

# Training Plan

Company name: The Elms

Date: 30.04.21

Your name: Ava Smith

Budgets: £2500

Job title: Training Coordinator

Volume of staff: 30

Training commencement date: June 2021

Current compliance: 72 %

## Current Situation

Training objectives:

Improve and maintain compliance that has dipped due to Covid-19.

Reduce paper files by introducing a digital system.

Match course topics with client needs and delivery styles with business goals.

Environmental risk assessments indicate the following courses:

Care Cert

Dignity

Safeguarding Adults

Moving and Handling

First Aid

Fire Safety

Food

Health and Safety

Infection Control

Meds

Current care plans indicate these courses (including Specific Conditions):

Safeguarding Children

Falls Safety

Dementia

Person Centred Care

End of Life

Mental Capacity Act - inc DoLS

Wheelchair Safety

Additional / specialist / soft skill courses:

Comms

Activity Planning

Equality

Information Governance

Supervisory Skills

# Training Plan

## Opportunities

Other training gaps identified: \_\_\_\_\_

NVQ Level 4 for Team Leader.  
All staff to be trained on new care planning software.  
Admin staff to access free Excel training.

Courses to be delivered through practical sessions: \_\_\_\_\_

Moving and Handling / First Aid  
Maybe Safeguarding too - budget dependant.

Best delivery for remaining courses: \_\_\_\_\_

eLearning

Best way to share training with the staff: \_\_\_\_\_

Learning Management System - automated email reminders to help maintain compliance

What incentive / structure can be put in place to support staff to complete training: \_\_\_\_\_

Reward / voucher for the staff member with the highest compliance every month. Non compliant staff = no shifts until training complete.

Ways to complete ongoing assessments: \_\_\_\_\_

Organise 1-2-1 assessment sessions

## Need some help?

If you need some guidance on the best way to carry out a training plan, for example which courses CQC consider mandatory, or would like to speak to us about any element of your training and assessment process, then simply visit our website and leave your contact details so we can call you to discuss your requirements.

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## Action Points

Specific instructions to training provider:

Assessment of new resident currently taking place - likely to be high dependancy and therefore present further training requirements in the coming months. We need to be responsive to these needs by modifying the courses our staff can access at short notice.

Action to be taken:

Plan / book dates for the practical training based on rota + availability

Support staff team to make sure each has an email address to use within the learning management system.

Review training gaps and prepare training data for upload to new digital learning management system.

Add details for training onto our website and social media to showcase how well our staff are doing.

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