

2019

FULLY FUNDED WORKSHOPS FOR  
**MACMILLAN**  
**PROFESSIONALS**  
**NORTH GEOGRAPHY**

[learnzone.org.uk/professionals](http://learnzone.org.uk/professionals)

**MACMILLAN**  
CANCER SUPPORT

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

## Welcome to the Macmillan programme of courses for the cancer workforce in the North geography.

All of our courses are fully funded by public donations. We are only able to offer these workshops, events and courses to you at no cost because of the huge generosity of our thousands of supporters, who every year do many things including running marathons and baking cakes to raise funds for us. We are grateful to each and every one of these people who enable us to offer you these opportunities.

### **Late cancellation or non attendance to an event will result in loss of Charity money.**

In exchange for this free training, you will be asked to complete a simple online feedback form; this will be emailed to you after the training is complete. The information collected will assist us in identifying how effective the learning events have been in meeting participants' needs. Macmillan Cancer Support offers free training across the whole of the UK.

Whilst we are more than happy for you to attend courses, as a charity we would not be able to contribute towards any travel or expenses associated with attending.

All course places need to be confirmed.

#### Data Protection Declaration:

*We will use your details to administer the course you registered for and to share your details (name and job title only) with the course facilitator running the course.*

*We promise to keep your details safe and never sell or swap them with anyone. Our [privacy policy](#) explains how we keep this promise. If you don't want to hear from us, or change your mind about how we contact you, email [contact@macmillan.org.uk](mailto:contact@macmillan.org.uk) or call 0300 1000 200.*

**MACMILLAN  
CANCER SUPPORT**

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

# HOW DO I APPLY?

To book please email [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) with the following information:

- Name
- Job title
- Workplace
- E-mail address
- Contact telephone number
- Details of courses you would like to book a place for
- Any mobility or dietary requirements you have

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<b>Advanced Communication Skills</b>	Macmillan Professionals who are senior health and social care professionals working at Band 6 and above or relevant equivalent	This 2-day course aims to develop communication skills and strategies for managing complex, challenging and/or highly emotive situations using an evidence based cue/concerns centred approach. It includes the opportunity to practice key skills and behaviours in a safe and supportive environment. Role play is an essential part of the course.	12 <sup>th</sup> -13 <sup>th</sup> February 18 <sup>th</sup> -19 <sup>th</sup> June 30-31 <sup>st</sup> October	Leeds Newcastle Leeds	09:00-17:00
<b>Advanced Communication Skills Refresher Training</b>	Macmillan Professionals who have <u>previously attended</u> Advanced Communication Skills Training in the last 10 years	This ½ day certificated workshop provides the opportunity to revisit and refresh the learning acquired previously and reflect on the skills and strategies needed for dealing with complex communication issues.	11 <sup>th</sup> February	Leeds	13:00-17:00
<b>Intermediate Communication Skills</b>	Macmillan Professionals who have contact (clinical or otherwise) with people affected by cancer who work at or below AfC Band 5 or relevant equivalent	This 1-day course aims to enable staff to communicate with people in a way that demonstrates care, compassion, dignity and respect. Opportunities to develop skills to manage interactions is facilitated through various means including role play and video.	17 <sup>th</sup> June	Newcastle	09:00-17:00

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<b>Collecting and Analysing Data</b>	Macmillan Professionals	You will learn about the different ways to collect information – including questionnaires, interviews, focus groups, participatory and creative methods – and consider which ones best meet the needs for you and your stakeholders. You will also carry out simple analysis of quantitative and qualitative data and begin to evaluate the data you've collected so you can better demonstrate the difference your work makes. On completion of this course, you'll be offered up to two hours of one-to-one support to help you apply your learnings in your service.	30 <sup>th</sup> May	Durham	10:00-16:30
<b>Consequences of Treatment</b>	Macmillan Professionals	Many people live with the consequences of cancer treatment. These consequences may be profound or may seem insignificant; they may be immediately apparent or only become clear years later. But they will often affect a person's life deeply. 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.	6 <sup>th</sup> May	Durham	09:30-16:30

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<b>Developing and Implementing Service Improvement Projects</b>	Macmillan Professionals	The backbone of service improvement is a combination of effective audit and well-planned improvement projects. This highly practical one day session will support you to achieve the best outcomes for your service by helping you to identify improvement potential and then lead successful improvement work.	31 <sup>st</sup> May 13 <sup>th</sup> November	Newcastle Leeds	09:30-16:30
<b>Developing Personal Impact</b>	Macmillan Professionals	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 session will equip you with tried and-trusted tools to help you to develop and enhance your communication skills. It 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.	5 <sup>th</sup> March 9 <sup>th</sup> October	Leeds York	09:30-16:30

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<b>Developing Resilience to Burnout</b>	Macmillan Professionals	This course will give you the opportunity to practise 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.	9 <sup>th</sup> April 24 <sup>th</sup> September	Leeds Durham	09:30-16:30
<b>Influencing &amp; Negotiation</b>	Macmillan Professionals	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.	27 <sup>th</sup> March	Leeds	09:30-16:30

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<p><b>Loss, Grief and Bereavement</b></p>	<p>Macmillan Professionals</p>	<p>This course will explore the effect loss, grief and bereavement can have on any individual and help participants develop techniques to support these individuals within the context of their current role.</p>	<p>3<sup>rd</sup> June</p>	<p>York</p>	<p>09:30-16:30</p>
<p><b>What difference does your work make? An introduction to evaluation</b></p>	<p>Macmillan Professionals</p>	<p>This introduction to evaluation will show you how you can most effectively tell the story of your work and demonstrate the impact of your service. If you would like to define outcomes relevant to your work and learn some participatory ways to gather outcomes data, this course is for you.</p>	<p>1<sup>st</sup> October</p>	<p>Leeds</p>	<p>10:00-16:30</p>

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<b>Managing Volunteers</b>	Macmillan professionals new to volunteer management or those who currently manage volunteers.	<ul style="list-style-type: none"> <li>• Understand the key principles of planning for recruiting, inducting, supporting and retaining volunteers.</li> <li>• Understand the key skills and competencies required to effectively manage volunteers.</li> <li>• Create opportunities to involve volunteers that add value to your work and achieve positive outcomes for the people your service supports.</li> <li>• Clarify where to find tools, resources and practical support with volunteer management.</li> </ul>	18 <sup>th</sup> June	Leeds	09:30-16:30
<b>Emotional Wellbeing</b>	Macmillan Professionals	<p>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.</p> <p><b>Topics we will cover include:</b></p> <ul style="list-style-type: none"> <li>▪ Identify unconscious processes that develop stress responses to life events.</li> <li>▪ Identify the coping strategies that perpetuate stress responses.</li> <li>▪ Explore a range of approaches for continuing to develop self-insight and to regulate emotional well-being.</li> </ul>	1 <sup>st</sup> October	Beverley	09:30-16:30

To book a place on any of the face to face courses listed please contact [northlearning@macmillan.org.uk](mailto:northlearning@macmillan.org.uk) or call 01904 756 459

Course Title	Who is it for?	What will I learn?	Date	Location	Timings
<b>Cancer and Dementia</b>	Macmillan Professionals	Explore how this directive, client-centred counselling style for enabling behaviour change can help you and those affected by cancer to explore and resolve emotional situations by promoting autonomy and motivation in decision-making.	16 <sup>th</sup> May 26 <sup>th</sup> November	Leeds York	09:30-16:30
<b>Persuading and Engaging People Through Effective Reports</b>	The aim is to develop the knowledge and skills of Macmillan professionals in how best to prepare effective reports, particularly Annual Reports.	<ul style="list-style-type: none"> <li>To gain knowledge of the steps involved in producing a report, from preparation to completion</li> <li>To explore and understand various models for structuring and enhancing your content – in a way that engages a reader</li> <li>To start work on your report (be it an annual or other report) and gain feedback on your initial draft structure – to help give you the momentum to complete your task after the event</li> </ul>	4 <sup>th</sup> April 5 <sup>th</sup> November	York Durham	09:30-16:30