

**MACMILLAN
CANCER SUPPORT**

**NORTH WEST
LEARNING &
DEVELOPMENT
PROSPECTUS
2019**

Learn new things and
develop your skills as a
Macmillan Professional.

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Don't see the course you want to attend? Forums, events and new courses that become available later in the year will be advertised via email to Macmillan Professionals.

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

All 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 necessarily be able to contribute towards any travel or expenses associated with attending. If you are a Macmillan Professional, we may be able to contribute towards your costs in some circumstances.

All course places must be fully confirmed via email.

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 or call 0300 1000 200.

HOW DO I APPLY?

To book a place on any of our courses, please email 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

Please note that all our courses are subject to availability and that some of the dates listed in this prospectus may change or new dates may be available later in the year. New dates or new courses, events and forums will be advertised via email to Macmillan Professionals.

If you would like to book a place for yourself and a colleague, we will need this information for both of you to secure both places.

If you are a Macmillan professional and you would like to book a place for both yourself and a colleague who is not in a Macmillan post, please be aware that on some courses we cannot guarantee that your colleague will be offered a place and they may be added to the waiting list.

COURSES FOR MACMILLAN PROFESSIONALS

These courses are aimed at Macmillan Professionals only, subject to availability. If you are not a Macmillan Professional but would like to potentially attend one of these courses, please let us know and we will add you to the waiting list.

Advanced Communication Skills

Only for Macmillan professionals at Band 6 or Above

A nationally recognised, Connected (National Cancer Action Team) Advanced Communication Skills course delivered by experienced accredited facilitators. Recommended as best practice by the Quality Surveillance Programme. Role play is a mandated aspect of the two-day course which aims to equip professionals with the skills they need to promote a cue based, patient centred approach within the many complex communication situations they deal with on a daily basis.

1-2 October - Preston - 09:00-17:00 (both days)

An Introduction to Evaluation

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.

17 May - Manchester - 10:00 – 16:30

Cancer and Dementia

Learn more about the causes, types and risks in the relationship between Cancer and Dementia, and how Dementia impacts behaviour and can often be misdiagnosed. With a mixture of case studies, group work and a presentation, develop your skills in the complexities of caring for someone with both Dementia and Cancer and how communication, planning and technology can help you in your role.

5 November - Manchester - 10:00-16:30

Collecting and Analysing Data

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.

Prerequisite: Must have attended 'An Introduction to Evaluation' or a similar introductory course.

1 March - Manchester - 10:00 – 16:30

Consequences of Treatment

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.

30 September - Liverpool - 09:30-16:30

CBT for Palliative Care

Learn how to utilise tools from Cognitive Behavioural Therapy (CBT) ‘first-aid’ in the context of palliative care settings. Gain more knowledge and confidence when dealing with a range of emotions when working with those affected by cancer in palliative care.

5 June - Manchester - 09:00-17:00

Developing and Implementing Service Improvement Projects

Explore how you can find new sources, ideas and approaches for finding the potential for improvement and choosing the right projects. We want to help you learn leadership principles in managing your projects by developing clear goals and measuring improvement in a variety of ways.

New dates will be advertised via email to Macmillan Professionals.

Developing Resilience to Burnout

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 and how you can use mindfulness meditation techniques to avoid burnout and compassion fatigue.

1 March - Liverpool - 09:30-16:30

3 December - Preston - 09:30-16:30

Developing Personal Impact

In the workplace, we often must 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.

1 June - **Liverpool** - **09:30-16:30**

Emotional Wellbeing

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

27 February - **Manchester** - **09:00-17:00**

Influencing and Negotiation Skills

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.

1 May - **Liverpool** - **09:30-16:30**

Intermediate Communication Skills

Aimed at Macmillan Professionals on Band 5 or below

This one-day course aims to enable staff to communicate with people in a way that demonstrates care, compassion, dignity and respect, using an evidence-based cue/concerns centred approach. This will feature opportunities to develop the skills to manage interactions is facilitated through various means including role play and video. Learn how to confidently handle difficult situations based on your own professional experiences, for example, difficult questions from those affected by cancer or difficult colleagues.

New dates will be advertised via email to Macmillan Professionals.

Life-Limiting Illness and Pre-Bereavement

Finding out and living with the knowledge that a close family member is going to die is never easy. This training day focuses on practical ways in a clinical setting to support families facing the death of a family member. This course takes into account the common core competencies and principles for those in health and social care working with adults at end of life.

- Develop an understanding of the issues around life-threatening illnesses, and how a dying parent and their family can be supported through appropriate language and clear communication.
- Develop communication skills appropriate to the age of children.
- Become self-aware of the personal impact when working with families facing death and generate a range of practical ideas to support a person who is dying.

9 May - Liverpool - 10:00-16:00

Loss, Grief and Bereavement

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.

11 April - **Manchester** - **10:00-16:30**

7 November - **Liverpool** - **10:00-16:30**

Managing Volunteers

Understand the key principles of planning for recruiting, inducting, supporting and retaining and effectively managing 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, resources and practical support with volunteer management.

23 April - **Liverpool** - **10:00-16:00**

Motivational Interviewing

Intermediate level

This two-day 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.

12-13 February - **Liverpool** - **09:00-17:00 (both days)**

3-4 June - **Manchester** - **09:00-17:00 (both days)**

Persuading and Engaging People Through Effective Reports

The aim is to develop the knowledge and skills of Macmillan professionals in how best to prepare effective reports, particularly Annual Reports.

- To gain knowledge of the steps involved in producing a report, from preparation to completion
- To explore and understand various models for structuring and enhancing your content – in a way that engages a reader
- 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

New dates will be advertised via email to Macmillan Professionals.

Understanding the Recovery Package

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 and component parts of the Recovery Package. Learn to the logic model as a framework for understanding how to plan for the Recovery Package within the workplace.

22 May - Manchester - 10:00-16:00

12 November - Liverpool - 10:00-16:00

COURSES FOR EVERYONE

These courses are open to Macmillan Professionals, the wider workforce and volunteers.

Introduction to (e)HNA

The aim of the half-day session is to provide information on the benefits and challenges of undertaking holistic needs assessments and care planning and to demonstrate the Macmillan eHNA system. A great way to refresh your knowledge if you already use HNA or learn a new skill if you're a beginner.

5 February - **Liverpool** - **09:30 – 12:30**
13:30 – 16:30

8 April - **Manchester** - **09:30 - 12:30**
13:30 – 16:30

25 September - **Liverpool** - **09:30 – 12:30**
13:30 – 16:30

11 November - **Preston** - **09:30 – 12:30**
13:30 – 16:30

Please note this is a half-day session. Please specify which time you would like to attend when booking a place.

Listening and Responding

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.

10 May - **Manchester** - **10:00 – 16:00**

18 November - **Liverpool** - **10:00 – 16:00**

Cancer Awareness

The aim of this one-day free workshop is to raise awareness of the nature of cancer and provide an introduction to prevention, early detection, investigation, staging and treatment options for cancer. This course is aimed at those who are from a non-clinical background.

- 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.

2 May - **Liverpool** - **09:30 – 16:30**

9 October - **Manchester** - **09:30 – 16:30**

SAGE & THYME®

SAGE & THYME® is a model to enable health and social care professionals to listen to concerned or distressed people, and to respond in a way that empowers the distressed person. This model aims to be applicable in a variety of settings from hospital to home, and aims to develop key communication skills which can be beneficial for volunteers, administrators and social workers alongside doctors and nurses.

21 March	-	Liverpool	-	13:00 – 16:30
10 June	-	Chester	-	13:00 – 16:30
5 September	-	Preston	-	13:00 – 16:30
5 December	-	Crewe	-	13:00 – 16:30