if Mindfulness is something for you to pursue further; which may help your own personal resilience.

Mindfulness should not replace any medical or clinical care that has been recommended by your healthcare professional.

Location and Dates

Lincolnshire
Friday 8th March 10:00 – 15:00

Shropshire
Friday 3rd May 10:00 – 15:00

Birmingham
Friday 27th September 10:00 – 15:00

Speaker, Macmillan Caring for the Cancer Patient Conference, October 2018

Delegate, Macmillan Self-Management Co-Production, July 2018
Online Learning – learnzone.org.uk

Macmillan Cancer Support provides e-Learning free of charge to anyone. Subjects are available to all, though suggested audiences are provided. An online account is required.

Examples of subjects hosted are:

**Acute Oncology**  
An introduction to adult acute oncology services, covering key principles, recognising conditions, and initiating appropriate action to ensure safe and timely high-quality care.

**Advance Care Planning**  
Explore when and how to start conversations; how you can help someone discuss what's important to them and help them plan for their future care.

**Cancer Awareness**  
An overview and introduction to cancer awareness, living with and beyond cancer and End of Life and Palliative Care.

**Communicating with patient**  
Guidance on good and bad practice around communication on clinical settings, based on the video series ‘The Clinic – Not Good Enough’.

**Improving care for LGBT people with cancer**  
Achieving quality in end of live care for lesbian, gay, bisexual and transgender (LGBT) people.

**Introduction to the Recovery Package**  
Key information on the Recovery Package, Holistic Needs Assessment (HNA), Treatment Summary, Consequences of treatment, Health & Wellbeing Events and Cancer Care Review.

**Late effects**  
Look at some of the late effects of cancer treatment and help signpost to useful sources of information and support.

**Legal issues, families, and cancer**  
Gain awareness of the legal and family matters that may arise when cancer affects a relative.

**Malignant spinal cord compression**  
Identifying early signs and symptoms of malignant spinal cord compression (MSCC), enabling rapid referral and treatment to improve patient outcomes.

**Neutropenic sepsis**  
A dramatic reconstruction that examines the issue of neutropenic sepsis.

**Nutrition for Living with and Beyond Cancer**  
A nutrition course for health and social care professionals developed by Bournemouth University.

**Sexual relationships and cancer**  
The insights into how to talk to patients about the issues surrounding sexuality and cancer.

**Understanding physical activity and cancer**  
A short video course for professionals to enable you to raise awareness of the importance of physical activity and signpost people to further support.
Special Thanks

An enormous thank you to our colleagues internally and externally, together with casual trainers, training companies and Macmillan professionals who have worked tirelessly to support the production of this prospectus.
We’re here to help everyone with cancer live life as fully as they can, providing physical, financial and emotional support. So whatever cancer throws your way, we’re right there with you.

For information, support or just someone to talk to, call 0808 808 00 00 or visit macmillan.org.uk