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| **Training** | **Trainer** | **Dates** | **Times** | **Location** |
| **General Data Protection Regulation (GDPR)**  An overview of PCP’s Policy and Procedure relating to GDPR practices.   * Confidentiality * Data Protection * Information Sharing * Data Subject Access | Vicky Browning | Tuesday 18th February | 09:30-10:30 | Teams |
| **ICT -Secure sharing documents**  So the org can ensure it has a robust ICT infrastructure this session will provide guidance on how you can utilise SharePoint sites and a data sharing app to securely share commercial and confidential docs, both internally and externally | Dan Fletcher and Vicky Browning | Wednesday 19th February  Tuesday 18th March | 09:30-10:15  09:30-10:15 | Teams |
| **Time management- Tips for manging time effectively**  Without properly managing time for yourself or team, you may notice feeling over stretched. This is where time management can become an important asset valuable to you, in this session, we will explore what time management is, why its important and how you can improve time management skills. | Vicky Browning and Bobby Hewitson | Wednesday 26th March | 09:30-12:00 | TBC |
| **Your guide to successful delegation**  One of a line manager’s many tasks is making the most of available resources which often involves delegating specific tasks to specific team members to get the work done on time. In this session we will discuss how to focus on effective delegation. | Vicky Browning | TBC |  |  |
| **WBFL Training Courses- Please use link to view courses**  [**​pdf icon WBFL Training Calendar - January-March Q4 2025.pdf (1).pdf**](https://pcpuknet.sharepoint.com/:b:/r/sites/PioneeringPortal/SiteAssets/WBFL%20Training%20Calendar%20-%20January-March%20Q4%202025.pdf%20(1).pdf?csf=1&web=1&e=RqhVvX) | WBFL Team | See dates on WBFL calendar |  | To book please email [cdda-tr.cbs@nhs.net](mailto:cdda-tr.cbs@nhs.net)  Copying in HR. |
| **Mental Health First Aid**  The aim of this 2 day course is to provide training for learners to gain skills in recognising the signs and symptoms of common mental health issues and to be able to effectively guide them in the direction of appropriate support to support people with their mental wellbeing. The mission is to help people to develop skills to look after their own mental health and to reduce the stigma and discrimination towards those who are struggling. | WBFL | TBC | TBC | TBC |
| **Mental Health First Aid**  Through a blend of instructor led live sessions and self learning activities, you will:   * Develop Practical Skills to spot the triggers and signs of mental health issues. * Gain confidence to reassure and support a person in distress. * Learn how to guide them to further support and recovery. | MHFA England | 12th- 14th March 2025 |  | Online  Contact [amy.johnson@pcp.uk.net](mailto:amy.johnson@pcp.uk.net) to reserve a place. |
| **Health Advocate Training**  To equip health advocates with the knowledge and skills essential for promoting health and wellbeing in the workplace and enable health advocates to give colleagues practical support in their efforts to achieve a healthier lifestyle. Objectives:   * To explore what factors influence our health * To consider what attitudes influence our health * To identify the responsibilities and skills required of a health advocate * To identify and explore health campaign topics and resources | Amy Johnson | Thursday 30th January | 10:00-12:30 | Teams  To reserve a places, please email [workplacehealth@pcp.uk.net](mailto:workplacehealth@pcp.uk.net) and copy in HR |
| **Mental Health Awareness**   * Learn how to take positive steps to remove stigma surrounding mental ill-health * Understand different mental illnesses, how to recognise changes in behaviour and what to keep an eye on * Learn how happier staff make better, more productive staff and what you can to support others | Ihasco |  |  |  |
| **Mental Health Awareness for Line Managers**   * Learn the importance of providing good working conditions for your team and how poor mental health can negatively impact a business * Learn how to take positive steps to remove stigma surrounding mental ill-health * Learn what to look out for in employees and changes in behaviour and signs people are experiencing poor mental health | Ihasco |  |  |  |
| **Health and Safety Training for Homeworkers**   * Understand your employer's responsibilities with regards to your safety at work * Gain practical skills that keep you vigilant, confident, and safe while you work alone * Learn about implementing simple safety strategies when staff travel to, from, and for work | Ihasco |  |  |  |