

**Course Title: Recording and Presentation Skills for Care Workers and Residential Workers**

**Trainer:**

**Chris Anderson** is a registered social worker and independent trainer. She has worked extensively with children and young people who present complex and challenging behaviours. Chris worked in residential care for many years and has managed a number of residential care homes in addition to statutory children's social work teams.

Chris currently chairs a Fostering Panel and is a practice assessor for a social work degree course. She provides a range of training and support for a number of fostering agencies and local authorities.

**Aims and Objectives:**

This course aims to give staff who are required to record as part of their work an introduction to recording skills and good practice. A key theme is to enable workers to understand the power and significance of their record keeping in the lives of the children and young people they work with.

The purposes of recording are examined, and key skills are considered, particularly distinguishing between fact and opinion, developing accuracy and knowing what to record and what not to record.

The course also aims to help participants begin to develop the skills necessary to present recording in scenarios such as meetings and reviews.

**Duration of course:**

Whole day (09.30 - 16.30 with breaks)

**Numbers:**

Up to a maximum of 24 participants

**Target Audience:**

The course is designed for residential care workers, foster carers and all those who care for or undertake direct work with children and young people.

# drive network

quality health and social care training

## **Teaching Method:**

The course is conceived in seminar format, to enable maximum interaction between trainer and course participants. There is a comprehensive PowerPoint presentation, together with small group exercises to facilitate experiential learning

## **Course Synopsis:**

- General introduction to recording practice
- Effective presentation at meetings
- Fact and opinion
- When to record – what is significant and what is not
- Quality and detail matter
- Clarity and avoiding jargon
- Assessment and analysis in recording
- Remaining objective
- 'The power of the pen' and long term impact of your words