



## **EFFECTIVE ASSESSMENT & CARE PLANNING**

### **(2 day course)**

**Course Dates:** 21<sup>st</sup> & 22<sup>nd</sup> September 2010

10<sup>th</sup> & 11<sup>th</sup> November 2010

**Course Price:** £170 + VAT (£199.75 inc. VAT)

**Trainer:** Andy Perkins, Director of Training & Development

**Location:** Figure 8 Training Suite  
1<sup>st</sup> Floor, 30 Whitehall St, Dundee, DD1 4AF

**Max. participants:** 16

### **Course Content**

Part One of this course aims to equip participants with the essential skills and knowledge to conduct a range of substance misuse assessments by employing a range of tried-and-tested interviewing skills and techniques. Participants will gain an understanding of the benefits of conducting an effective assessment, as well as an insight as to how intrusive this process can be and the importance of engaging with the client throughout. Part Two aims to cement participants' understanding of the skills required to effectively develop, co-ordinate and review integrated care plans for service users. Participants will receive an overview of the different components involved in effective case management and the competencies required to successfully manage cases. Participants will be encouraged to consider the main aims of care co-ordination and discuss what is involved in ensuring appropriate case review and closure, including suitable aftercare support.

### **Learning Objectives**

On completion of Part One of this course participants will be able to:

- Demonstrate knowledge of undertaking effective need assessments (including risk assessment) by employing a range of interviewing skills and techniques.
- Understand and discuss common problems in conducting assessments and developing care plans.
- Identify skills in developing a therapeutic relationship to help engage clients in the assessment and care planning processes.
- Develop a comprehensive care plan based on the identified needs of clients.
- Understand and discuss the need for client involvement in the planning process.

On completion of Part Two of this course participants will be able to:

- Demonstrate understanding of what constitutes case management.
- Demonstrate knowledge of the importance of accurate record keeping.
- Understand the process of reviewing action plans.
- Understand the process of discharge.
- Understand the process of evaluation of services.



## How to book

- Complete and return this form by post to **Figure 8 Consultancy, 1<sup>st</sup> Floor, 30 Whitehall Street, Dundee, DD1 4AF;**
- Call Figure 8 on **01382 224846** or;
- Email us at **enquiries@f8c.co.uk** with the information in the booking form below;
- If you book by post or email we will contact you by e-mail to confirm receipt of the booking.

## TRAINING BOOKING FORM (Please complete all fields)

<b>Course Name:</b>	<b>Effective Assessment &amp; Care Planning</b>
<b>Course Date(s):</b>	
<b>Participant Name:</b>	
<b>Job Title:</b>	
<b>Organisation:</b>	
<b>Address: (inc postcode)</b>	
<b>Telephone no:</b>	
<b>Email address:</b>	

### Payment Options (tick the applicable option):

- Cheque enclosed for £\_\_\_\_ (made payable to Figure 8 Consultancy Services Ltd)
- Bank transfer (Natwest Account Number: 16561899, Sort code: 60-24-75, Account Name: Figure 8 Consultancy Services Ltd, please use the participant's name as the reference)
- Please invoice me

**Early bird discount** – book more than 6 weeks before the course date and you'll receive **£5 off** the cost per person

**Autumn 2010 Special Offer** – book 2 places on this course and get a 3<sup>rd</sup> one **free**

### Cancellation Policy

- If you cancel **up to 14 days** before the course, in writing, you will receive a refund of monies paid less a £15+VAT admin fee or, alternatively, a full credit note for a future course.
- If you cancel **up to 7 days** before the course, in writing, you will receive credit note for a future course less a £15+VAT admin fee.
- If you cancel **less than 7 days** before the event or fail to attend on the day no refund or credit note will be given and any outstanding invoices will still be payable.
- Figure 8 Consultancy Services Ltd reserves the right to substitute trainers and/or move venues or postpone and reschedule courses in exceptional circumstances. If you are unable to attend the rescheduled event you will be given a full credit note for a future training event.

**EVIDENCE INTO PRACTICE**