



IPS Training Course Brochure



Courses 2020

Contact Zak Palmer via courses@centreformentalhealth.org.uk to book.

Visit www.centreformentalhealth.org.uk/training Prices are correct September 2020.



Courses 2020

| Course | Individual open course price | Group in-house price |
|---|------------------------------|----------------------|
| Doing what works: Training for Employment Specialists | £395 + VAT | £3,900 + VAT |
| Doing what works: Virtual training for Employment Specialists | £350 + VAT | £3,600 + VAT |
| Employer Engagement | £195 + VAT | £1,800 + VAT |
| Employer Engagement & In-Field Training | NA | £2,900 + VAT |
| Leading for Excellence: Training for IPS Supervisors *NEW* | £195 + VAT | £1,800 + VAT |
| Employment and Equality Law | £495 + VAT | On request |
| Motivational Interviewing | £395 + VAT | £3,300 + VAT |
| Online Job Retention Case Management Training *NEW* | £295 + VAT | On request |

Open courses:

We run open IPS training courses throughout the year for individuals to book. This is a great opportunity to meet, train and share information with people from other IPS services. Our open courses normally take place at a London venue. Visit centreformentalhealth.org.uk/training to see a list of our upcoming open courses.

In-house courses:

Our courses can take place at your venue. This is more cost-effective for you if you wish to train a large group of people (8 to 16) with the added benefit that the courses can be tailored to your organisation's requirements. You provide the venue and

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Doing what works: Training for Employment Specialists

This two-day course runs from 10:00 - 17:00 on day one and 09:30 - 17:00 on day two. Sandwich platter lunch provided at open courses. Prices on page 2.

Aimed at new employment specialists, this course will help you to set up an effective IPS service.

Individual Placement and Support (IPS) has been internationally recognised as the most effective method of supporting people with severe mental illness into sustainable, competitive employment.

Employment specialists in UK IPS Centres of Excellence successfully support 50% of clients into paid employment; irrespective of the severity of their diagnosis or additional substance misuse.

This two-day training course is ideal for employment specialists who want to use IPS principles to increase paid job outcomes for people with mental health conditions.



The training will cover:

- The 8 principles of IPS
- Marketing the IPS service
- The research evidence for the effectiveness of IPS
- Working with the NHS clinical teams to obtain referrals
- Integrating the clinical and employment teams
- Providing benefits advice
- Vocational profiling and ongoing assessment
- Vocational action planning with the service user
- Collaborating with other employment agencies
- Developing relationships with potential employers
- Job carving
- Overcoming barriers to employment
- Disclosure of mental health history
- Providing on-going support for the employer and the service user
- Case studies
- Overcoming local challenges and issues
- Ongoing personal development as an employment specialist

CPD
CERTIFIED
The CPD Certification
Service

This course is accredited through the CPD accreditation service as conforming to continuing professional development principles. Certificate number A014503.

Testimonials:

"As a newcomer to the Individual Placement and Support model, I left the course feeling that I understood the principles and methodology behind IPS and that I had learned many useful tools that would help me in my role, and, more importantly, help my clients"

"It was great to meet so many experienced people. I managed to learn quite a lot during those two days. I was really inspired by what other people and the trainers were saying"

Doing what works: Training for Employment Specialists (Virtual Training)

We have developed a version of our popular “Doing what works” course to be delivered virtually across 4 mornings using a mixture of presentation, group work, digital breakout rooms, polls, pre-work and homework.

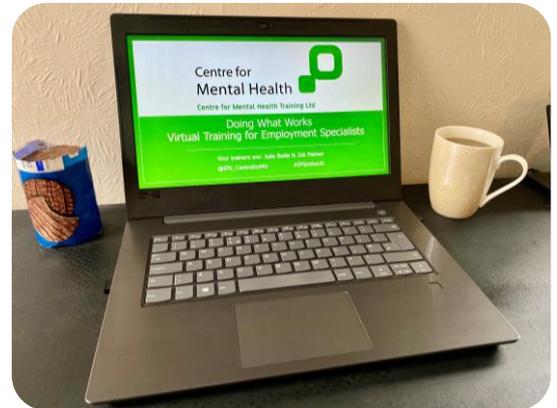
Each morning we will set homework for delegates to complete and bring to the following morning, so additional time will need to be set aside by the delegate to complete this.

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Course Times:

- 09:45 – 12:30 Day 1
- 10:00 – 12:30 Day 2
- 10:00 – 12:30 Day 3
- 10:00 – 12:30 Day 4

Delegates should set aside time each afternoon to complete course homework.

Employer Engagement



This one-day course runs from 10:00 - 16:00. Sandwich platter lunch provided at open courses. Prices on page 2.

If you don't feel confident about approaching employers, then you are not alone! Employer Engagement is considered the most daunting aspect of the role by many Employment Specialists.

This one-day training course is ideal for anyone supporting people with mental health conditions into employment including: Employment specialists, Supervisors, occupational therapists and vocational support workers.

The course will develop your confidence to approach employers on behalf of service users and develop long term positive relationships.

In-Field Option

We also offer this as a two-day in-field course where our trainers take you to meet local employers to practice Employer Engagement in real life! Day one follows the classroom course described above, followed by a fun packed second day out in your local town meeting employers. Contact us to find out more.

The training will cover:

- ❑ Planning your engagement
- ❑ Developing your introduction to employers
- ❑ How to use the "Three cups of tea" method
- ❑ How to sell the benefits of your IPS service to employers
- ❑ Overcoming stigma & objections
- ❑ When and how to share personal information with employers (disclosure)
- ❑ A brief look at the Equality Act 2010

Leading for Excellence: Training for IPS Supervisors

This one-day course runs from 09:30 - 17:00. Sandwich platter lunch provided at open courses. Prices on page 2.

The Supervisor role is key in implementing and continually improving a successful IPS service in order to maintain a high quality of IPS practice and providing the best service for its IPS clients.

Aimed at IPS Supervisors and Team Leaders, this one-day course will help you to manage and develop IPS services. This course is an extension of our IPS Doing What Works course and focuses on the role and responsibilities of the Supervisor in IPS.



Delegates are expected to have already undertaken the two-day "Doing What Works" training course provided by Centre for Mental Health prior to attending this course, or have a good understanding of IPS principles and the IPS Fidelity Model before attending this course.

This interactive course is useful both for supervisors and their managers who want to support IPS teams to improve service performance, compliance to the IPS Fidelity model and increase both quantity and quality of job outcomes for clients.

The training will cover:

- The key success factors in IPS
- Roles and responsibilities of the IPS Supervisor
- Using a strengths-based approach in IPS
- Coaching & Supervision of Employment Specialists
- Managing difficult conversations
- Quality & Performance management
- Partnership Working

Employment and Equality Law for Employment Specialists

This two-day open course runs from 09:30 - 16:30 on both days with registration from 09:15. Sandwich platter lunch provided at open courses. Prices on page 2.

Centre for Mental Health is proud to be working with Kathleen Bolt, an experienced employment lawyer and mediator to deliver this in-depth course.

This two-day course offers practical advice and knowledge to enhance your understanding of employment law and disability rights to help you assist clients to retain work, overcome barriers arising from long term health conditions and to build your confidence in providing effective on-going support.



The training will cover:

- Understanding how the Equality Act protects employees and workers with a disability
- Dealing with disclosure – how to help clients weigh up the pros and cons
- Opening up communication with the employee and employer: an interactive conversation
- Workplace internal policies and procedures – why they are important to you
- Dismissal procedures and unfair dismissal
- Mediation - reducing conflict and resolving disputes
- Using mediation skills to maximise outcomes for clients
- Thinking about reasonable adjustments: Your role in enabling employers and employees to understand and find reasonable adjustments
- Employment protection rights
- Employee's written terms and conditions of employment
- Zero-hour contracts, guaranteed hours and the gig economy
- Pay, sick pay and statutory entitlements
- A brief introduction to the Equality Act 2010

Motivational Interviewing

This two-day open course runs from 10:00 - 16:30 on day one and 09:30 - 16:00 on day two. Sandwich platter lunch provided at open courses. Prices on page 2.

An individual's motivation and self-confidence is a key factor for people with mental health conditions to actively engage in seeking employment.

This two-day training course is a comprehensive extension of our IPS Doing What Works course and teaches you Motivational Interviewing techniques to significantly improve motivation in people who find it hard to overcome barriers to returning to employment.

The techniques focus on reducing internal barriers and negative attitudes, improving confidence and raising awareness of the benefits of employment to wellbeing by empowering the person and helping them to access their own resources. Research has demonstrated that Motivational Interviewing can significantly improve employment outcomes.

During the course you will learn and develop practical skills in the application of Motivational Interviewing techniques for helping people into employment including those who have been low in motivation and unable to overcome their barriers to work.

This course is aimed at:

- Employment Advisors and Vocational Support Workers
- Secondary Care Mental Health Staff
- Occupational Therapists and Health Professionals
- Human Resource Managers and Occupational Health Staff



Online Job Retention Case Management Training and Case Supervision

This course is delivered across four mornings and is priced at **£295.00 plus VAT per person**. Training dates are 10.00-13.00 on 06, 07, 13 & 14 Oct 2020. Plus 3 follow-up action learning supervision mornings (see website for supervision dates). Contact Zak Palmer via courses@centreformentalhealth.org.uk to book.

Centre for Mental Health is proud to be working with experienced Job Retention practitioners Roger Butterworth and Dave Costello to deliver this comprehensive course. Job Retention is the natural bookend to IPS and often a viable introductory route to bring new employers on board with offering IPS positions.

You will gain an understanding of job retention and the skills and knowledge of most use to the job retention case manager; in the principles and practice of the case management approach; learn about what constitutes a healthy work environment and how to support an employer; and about relevant employment law. You will be provided with a comprehensive set of tools and resources which you can apply and integrate into your service.

You will gain a thorough grounding in all aspects of the delivery of effective job retention services, with a ready to use 'Service Toolkit'. The knowledge and skill sets covered are those identified by the Centre for Mental Health and Nottingham University's Delphi Study (of expert opinion) as being crucial for job retention workers. In-built supervision recognises that confidence increases as delegates get to grips with their own real cases and put into practice the skills they have learnt in the training.



The course is aimed at:

- ❑ IPS workers, Occupational Therapists and mental health professionals in Primary and Secondary Care
- ❑ Employment Advisors and Vocational Support Workers within IAPT Teams
- ❑ Work Programme Advisors
- ❑ HR Managers

The training will cover:

- ❑ The why, how and what of job retention
- ❑ Introducing the case management approach
- ❑ Mental health promotion in the workplace
- ❑ Peer supervision process
- ❑ Therapeutic interventions
- ❑ Mediation skills
- ❑ Relevant employment law

Course Duration:

12 hours over 4 mornings with 3 follow up monthly 90 minute 'action learning sets' supervision sessions, 16.5 hours in total.

Course Times:

09:30 – 13:00 Day 1

09:30 – 13:00 Day 2

09:30 – 13:00 Day 3

09:30 – 13:00 Day 4

Method of Delivery:

You will acquire knowledge, understanding and skills via a lively and stimulating mixture of online lecture, break out room discussions, and individual exercises.

Small group sizes of between 12-20 participants allows for plenty of questions and discussion and ensures relevance to the individuals' service.

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About the Trainers:

Roger Butterworth and Dave Costello were the authors of the Job Retention Practitioner's Handbook (MIND 2011). They are seasoned practitioners in job retention.

Roger developed and co-ordinated award-winning vocational services in Avon and led a successful pilot in GP-based mental health job retention, supported by the NHS Executive and the DWP. Roger has trained over 2000 people from over 30 Health Trusts and voluntary organisations. He is an associate of the Centre for Mental Health, and Chair of the London Job Retention Network.

Dave has been an Occupational Therapist for 28 years. He was the Lead Clinician in the Avon Job Retention Pilot and co-delivers national training in the subject with Roger. He has worked in both the public and private sector in job retention and vocational rehabilitation. He was an Employment Support Worker in an IAPT service in South Gloucestershire and is currently delivering OT within an Occupational Health Service setting.



Testimonials:

"Very relevant, appropriate and applicable—will help us revamp our job retention service. Their passion for retention is clear."

"Found listening to your experience really helpful. Loved the visual analogies. Really appreciated it all."

"Enthusiastic, natural and sincere delivery with colourful real life examples that brought the training to life."

"Thoroughly enjoyed the training, found it informative and engaging. I feel I have left with greater knowledge and information around the essential areas of job retention delivery."

"This has helped clarify our role and increased confidence in engaging with employers."