

# West Midlands

## Training Calendar 2025 – 2026

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# INVESTORS IN PEOPLE®

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## Induction and Essential Skills

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Creative Academy Induction	Virtual Classroom	10:30-12:00	Runs every day Monday-Friday (Excluding Bank Holidays)											
Anti-Racism	Virtual Classroom	13:00-15:00	1, 2, 8, 9, 15, 17, 22, 23, 29	1, 6, 7, 13, 16, 19, 20, 28, 29	5, 6, 9, 11, 17, 18, 23, 25, 30	3, 9, 10, 14, 18, 22, 23, 29, 30	5, 6, 11, 13, 18, 22, 27, 28	3, 5, 8, 9, 17, 19, 22, 24, 29, 30	8, 10, 13, 17, 22, 24, 28, 30	3, 5, 13, 14, 17, 19, 26, 28	1, 3, 9, 12, 15, 17, 22, 23	7, 9, 12, 16, 19, 21, 26, 27	2, 4, 9, 13, 17, 18, 23, 25	2, 5, 9, 13, 17, 18, 23, 25
Code of Conduct & Professional Boundaries	Virtual Classroom	13:00-16:00	30		27			15		27		29		20
Confidence, Assertiveness and Resilience	Virtual Classroom	13:00-16:00			17			16			10			25
Data Protection and Information Governance	e-Learning	N/A	Available as e-learning on Learning Pool											
Effective Key Working, Daily Care Notes and Support Planning	Virtual Classroom	13:00-16:00	22	22	25	14		25	20	20	18	28	26	24
First Aid & Basic Life Support	Classroom	10:00-13:00 & 13:00-16:30			10			24			10			17
	Virtual Classroom	09:30-12:30	4, 11, 25	2, 9, 16, 23, 30	6, 13, 20, 27	4, 11, 18, 25	1, 8, 15, 22, 29	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 12, 19	2, 9, 16, 23, 30	6, 13, 20, 27	6, 13, 20, 27
Food Safety	Virtual Classroom	Varies (See month)		27 (09:30-11:00)				3 (13:00-14:30)			1 (09:30-11:00)			2 (13:00-14:30)
Food Safety (Level 2) *CPD Accredited	Classroom	10:00-17:00		6				17			17			10

## Induction and Essential Skills (cont.)

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Fraud Prevention & Client Finance	Virtual Classroom	10:00-12:30	4	2, 30	27	25	22	19	17	14	12			
Infection Control	e-Learning	N/A	Available as e-learning on Learning Pool											
Medication Administration	Classroom	10:00 -16:30	29		11		26		29		9		10	
Moving & Positioning	In service	N/A	Available on request											
Oliver McGowan Tier 1	e-Learning	N/A	Available as e-learning on Learning Pool											
Oliver McGowan Tier 2	Classroom	Full Day	Available on request											
Safeguarding Adults and Children & Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DoLS)	Classroom	10:00 -16:30		20		22		23		18		13		18

## Specialist Skills

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Diabetes Management & Glucose Monitoring	Virtual Classroom	10:00-14:30	7	6	3	3		4	6	6	4	5	2	12
Emergency Administration of Auto Injectors for Anaphylactic Shock	Virtual Classroom	1 hour	Available on request											
Epilepsy Management	Classroom	10:00 – 13:00	15			9			21			14		
	Virtual Classroom	09:30-12:30	16	1, 15	2, 23	10, 23	26	18, 29	15, 30	13, 24	11, 23	7, 19	4, 19	5, 26

## Clinical Skills

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Administering Rescue Medication: Buccal Midazolam	Classroom	13:30-16:30	15			9			21			14		
	Virtual Classroom	13:00-16:00	16	1, 15	2, 23	10, 23	26	18, 29	15, 30	13, 24	11, 23	7, 19	4, 19	5, 26
Catheter Care	Virtual Classroom	09:30-11:30	3	2	5	1		1	2	3	1	8	5	2
Dysphagia & Swallowing Support <small>*now also available as e-learning</small>	Virtual Classroom	09:30-11:30	14	12	19	10		15	13	17	15	22	19	19
Prevention and Management of Falls	Virtual Classroom	13:00-15:00	22	22	26	21		25	27	28	23	30	27	25
Nutrition & Hydration	Virtual Classroom	13:00-15:00	14	12	19	10		15	13	17	15	22	19	19
Managing Incontinence, Constipation and Faecal Impaction	Virtual Classroom	13:00-15:00	10, 29	8, 23	9, 25	4, 30		8, 23	8, 21	11, 25	8, 16	12, 28	12, 17	9, 17
Oral Health – including Mucosa and Dentures	Virtual Classroom	13:00-15:00	23	19	23	18		22	23	24	18	26	23	23
An Introduction to Percutaneous Endoscopic Gastrostomy Care	Virtual Classroom	09:30-11:30	23	19	23	18		22	23	24	18	26	23	23
Pressure Area Care and Maintaining Healthy Skin	Virtual Classroom	09:30-11:30	22	22	26	21		25	27	28	23	30	27	25
Stoma Care	Virtual Classroom	13:00-15:00	3	2	5	1		1	2	3	1	8	5	2
Stroke – Cerebrovascular Accident (CVA) & Transient Ischaemic Attack (TIA)	Virtual Classroom	09:30-11:30	10	8	9	4		8	8	11	8	12	12	9

## Mental Health

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Affective Disorders: Trauma Informed Care	Virtual Classroom	13:00-15:30	8			8			9			6		
Basic Principles of De-Escalation	Virtual Classroom	09:30-12:00	14	16	19	16	26	17	16	14	16	20	20	23
Hoarding Disorder: Trauma Informed Care	Virtual Classroom	09:30-12:00	23		25			1		5		5		3
Mental Health First Aid	Classroom (2 days)	10:00-17:00			24 & 25					25 & 26				
Monitoring the Side Effects of Clozapine	Virtual Classroom	10:00-11:00		7		24			27			12		
Obsessive Compulsive Disorder (OCD)	Virtual Classroom	13:00-15:30		7		24			27			12		
Supporting People with a Personality Disorder	Virtual Classroom	13:00-15:30		20				11		18			24	
Schizophrenia and Psychosis: Trauma Informed Care	Virtual Classroom	09:30-12:00		20				11		18			24	
Self Harm & Suicide: Trauma Informed Care	Virtual Classroom	13:00-15:30	14	16	19	16	26	17	16	14	16	20	20	23
Working with Substance Misuse	Virtual Classroom	09:30-12:00	8			8			9			6		

## Management Training

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Anti-Racism for Senior Staff	Virtual Classroom	13:00-15:00	30	27	24	28	29	26	29	21	19	28	24	24
Control and Administration of Medication (Level 3)	e-Learning	N/A	<p>Level 3 Control and Administration of Medication is mandatory for Senior Support Workers</p> <p>The course is also recommended for all staff below senior level to support their continuous professional development</p> <p>This course is available as e-learning via Learning Pool</p>											
EDHR & Culturally Appropriate Care & Support for Managers	Virtual Classroom	13:00-15:00			10				7				10	
Emotionally Unstable Personality Disorder: Supporting Staff	Virtual Classroom	13:00-15:00			4			10				14		
Equality, Diversity and Human Rights (EDHR): The Golden Thread	Virtual Classroom	13:00-15:00				1				4				4
Medication Observation for Senior Staff	Classroom	10:00 – 15:00		13							19			
	Virtual Classroom	10:00 – 15:00	29	28	26	28	26	26	28	27	23	29	25	23
Medicines Management Train the Trainer (Level 3)	e-Learning	N/A	<p>Level 3 Medicines Management Train the Trainer is for Support Coordinators &amp; above</p> <p>This course is available as e-learning via Learning Pool</p>											
Safeguarding Adults (Level 3)	e-Learning	N/A	Available as e-learning via Learning Pool											

## Management Development Pathway

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Course Title	Classroom / Virtual Classroom	Time	Apr 2025	May 2025	Jun 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
Introductory Modules for Managers	e-Learning	N/A	Available as e-learning through Skills for Care via Learning Pool											
Creative Leaders	Classroom (2 Days)	Full Day	TBC											
Leading Your Service Good to Outstanding	Classroom (2 days)	Full Day												

## Creative Academy e-Learning Suite

Acquired Brain Injury	Medication Administration
Data Protection and Information Governance	Mental Capacity Act & Deprivation of Liberty Safeguards
Dysphagia & Swallowing Support	Moving & Positioning
Dyspraxia Awareness	Neurodiversity in the Workplace
Electrical Safety	Nutrition and Hydration
Equality, Diversity and Human Rights	Oliver McGowan Mandatory Training on Autism & Learning Disability
Fire Safety Awareness	Oral Health including Mucosa and Dentures
Food Safety	Person Centred Care and Approaches
Fraud Prevention & Client Finance	Positive Behaviour Support
Health & Safety Awareness	Pressure Area Care and Maintaining Healthy Skin
Health Action Planning	Recruiting & Engaging Volunteers
Infection Control	Safeguarding Adults and Children
Introduction to Diabetes	Staying Safe and Healthy in the Office Environment (SSHOE) (previously M&H For Non-Care Staff)
Introduction to Epilepsy	Supporting People with a Learning Disability
Legionella Awareness	Understanding Autism (Level 1)
LGBTQ+ Awareness	Understanding Mental Health
Living Well with Dementia	Writing Daily Care Notes

## Course Information

For more information about all of the available courses that we deliver, please see our:

[Course Information Booklet](#)

## How to Apply

You can access e-learning and enrol yourself onto webinar and classroom training directly through your Creative Academy learning platform. To access this, please [click here](#).

Alternatively, you can enrol yourself or an individual onto one of the scheduled webinar or classroom dates by submitting an [Individual Application Form](#).

To enrol a group of staff onto one of the scheduled dates, please submit a [Group Application Form](#).

For any extra training requests, please submit a [Senior Manager Extra Training Request Form](#).