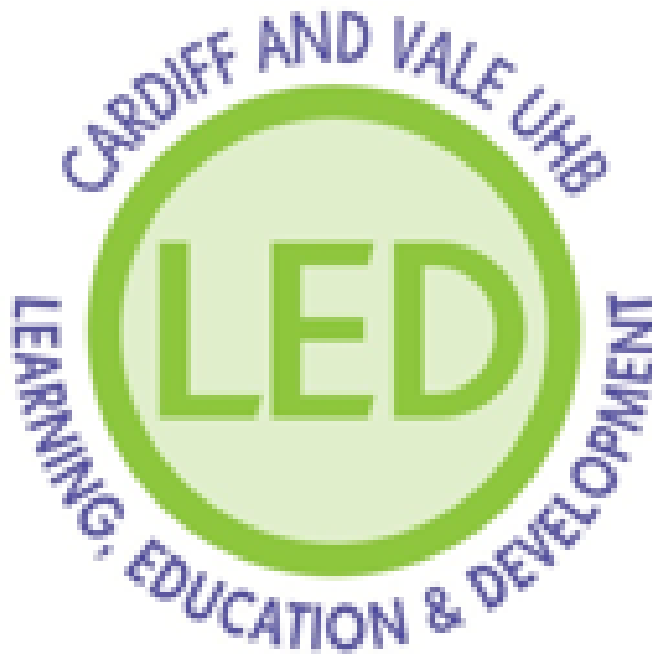


LEARNING, EDUCATION & DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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OFFICE 365 TRAINING

Do you want to improve your skills using Office 365 applications? If so, come and join the Office 365 Training group on Microsoft Teams!

Training will be delivered monthly, with sessions aiming to be short and sharp, each lasting for approximately 20-30 minutes, with time for Q&A. There will also be opportunities for members of the group to submit requests for future training sessions.

When you join the group, you'll get access to the network, the calendar of training events, recordings of previous sessions and the portal to submit training requests.

To join:

1. Open Microsoft Teams and choose "Teams" from the sidebar, on the left.
2. Click "Join or create a team" in the bottom left corner of the screen.
3. In the box titled "Join a team with a code, enter xuqlrl then click "Join team".
4. The team will now appear in your list of Teams.

If you have any questions or queries about this training offering, please get in touch with James Gibbons (James.Gibbons@wales.nhs.uk) either via Teams or email.

LEADERSHIP & MANAGEMENT

Congratulations to the participants of First Steps to Management and Essential Management Skills who recently completed the programmes, in their new revised formats!

Their final reflective presentations demonstrated great self and organisational awareness, and a commitment to personal development, which was inspiring to see. We look forward to hearing more about how they have applied the learning back in the workplace over the next few months.

'The course has given me the opportunity and permission to recognise that I am doing a good job and given me a real confidence boost...The sessions have been so helpful to meet other line managers in the same position... and the variety of topics (have been) relevant and beneficial'

Previous Participant - Team Leader

If you would like to be considered for the autumn cohort of either First Steps to Management or Essential Management Skills and have not yet completed an Expressions of Interest, please [click here](#) to read an overview of the programmes to find the right match and to complete the form.

For those who have registered interest in the last few months, we will be in touch shortly with an application form and the next cohort dates due to begin in May.

INTERPROFESSIONAL PRECEPTORSHIP DEVELOPMENT DAY

NEW FOR 2022!

Cardiff and Vale UHB is excited to be working with the Army Reserve, 203 (Welsh) Field Hospital to provide an opportunity for an interprofessional preceptorship development day. These days are open to newly registered nurses and midwives, ODP's, allied health professionals and medics who have qualified and started work in the UHB since August 2021.

The aim of the day is to encourage all participants to develop leadership skills, problem solving skills, time management and above all teamwork through a series of practical and theoretical tasks. Participants will work in small teams throughout the day. You do not have to be physically fit to take part as the tasks are designed for people of all abilities. The day consists of the following:

Command Tasks

These are 20 minutes 'crystal maze' style challenges designed to encourage leadership, practical problem solving and time management. The Directing Staff will oversee each event, briefing the team leader only, as well as making notes on the performance of each team member. Four of these tasks are run on rotation during the morning.

Planning Exercise

The planning exercise is a theoretical problem-solving task where syndicates will look at the problem and then come up with a solution which they will then present to the Directing Staff.

DRESS AND EQUIPMENT:

There is an outdoor, practical element to the day and as such participants are required to wear outdoor style walking clothes, with full length sleeves and trousers with sturdy walking style boots/shoes/trainers. Gloves, such as gardening or sports gloves (to avoid splinters when handling some of the task equipment) and a waterproof jacket are also recommended. Lunch is not provided, so please bring your own refreshments. Parking is available on site. The base is located in a residential area, so allow plenty of time to travel and park. Candidates should perform a Lateral Flow Test before attending their booked day.

DATES AVAILABLE:

There are dates running from April to August 2022 and places can be booked via [self-enrolment on ESR](#). Please make every effort to attend your booked day, if unable to attend – please provide notice of cancellation. To ensure there is a fair mix of professions attending each day, you may be asked to re-book onto another date.

For more information, please contact Ffion Jenkins (LED Manager for Clinical Skills)
ffion.jenkins2@wales.nhs.uk

ACCELER8

Applications for the ACCELER8 programme are now open!

ABOUT THE PROGRAMME:

ACCELER8 is about connecting leaders together, across boundaries, systems and professions, to solve problems, engage and motivate others, and improve leadership practices. We're not creating experts in any particular area, but exposing participants to a number of different experiences and perspectives, adding an additional layer to their existing knowledge and expertise. We challenge traditional health care systems thinking and through the weaving together of a number of key elements, we want to energise and reconnect participants to their "why" and to that of their organisation or service.

The programme is focused both on an individual participant's personal leadership practice and on how to work collectively with others.

WHEN IS THE PROGRAMME?

The programme is delivered over the course of 7 modules, starting in April 2022 and concluding in September 2022. It is anticipated that participants will need to be released for 10 days, over this time period, to complete the programme.

For more information and details on how to send in your application, please [click here](#).

FIRE SAFETY TRAINING DATES

APRIL 2022

VENUE: UHW

4 Mon - 9am
5 Tues - 9am & 1:30pm
8 Fri - 9am
11 Mon - 9am
12 Tues - 9am
13 Weds - 9am & 1:30pm
19 Tues - 9am
22 Fri - 9am & 1:30pm
26 Tues - 9am
27 Weds - 9am

APRIL 2022

VENUE: UHL

1 Fri - 9am
1 Fri - 1pm
11 Mon - 10am
20 Weds - 10am
21 Thurs - 9am
21 Thurs - 1:30pm
25 Mon - 9am
25 Mon - 1:30pm
26 Tues - 10am

MAY 2022

VENUE: UHL

3 Tues - 10am
6 Fri - 9am & 1:30pm
9 Mon - 9am & 1:30pm
10 Tues - 10am
16 Mon - 10am
30 Mon - 9am & 1:30pm

VENUE: UHW

12 Thurs - 9am & 1:30pm
26 Thurs - 9am
30 Mon - 1:30pm

To book a place on this course, please log onto ESR and follow [these instructions](#). Further dates are available on ESR.

is it time to plan for your retirement?

**“Good session, very informative,
provided information I wasn’t
aware of.”**

Keeping your retirement plans on track can be a challenging task. The Pre-retirement course encourages a positive and realistic approach to help you make informed choices about your retirement plans.

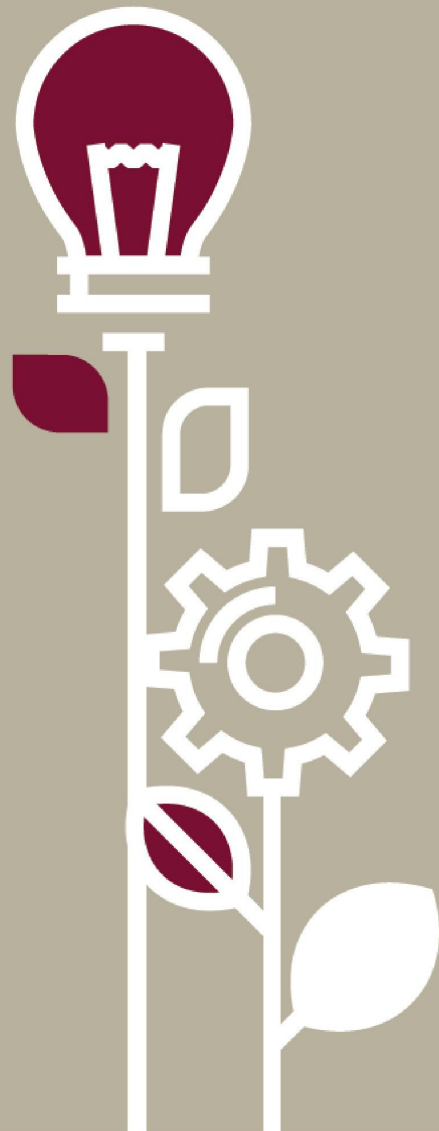
Pre-retirement course

See below for upcoming dates...

27 January 2022	Online	9:30am—12:00pm
3 March 2022	Online	1:00pm—3:30pm
21 April 2022	Online	1:00pm—3:30pm
23 May 2022	Online	9:30am—12:00pm
8 July 2022	Cardiff	9:30am—3:30pm
5 August 2022	Cardiff	9:30am—3:30pm

Grow your knowledge with us

**To find out more or book on to a
course, please contact Julie Scott:
Julie.Scott@wales.nhs.uk**



KEY UPDATES

We are now using ActionPoint to manage queries. You are able to submit queries to us through ActionPoint by emailing directly to CAV.LED@wales.nhs.uk or by using or by using [ActionPoint UltraLite](#)

To book places on the courses, please log into ESR and follow these [instructions](#)

If you would like to subscribe to this newsletter to your personal email address, [sign up here](#) or scan the QR code below

To book places in ESR using any of the links in this newsletter- when prompted select 'Employee Self Service' to book for yourself or 'Manager Self Service' to book for your team members. If social distancing restrictions are lifted, further places will be made available nearer the time



The ESR Hub recommends using Google Chrome internet browser to complete e-learning modules in ESR

LED KEY CONTACTS

ESR Hub	Login or Password Queries	Tel: 029 20905400
Amelia Clark	Leadership & Management Queries Values Based Recruitment & Appraisal Coaching	Tel: 029 21 847833 / Int: 47833 Email: Amelia.Clark@wales.nhs.uk
Carrie Bodman	Nurse Education & TNA Queries Advanced Practice Funding Non-Medical Prescribing Funding	Tel: 029 21 847835 / Int: 47835 Email: Carrie.Bodman@wales.nhs.uk
Chloe Thompson	Course booking queries General Enquiries Room Bookings	Tel: 029 21 847834 / Int: 47834 Email: CAV.LED@wales.nhs.uk
Chris Ramshaw	Mandatory/Statutory Training Queries ESR Competency Queries	Tel: 029 21 847836 / Int: 47836 Email: Chris.Ramshaw@wales.nhs.uk
Julie Scott	Pre-Retirement Bookings Corporate Induction Queries	Tel: 029 21 847833 / Int: 47833 Email: Julie.Scott@wales.nhs.uk
Meg McNaughton	Course booking queries General Enquiries Room Bookings	Tel: 029 21 847460 / Int: 47460 Email: CAV.LED@wales.nhs.uk
Rob Ledsam	Course liaison for the Cert HE for HCSW	Tel: 029 21 826932 Email: Robert.Ledsam@wales.nhs.uk
Suzanne Gardner	Apprenticeships Widening Access	Tel: 029 21 847460 / Int: 47460 Email: Suzanne.Gardner@wales.nhs.uk
HCSW who are interested in undertaking nurse training; please discuss with your line manager who will refer you to your directorate's Practice Development Nurse/Practice Educator		
Nicola Giles	HCSW Education Queries HCSW Induction bookings	Tel: 029 21 826924 / Int: 26924 Email: Nicola.Giles@wales.nhs.uk
Ffion Jenkins	Point of Contact for NMPP	Tel: 029 21 847838 / Int: 47838 Email: ffion.jenkins2@wales.nhs.uk
Violet Thomas	HCSW Development	Tel: 029 21 825982 / Int: 25982 Email: Violet.Thomas@wales.nhs.uk
Practice Facilitator Hub		Tel: UHW 029 21 842053 #42053 UHL 029 21 825595 #25595