

2018

FREE COURSES FOR THE CANCER WORKFORCE IN THE SOUTH AND EAST GEOGRAPHY

Learnzone.org.uk/professionals



WE ARE
Macmillan
CANCER SUPPORT

To book a place on any of the face to face courses listed please contact LondonSELearning@macmillan.org.uk or Tel: 01904 756447

Welcome to the Macmillan programme of courses for the cancer workforce in the South and East Geography

The study days in this prospectus are provided **FREE** for Macmillan professionals and any non-Macmillan professional who significantly works with people affected by cancer. All courses are one day unless otherwise stated.

We are only able to offer these workshops, events and courses to you at no cost because of the huge generosity of our 1000's 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. Please be mindful that late cancellation or non-attendance on any of these courses will result in loss of charity money.

How do I apply?

To book on to a course or for further details about the venue, facilities, and timings, please contact your Learning & Development Team on:

LondonSELearning@macmillan.org.uk or Tel: 01904 756447

Data Protection Declaration:

Data Protection Act 1998: By applying to attend these events, you agree to Macmillan Cancer Support processing your personal data in order that we can provide you with the best possible support every time you contact us. Your details will be recorded on our database so that we can contact you from time to time by phone, email, text or post to tell you about how we can support you and how you can get involved with our team.

Your details will be kept securely and only shared with our suppliers or partners who work on our behalf or with us to deliver and improve services for people affected by cancer.

Please understand that Macmillan will share information on your attendance and studies with your line manager, and other nominated individuals.

We will never sell or swap your details with third parties.



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WELLBEING AND EMOTIONAL RESILIENCE

| Course title | Who is it for? | What will I learn? | Date | Venue |
|----------------------------|-------------------------|---|---|---|
| Mindfulness One Day Course | Macmillan Professionals | <p>This one-day course teaches the practice, applications, and the science of mindful compassion. You will leave with an improved understanding of both self-care and caring for others.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none">• Learn to practice mindful compassion meditations.• Understand the theory, science, and practice of mindfulness.• Develop the skills to develop a mindfulness practice at home and at work. | 12 th February 2018 13 th April 2018 6 th July 2018 9 th November 2018 | Cambridge Stevenage Norwich Chelmsford |

LIVING WITH THE IMPACT OF CANCER

| Workshop title | Who is it for? | What will I learn? | Date | Venue |
|--|--------------------------------|---|--|---|
| Understanding the Recovery Package (Foundation) | Macmillan Professionals | <p>This one-day interactive workshop is designed to provide an overview of survivorship and all the elements of the recovery package and to explore how it can be implemented into your clinical area.</p> <p>The day will provide an opportunity for discussion and debate, with opportunities to learn, share and network with other health care professionals.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none">• Understand current research and developments in cancer survivorship.• Understand the component parts of the recovery package.• Use the logic model as a framework for implementing the recovery package within the workplace.• Explore a range of approaches and strategies to promote effective implementation. | <p>8th February 2018 22nd March 2018 24th May 2018 22nd June 2018 19th October 2018</p> | <p>Norwich Ipswich Cambridge Chelmsford Stevenage</p> |

| Workshop title | Who is it for? | What will I learn? | Date | Venue |
|--|---|---|--|---|
| From Emotions To Solutions  | Macmillan Professionals, and any non-Macmillan Professional who significantly work with people affected by cancer. | <p>Facilitated by Relate, this course aims to increase understanding of techniques used to improve effective and efficient communication with emotional clients.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Explore the need to build trust and rapport. • Gain understanding of how to positively influence a situation. • Establish the preparation needed before a discussion with a client. • Ability to review what you are trying to achieve at each part of the discussion. • Practised effective questioning and listening skills. • Practised managing a variety of emotions. • Develop a personal action plan for future use and further personal development. | 5 th March 2018 24 th September 2018 2 nd November 2018 | Guildford Maidstone Maidstone |
| Understanding Relationships  | Macmillan Professionals, and any non-Macmillan Professional who significantly work with people affected by cancer. | <p>Facilitated by Relate – the UK's largest provider of relationship support.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • To gain understanding of the impact of systems on couple/family relationships. • To gain understanding of the impact of social economic and environmental problems on relationships. • To examine the Pinch/Crunch model to gain understanding of conflict within a relationship. • To gain insight into effective communication. • To gain insight into blocks to communication. • To recognise professional limitations and identify agencies that offer additional support for relationship and family issues. | 8 th May 2018 4 th July 2018 | Billingshurst Maidstone |

KNOWLEDGE AND SKILLS FOR THE CHANGING CANCER ENVIRONMENT

| Course title | Who is it for? | What will I learn? | Date | Venue |
|---|---|---|---|---|
| Advanced Communication Skills (2-day course) | Senior Macmillan Professionals: Band 6/7 and above | <p>This course is aimed at senior Macmillan Professionals wishing to enhance their clinical communication skills.</p> <p>It is an evidence based course, for which the participants set the agenda for both days by identifying challenging communication scenarios from their own field of professional practice.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none">• Strategies for breaking bad news.• Strategies for managing anger and distress.• Advanced care planning and end of life conversations.• Improving communication with colleagues. | February 2018 March 2018 May 2018 June 2018 September 2018 September 2018 October 2018 November 2018 | Cambridge Stevenage Chelmsford Norwich Cambridge Hospice in the Weald, Kent Princess Alice Hospice, Surrey Ipswich |

| Course title | Who is it for? | What will I learn? | Date | Venue |
|---------------------------------|---|--|--|------------------------------------|
| Listening and Responding | All Healthcare Professionals, Volunteers, Service Users, Support Groups, Carers, and People Affected by Cancer | <p>We all like to think of ourselves as good listeners, but do you want to do more to develop our listening skills, so that you can better support people affected by cancer?</p> <p>This 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.</p> | 5 th February 2018 15 th June 2018 21 st September 2018 | Guildford Maidstone Brighton |
| Speaking with Confidence | All Healthcare Professionals, Volunteers, Service Users, Support Groups, Carers, and People Affected by Cancer | <p>This one day introductory public speaking workshop will bring out your natural speaking strengths.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Learn to speak with clarity and confidence. • Address fears and overcome nerves. • Learn how to engage an audience. • Use your experience to write a dynamic speech, structuring your content to greatest impact and then deliver a speech with confidence and authority. • Dealing with questions during speaking. • Applying these skills to next steps in your volunteering or public life. • Find a way to enjoy speaking. | 14 th March 2018 6 th April 2018 9 th May 2018 | Guildford Maidstone Brighton |

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| Course title | Who is it for? | What will I learn? | Date | Venue |
|----------------------------------|---|--|---|---|
| Group Facilitation Skills | All Healthcare Professionals, Volunteers, Service Users, Support Groups, Carers, and People Affected by Cancer | <p>This one day workshop will help to develop your skills in working with groups in a facilitative style.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none">• Create a positive environment for group learning.• Identify key skills and qualities of a group facilitator.• Enhance communication and influencing skills.• Learn how to manage challenging behaviour• Raise awareness of learning styles and the impact of group dynamics. | 31 st January 2018 27 th April 2018 6 th June 2018 29 th August 2018 | Maidstone Stevenage Guildford Eastbourne |

E-LEARNING

WELLBEING AND EMOTIONAL RESILIENCE

| E-Learning Course | What will I learn? | E-Learning link |
|-------------------|--|----------------------------|
| Be Mindful | This course explores the theory and practice of mindfulness. | Be Mindful |

LIVING WITH THE IMPACT OF CANCER

| E-Learning Course | What will I learn? | E-Learning link |
|---------------------------------|--|--|
| Breathlessness | How to help patients and their families manage breathlessness more effectively. A set of practical tools for clinicians and non-specialists to raise awareness of breathlessness and aid those living with its effects | Breathlessness |
| Buddying and Befriending | Extend support to people affected by cancer with a befriending scheme within your service or support group | Buddying and befriending |
| Can we talk about work? | This course covers topics such as workplace rights and benefits, and when and where to signpost people requiring specialist support. | Can we talk about work? |

| E-Learning Course | What will I learn? | E-Learning link |
|--|--|---|
| Communicating with patients | This course focuses on the experiences of individual patients and ensuring they are treated with respect and dignity | Communicating with patients |
| Head and neck cancer from a patient perspective | Patients explain the treatment pathway for head and neck cancer in a series of What Happens Next videos. | Head & Neck cancer from a patient perspective |
| Improving care for LGBT people with cancer | This is a practical guide for everyone working with lesbian, gay, bisexual and transgender (LGBT) people, and for LGBT people themselves. It aims to encourage LGBT people to be confident and open about their relationships and needs. | Improving care for LGBT people with cancer |
| Information giving and signposting | Learn how to give information to a patient who has just been diagnosed with cancer. | Information giving and signposting |
| Laryngectomy | Two films that explain the impact of living with a laryngectomy, including the communication issues that can result. | Laryngectomy |
| Late effects | Look at some of the late effects of cancer treatment and help signpost to useful sources of information and support. | Late effects |
| Legal issues, families and cancer | Gain awareness of the legal and family matters that may arise when a relative is affected by cancer. | Legal issues, families and cancer |
| Nutritional care | Understand why nutritional care is a vital element of cancer care and how to manage and support patients' dietary needs. | Nutritional care |
| Nutrition for living with and beyond cancer | A nutrition course for health and social care professionals developed by Bournemouth University. | Nutrition for Living with and Beyond Cancer |

| E-Learning Course | What will I learn? | E-Learning link |
|---|--|--|
| Recovery Package Toolkit | Key information about the Recovery Package for health and social care professionals. | Recovery Package Toolkit |
| Sexual relationships and cancer | The insights into how to talk to patients about the issues surrounding sexuality and cancer. | Sexual relationships 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. | Understanding Physical Activity and Cancer |
| Weight loss and eating | Help people with advanced cancer to manage their weight loss and eating related concerns. | Weight loss and eating |
| Working with cancer | Refresh existing knowledge and gain new information on the occupational health impact of a cancer diagnosis on working age adults. | Working with cancer |

KNOWLEDGE AND SKILLS FOR THE CHANGING CANCER ENVIRONMENT

| E-Learning Course | What will I learn? | E-Learning link |
|-------------------------------------|--|---|
| 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. | Acute Oncology |
| Cancer in Primary Care | Diagnosis and support of patients with cancer for general practitioners (GPs). | Cancer in primary care |
| Introduction to Cancer | Increase your basic understanding of cancer and how it can affect people's lives. | Introduction to cancer |
| Macmillan Explore | An e-learning programme supported with telephone mentoring for Band 5/6 nurses wanting to develop further or looking for a speciality change, newly recruited Band 7 nurses and Allied Health Professionals across disciplines | Macmillan Explore |
| MQuISSL Support and Guidance | Supporting you with the Macmillan Quality in Information and Support Services (MQuISSL®) standards. A one-stop-shop of information, guidance and other resources | MQuISSL® support and guidance |
| Resources Toolkit for macmillan GPs | This complements the induction information Macmillan GPs receive from their local Macmillan office and supports them in their role. | Resources Toolkit for Macmillan GPs |

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LEADERSHIP AND CHANGE IN CANCER CARE

| E-Learning Course | What will I learn? | E-Learning link |
|-------------------------------------|---|--|
| Coaching | Information about the Macmillan Coaching support for Macmillan Professionals across all roles, grades and levels. | Coaching |
| Impact Evaluation | Increase your knowledge of evaluation and develop the skills and confidence to evaluate your work. | Impact Evaluation |
| Introduction to social media | This resource helps you use social media tools professionally and effectively when supporting Macmillan. | Introduction to social media |
| Promoting your service | Good practice in promoting the information and support that Macmillan provides. | Promoting your service |
| Supporting your service | Good practice in recruiting, training and supporting volunteers. | Supporting your service |

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PALLIATIVE CARE AND END OF LIFE

| E-Learning Course | What will I learn? | E-Learning link |
|---|--|--|
| 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 ahead for their future care. | Advance Care Planning |
| Foundations in Palliative Care | A programme of facilitated learning particularly designed for care home staff, but also suitable for other audiences. | Foundations in Palliative Care |
| Changing children's attitudes to death | Using the Acorn Approach with hospices and schools to change children and young people's attitudes to death and dying. | Changing children's attitudes to death |
| Working with children pre-bereavement | Helping children and young people when someone close has cancer. | Working with children pre-bereavement |

As well as face to face training, you can look at our online options. LearnZone provides free and easy access to a wide variety of learning resources, online courses and professional development tools from Macmillan Cancer Support. LearnZone.org.uk/professionals

As a professional working in healthcare or social care, you know cancer doesn't just affect someone physically. It can affect everything – their relationships, finances, work. But you may feel like there aren't enough hours in the day to spend as long as you'd like with the people you support, or to answer all their questions.

That's where we come in. We want to work with you to help you provide the best treatment and care to as many people as possible. So as well as giving you opportunities to develop and learn, we're here to provide extra support to everyone you help and their loved ones too.

Whether it's offering benefits advice, guidance on returning to work, or support with getting active again, we can help you give them the energy and inspiration they need to feel more in control of their life. Right from the moment they're diagnosed, through treatment and beyond.

Visit macmillan.org.uk/professionals to find out more about how we can support you and the people you help.

