



Gateshead Children's Trust

Integrated Working Training Directory 2011 - 2012

*Training programmes for all practitioners
and managers working with children,
young people and families*

Integrated Working Training Directory 2011 - 2012

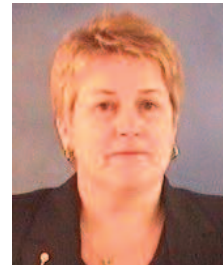
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Introduction

Building Brighter Futures: Next steps for the Children's Workforce sets out a bold vision for 21st century children's services putting the needs of children and young people and their families at the heart of everything we do. In order to deliver those better outcomes practitioners need to work more closely together in order to connect children young people and their families with the services they need.

'In Gateshead we have had a strong tradition of working together cooperatively to ensure the best possible outcomes for our children and young people. Our strengthened Children's Trust arrangements provide an opportunity to embed excellence across the workforce and establish a strong commissioning role in the delivery of services. It is essential for us all to develop our delivery models, working practices and relationships to ensure that services for children, young people and their families are of the highest quality. This Directory will help us all to work together effectively using a common language and common processes towards that end.'



Margaret W. Whellans

*Margaret Wellans, Group Director Learning & Children,
and Director of Children Services*

The programmes illustrated in this training directory will provide practitioners and their managers with the knowledge, understanding and skills to take forward the integrated working agenda and will provide opportunities for services to come together to develop that shared vision.

We are committed to providing the highest quality training and networking opportunities to enable services and agencies to work together towards common goals to improve the lives of children, young people and families.

How to use this directory

Are You a Manager?

Then the **green** courses are core programmes specifically for you but you should also check out the **blue** courses that are core programmes suitable for the wider workforce and support the Common Core of skills and knowledge for a highly effective integrated workforce.

Are you a Practitioner?

Then the **pink** courses are core programmes specifically designed with you in mind and the **blue** courses are Core programmes suitable for the wider workforce and support the Common Core of skills and knowledge for a highly effective integrated workforce.

Booking

Please see individual course details for booking instructions.

Anything else?

Have we missed anything?
If there is anything you would like to see included then let us know via
change4children@gateshead.gov.uk



Integrated Working For Managers

Course Duration: Half Day

Availability:

2011	
4 May	1.00pm - 4.30pm
5 July	9.30am - 1.00pm
7 September	1.00pm - 4.30pm
16 November	9.30am - 1.00pm
2012	
6 January	1.00pm - 4.30pm
5 March	9.30am - 1.00pm

Objectives:

- To understand the business case for integrated working
- To understand the integrated tools and processes and how they fit together
- To explore the implications of integrated working for your service
- To explore what will help and hinder implementation in your service
- To consider how to deal with management situations arising from integrated working

Who is this for: Managers working in services or organisations supporting children, young people and families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

‘Involve Me’

Children and young people’s engagement training

Involving children and young people is essential to making services fit for the future. Engaging with children and young people is the responsibility of all services across the workforce for children young people and families.

This course will give you a basic understanding and practical ideas of how you can improve the involvement of children and young people and effectively engage with them in the planning and delivery of services.

The course will be delivered by young people, supported by children and young people’s engagement workers.

Course Duration: Half day and Full day Courses

Availability: To be arranged

Objectives: Participants will gain:-

- A better understanding of the methods of children and young peoples engagement
- Knowledge of the benefits of engaging children and young people in service planning and delivery

Who is this for: Those involved in service planning across the workforce for children, young people and families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Developing an Integrated Approach to Effective Supervision

Effective supervision is at the heart of successful multi-agency working. This training will help show how to develop an integrated approach to supervision. It will help in developing a consistent approach to support services in ensuring that all practitioners have access to regular planned supervision that empowers them to do their jobs effectively.

Course Duration: Half day

Availability:

2011	
20 May	9.30am - 12.30pm
1 July	12.30pm - 4.30pm
15 September	9.30am - 12.30pm
28 November	12.30pm - 4.30pm
2012	
23 January	12.30pm - 4.30pm
27 March	12.30pm - 4.30pm

Objectives:

- To provide managers with an understanding of the meaning of supervision
- To explore the functions of supervision
- To provide an awareness of the responsibilities of supervision
- To explore the benefits of supervision

Who is this for: Managers responsible for the supervision of practitioners

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Common Assessment Framework (CAF), Team Around the Family (TAF) and Lead Practitioner (LP) in Practice

Course Duration: One day
9.30am - 4.30pm

Availability: 2011
11 April, 16 May, 15 June, 14 July, 19 August,
12 September, 11 October, 16 November, 15 December

2012
13 January, 14 February, 15 March

Objectives:

- To understand the Common Assessment Framework and how it supports children, young people and families
- To understand the local CAF process
- To effectively apply the CAF process in practice
- To understand the Team Around the Family Process
- Raise awareness of Personalised Funding
- To understand the role of the Lead Practitioner
- To encourage multi agency networking

Who is this for: Practitioners working directly with children, young people and families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Effective Team Around the Family (TAF) Meetings

Course Duration: Half Day

Availability:

2011	
4 April	9.30am - 12.30pm
7 June	1.00pm - 4.00pm
10 August	9.30am - 12.30pm
6 October	1.00pm - 4.00pm
9 December	9.30am - 12.30pm
2012	
6 January	1.00pm - 4.00pm
4 February	9.30am - 12.30pm
2 March	1.00pm - 4.00pm

Objectives:

- To understand the team around the family process
- To understand the role of TAF members
- To effectively chair meetings and apply decision making skills
- To consider minute taking and record keeping in relation to TAF meetings

Who is this for: Practitioners who require an understanding of effective Team around the Family Meetings

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Personal Safety Awareness for the Children and Young People's Workforce (Suzy Lamplugh Trust)

The Aim of this training is to raise awareness of the importance of personal safety and awareness of the risks associated with lone working for practitioners who work with children young people and their families.

Course Duration: Full Day

Availability: 2011
25 May
11 July
27 September
4 November

2012
25 January
8 March

Objectives:

- To raise awareness of key legislation and laws that are in place to protect people
- Knowledge of safe working practices
- Knowledge of assessment tools available
- Dealing with violent or aggressive behaviour

Who is this for: Practitioners working directly with children, young people and their families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Health Inequalities

The aim of this training is to provide an overview of the causes and effects of inequalities in health and to develop understanding of what can be done to tackle inequalities.

Course Duration: 2 hours

Availability: 2011

7 April	1.30pm – 3.30pm
12 May	1.30pm – 3.30pm
9 June	9.30am – 11.30am
7 July	9.30am – 11.30am
8 September	1.30pm – 3.30pm
6 October	9.30am – 11.30am

Objectives: Participants will:-

- Gain an understanding of the causes of health inequalities and have a better ability to tackle inequality through their work
- Understand that a wide range of services and organisations can contribute to tackling inequalities
- Gain knowledge of the main national and local health policies
- Gain knowledge of different approaches to improving health and addressing health inequalities

Who is this for: Any employees interested in broadening their understanding on what can be done to tackle health inequalities

Facilitator: Jayne Norwood, Programme Lead - Health Improvement Capacity Building

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Short Child and Adolescent Mental Health Programme (SCAMPH)

Course Duration: Twilight Sessions (4.00pm – 6.00pm)

Availability: 2011
16 June & 23 June & 30 June & 7 July
(All four sessions must be attended)

Objectives: This training will give practitioners the opportunity to gain an understanding of:

- Mental Health, Risk and Resilience
- Children's Development and Mental Health
- Mental Health Problems
- Interventions and What Helps

Who is this for: Practitioners working directly with children, young people and their families

How to book: Please complete booking form and return to:-

Gillian McTeer
Business Partnership Manager
Raising Achievement
Dryden Centre
Evistones Road
Gateshead NE9 5UR

Tel: 0191 433 8614
Fax: 0191 433 8764
Email: gillianmcteer@gateshead.gov.uk

Supporting Children and Young People through Bereavement Loss and Change

Course Duration: Full day (9.30am – 4.30pm)

Availability: 2011
8 April
20 May
1 July

Objectives: This training will give practitioners the opportunity to gain an understanding of:

- Loss and reactions to loss
- The bereavement process
- A child or young persons understanding of bereavement, loss and change
- Resilience
- What could help a child or young person experiencing bereavement loss or change

Who is this for: Practitioners working directly with children, young people and their families

How to book: Please complete booking form and return to:-

Gillian McTeer
Business Partnership Manager
Raising Achievement
Dryden Centre
Evistones Road
Gateshead NE9 5UR

Tel: 0191 433 8614
Fax: 0191 433 8764
Email: gillianmcteer@gateshead.gov.uk

Information Sharing in Practice

Course Duration: One day (9.30am - 3.30pm)

Availability: 2011
18 April
17 May
22 June
21 July
26 August
19 September
18 October
23 November
19 December

Objectives:

- To understand the context for and importance of information sharing
- To understand the powers governing sharing of information
- To be able to make informed decisions in relation to information sharing and consent
- To know where to obtain further support and advice

Who is this for: Managers and practitioners whose role involves making and receiving referrals carrying out CAF assessments, and those who are likely to take on the role of Lead Practitioner and/or are involved in Team Around the Family working

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Think family!

Course Duration: Half day

Availability:

2011		
16 May	1.00pm - 4.00pm	
19 July	9.30am - 12.30pm	
21 September	1.00pm - 4.00pm	
24 November	9.30am - 12.30pm	
2012		
20 January	1.00pm - 4.00pm	
19 March	9.30am - 12.30pm	

Objectives:

- To understand the 'think family' approach and how it will improve outcomes for families
- To consider the main strands of the family pathfinder in Gateshead:
 - Cultural change in how adult and children's services work together
 - Young carers and potential young carers
 - Personalisation
 - Hidden harm and families at risk

Who is this for: Managers and Practitioners working in services or organisations supporting children, young people and families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Integrated Working in Response to Fuel Poverty

Course Duration: Half day

Availability:

2011

14 April	9.30am - 12noon
28 June	9.30am - 12 noon
31 August	1.30pm - 4.00pm
27 October	9.30am - 12 noon
2 December	1.30pm - 4.00pm

2012

1 February	9.30am - 12noon
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Objectives:

- To examine the links between fuel poverty, housing, ill health and associated family problems
- Consider some of the fuel poverty related policies that impact upon families
- Receive information on how the 3 domains of the CAF have implications on fuel poverty and how the assessment can be a mechanism for referring potentially fuel-poor families
- To understand the methods of identifying families at increased risk from problems such as physical, mental and emotional illness, and education and employment difficulties because of cold damp homes
- To examine household issues such as finances, heating and provision of food and how they link to potential problems with energy efficiency and fuel bills/fuel debt
- Receive information on how to refer vulnerable householders in Gateshead for help and advice

Who is this for: Managers and practitioners working in services or organisations supporting children, young people and their families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Safeguarding Children and Young People for NON Children's Workforce (Think Family Agenda)

Course Duration: Half day

Availability:

2011	
7 April	9.30am - 12.30pm
8 July	1.00pm - 4.00pm
3 October	9.30am - 12.30pm
2012	
10 January	1.00pm - 4.00pm

Objectives: To provide a greater understanding of:

- Every Children Matters Agenda
- Safeguarding Children and Young People
- Child protection
- Allegations against Staff
- Common Assessment Framework
- Team Around the Family

Who is this for: The Adult Workforce, Statutory, Private Voluntary and Independent Sectors
Any practitioners who work with adults with dependant children

How to book: Book online @ www.gateshead.gov.uk/childrentrust or complete and return the booking form at the back of this directory.

Reducing Children's Exposure to Second Hand Smoke

Second hand smoking means involuntarily breathing in other peoples tobacco smoke. Exposure to second hand smoke imposes serious risks to health, particular to children, who unlike most adults have little choice over such exposure.

Course Duration: Half Day

Availability:

2011	
18 April	9.00am - 1.00pm
27 May	9.00am - 1.00pm
20 June	1.00pm - 5.00pm
23 September	1.00pm - 5.00pm
18 October	1.00pm - 5.00pm
29 November	1.00pm - 5.00pm
14 December	1.00pm - 5.00pm

Objectives:

- To practitioners working with parents and carers to raise the issue of second hand smoke protection for their children
- To equip practitioners with the knowledge and skills to help them support parents/carers to reduce children's exposure to second hand smoke both in and outside the home

Who is this for: Managers and practitioners working in services or organisations supporting children, young people and their families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Child Protection Basic Awareness

To provide introductory training on how to work together to safeguard and promote the welfare of children who might be at risk of abuse and neglect.

Course Duration: Half day

Availability:

2011		
11 May		5.00pm - 8.00pm
12 July		1.30pm - 4.30pm
14 September		9.30am - 12.30pm
10 November		1.30pm - 4.30pm
2012		
18 January		5.00pm - 8.00pm
19 March		1.30pm - 4.30pm

Objectives:

- To understand what is meant by child abuse and neglect
- To recognise common signs that a child may be being neglected or abused
- To understand the local interagency child protection arrangements
- To know how to act if there are concerns about a child's care and safety

Who is this for: Managers and practitioners working in services or organisations supporting children, young people and their families

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Young People and Substance Misuse SMART

Course Duration: Half Day

Availability:

2011	
14 April	12.30pm - 4.30pm
14 July	12.30pm - 4.30pm
13 October	12.30pm - 4.30pm
2012	
12 January	12.30pm - 4.30pm

Objectives:

- To raise awareness of substance misuse issues
- To understand drug categories and their effects
- To understand the local screening and referral process and how they link with the CAF process
- An opportunity to share and learn about young people's substance misuse in Gateshead, how to identify substance misuse, and how to effectively refer young people into specialist substance misuse services

Who is this for: Managers and practitioners who require a good basic awareness of substance misuse, screening and referral

How to book: Book online @ www.gateshead.gov.uk/childrenstrust or complete and return the booking form at the back of this directory.

Links to Other Directories

Adult Learning & Skills



Counselling Children and Young Adults

Being able to support children and young adults throughout their lives is an essential skill that requires sensitivity, flexibility and responsibility. Only through understanding the needs of individuals and the influences affecting their lives can we fully support their journey through life.

This course will provide you with a basic skills and understanding of the practical application of counselling skills.

Course duration: 5 full days over one term

Availability: May 2011, September 2012

Objectives:

- Understanding the needs of children and young adults
- Applying understanding to practice
- Safeguarding, supporting and referring

Who is this for:

This course is suitable for anyone who works with potentially vulnerable children or young people.

How to book: telephone Melanie Bancroft on 0191 433 8704 or email melaniebancroft@gateshead.gov.uk

Gateshead Council Adult Learning and Skills

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Excellent Education for Everyone

Advocacy

Advocates support people in many ways, helping them have a voice. As an advocate you will provide choice to individuals using mentoring skills to support them through their lives.

Course duration: Experienced advocates- 10 half days. Those new to advocacy- 30 half days
Availability: May 2011, January 2012

Objectives:

- Purpose and principles of independent advocacy
- Providing independent advocacy support
- Maintaining the independent advocacy relationship
- Responding to the advocacy needs of different groups of people

Who is this for:

Anyone supporting adults or children with learning or mental disability, people in residential care and children and young people in the justice setting.

How to book: telephone Melanie Bancroft on 0191 433 8704 or email melaniebancroft@gateshead.gov.uk

Engaging through the Arts

Engaging children and young people can be a challenge. Using the arts as a focus for engagement can open up surprising opportunities for future development.

Course duration: bespoke package depending on needs
Availability: as and when required

Objectives:

- How to engaging children and young people using arts and crafts
- Linking to the curriculum and wider skills
- Creative technologies

Who is this for:

This course is for anyone who works with children and young adults who would benefit from engagement activities.

How to book: telephone Melanie Bancroft on 0191 433 8704 or email melaniebancroft@gateshead.gov.uk

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Team Leading and Management Apprenticeship/NVQ Levels 2 and 3

Team leading and management qualifications are beneficial to all employees working in a supervisory or management role. The management of children's services is fast changing and complex, we would like to support you in developing managers that can cope with the demands of a challenging role.

Course Duration: Up to 9 months

Availability: Rolling programme

Objectives: Candidates will understand and practise:

- Self awareness
- Management of own performance and resources
- How to address issues affecting performance
- Encouraging team innovation
- Methods of improving team communication and dynamics
- Management of Health and Safety
- Change Management
- Motivation and recognition techniques
- Delivery of appraisals and understanding CPD

Who is this for: Any candidate who has first line management responsibility.

How to book: Contact Vocational Learning at Gateshead Council Adult Learning and Skills on 0191 433 8610

Information, Advice and Guidance NVQ Level 3

An essential qualification for any employees working with children, young people and their families as it allows employees to explore external partnerships, client referral and develop client information systems. It also develops knowledge of codes of practice and ethics. Gaining this qualification will allow staff not only to provide a seamless service but also to ensure that children, young people and their families are accessing a varied and broad range of support services.

Course Duration: Up to 9 months

Availability: Rolling programme

Objectives: Candidates will understand and practise:

- Developing external partnerships
- Monitoring and maintaining client information systems
- Referring clients internally and externally
- Listening skills
- Enabling, sustaining and closing interactions
- Continuous development and self development
- Codes of practice, values and ethics
- Identifying opportunities to exceed client expectations

Who is this for: Anyone who works front-line and is responsible for giving advice and guidance to organisations and members of the public

How to book: Contact Vocational Learning at Gateshead Council Adult Learning and Skills on 0191 433 8610

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Customer Service level 3 Apprenticeship/NVQ

Customer services qualifications are essential to all frontline staff and employees who work directly with the public. Qualifications can be tailored to enhance skills needed to communicate with children, young people and their families.

Course Duration: Up to one year

Availability: Rolling programme

Objectives: To understand and practise:

- Principles of customer Service
- Customer needs, expectations and perception
- Communication skills
- Image and Impression
- Handling challenging customers
- Continuous improvement

Who is this for: Anyone who works with internal and external customers and is responsible for quality monitoring and improving service standards.

How to book: Contact Vocational Learning at Gateshead Council Adult Learning and Skills on 0191 433 8610

Vocational and Apprenticeship Educational Routes

This half day will give employees who work with children, young people and their families the necessary advice and guidance to help support parents to make an informed choice about their children's education. You will be given extensive information about the benefits and opportunities available within vocational learning and apprenticeship programmes, pre-apprenticeship programmes and the additional help available to support young people in learning.

Course Duration: Half day workshop

Availability: 9th May 2010, 20th June 2010

Objectives: Understand apprenticeship routes into employment and higher education

- Benefits of apprenticeships
- Apprenticeships routes into University
- Apprenticeships into employment
- Vocational learning vs academic study
- Options available to young people today
- Pre-apprenticeship programmes and additional learner support
- Workplace taster sessions

Who is this for: Anyone who works with young people who may require information, advice and guidance on educational and career choices.

How to book: Contact Vocational Learning at Gateshead Council Adult Learning and Skills on 0191 433 8610

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Excellent Education for Everyone

English and Maths - Skills for Life

Skills for life qualifications equip employees with functional maths and English skills needed to get on and progress within the workplace. They are particularly useful for employees who work with children, young people and their families as it teaches the functionality of maths and English, comparable with those taught in schools.

Course Duration: 12 week taught courses or flexible learning

Availability: Rolling programme and taught courses

Objectives:

- to improve or update maths and English skills
- gain a qualification (up to the equivalent of GCSE "C")
- boost confidence

Who is this for: Anyone who wants to obtain a new functional maths and English qualification or update an existing one.

How to book: Ring the Skills for Life team on 0191 433 8738

Improving children's achievement and success

Objectives: All parents, grandparents and carers want their children to do well at school and to succeed, many simply don't know where to start. Everything has changed since they attended school and they don't want to confuse their children by using different methods to their teacher. Attending this programme will help you to develop and discover ways in which families can be involved in their children's learning.

Date: Tuesday 20th September 2011 4.30pm to 6.00pm

How to book: Contact Karen Milne Family Learning, Adult Learning and Skills
karenmilne@gateshead.gov.uk or call 0191 433 8635

Money works - financial literacy and numeracy

Objectives: Explore a wide variety of resources and develop ideas to help teach children and develop their knowledge about financial literacy and numeracy in a school context.

Date: Tuesday 11th October 2011 4.00pm to 6.00pm

How to book: Karen Milne Family Learning, Adult Learning and Skills
karenmilne@gateshead.gov.uk or call 0191 433 8635

Gateshead Council Adult Learning and Skills

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Social Care Information and Learning Services

Background to SCILS

SCILS was set up in April 2001 with the aim of providing training materials and information via the Internet to health and social care organisations (both statutory and independent sectors).

What is on the SCILS/EILS website?

SCILS is an independent organisation providing information and learning services to health, social care, education, and the independent sectors with the biggest single area of work being the provision of a subscription website containing:



KEY FEATURES

Individual Learning Sessions - a wide range of learning sessions (up to one and a half hours in length) covering a wide variety of topics for individual staff at all levels in the organisation. Two versions of each session are available - one designed to support learning on-line and one plain version that is easy to print out and copy.

Group Learning Sessions - Training sessions designed for managers or those with training responsibilities to download and run with their staff. Most provide an hour-long training session, others are designed to last for up to half a day. All come with handouts ready for copying, guidance about running the session and clear learning objectives.

Newsdesk - Twice weekly we identify key issues relating to changes and developments in policy, legislation and other key social documents and email the new information directly to subscribers. The website provides a summary of the information and a link into the main document / website.

Examples of all the services can be seen by visiting www.scils.co.uk or www.eils.co.uk

Scils
Social Care Information
& Learning Services

High quality training materials and information providing underpinning knowledge for the Health and Social Care National Occupational Standards (Adult Care), Induction/Foundation Standards, Learning Disability Award Framework and the Registered Manager's Award.



Registering To access the SCILS/EILS learning resource log on to:

<http://www.scils.co.uk> or <http://www.eils.co.uk>

You will be asked to register, your registration number: 296TYWE

© Social Care Information and Learning Services

Inter-Agency Child Protection Training

Course programme 2011 - 2012



Safeguarding and protecting children is everyone's business

Gateshead's Local Safeguarding Children Board provides a comprehensive training programme to help develop knowledge about, and increased competence in, safeguarding and protecting children.

There are a wide range of courses offering basic awareness and foundation courses in child protection, alongside more specialist courses to develop skills, knowledge and practice.

All LSCB courses are attended by people from a variety of agencies and workplaces. Such training offers an invaluable opportunity to train together in an inter-agency setting, helping staff from agencies to work together more collaboratively.

How to find out more and apply for LSCB interagency training?

www.gateshead.gov.uk/lscb

LSCB courses are open to staff and volunteers from statutory, voluntary and independent sectors in Gateshead:

- who provide a service to children and young people and/or their families.
- who works with adults who have care responsibilities for children and young people
- who comes into contact with children and families in the course of their work, even when working with children is not their primary role.

Government Research findings (DCSF: Nov 2009)

"The opportunity to learn together was very highly valued."

"There were substantial and significant gains in knowledge and in self-confidence regarding safeguarding policies and procedures and promoting the welfare of children."

*ORGANISATION, OUTCOMES AND COSTS OF
INTER-AGENCY TRAINING FOR SAFEGUARDING
AND PROMOTING THE WELFARE OF CHILDREN*

John Carpenter, Dr Eszter Szilassy and Dr Demi Patsios University of Bristol; Professor Simon Hackett, Durham University

Contact

Please contact us direct with any queries or if you wish to discuss which course is most appropriate for you or your workforce.

Victoria Evans,
Organisational Development
Legal and Corporate
Gateshead Council
Civic Centre
Gateshead
Tel: (0191) 433 3558
Email: victoriaevans@gateshead.gov.uk
Or

Workforce Development
Tel: 0191 433 8355,
Email:
workforcedevelopment@gateshead.gov.uk



Gateshead Children's Trust

Booking Form

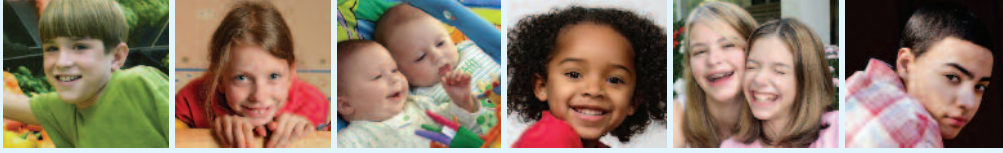
Course Title:
Date:
Name:
Organisation:
Position:
Address:
Post code:
Telephone:
e-mail:
Special requirements:

Please return completed booking form to:

**Organisational Development, Legal and Corporate,
Gateshead Council, Civic Centre, Gateshead**

Tel: (0191) 433 8355

e-mail: workforcedevelopment@gateshead.gov.uk



Gateshead Children's Trust



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