

# TRAINING PLACES AVAILABLE 2022 (Sessions not listed are currently full)

Date	Course Title	Time	Member Price	Non-Member Price
06/04/22	<b>(NEW) Minute Taking</b> (2 Places remaining)	1430-1630	£40	£85
25/04/22	<b>Conflict - Positive Outcomes with Challenging Conversations</b> (7 Places remaining)	0930-1300	£55	£100
28/04/22	<b>Safeguarding Administration for Admin Staff</b> (2 Places remaining)	1330-1630	£60	£105
29/04/22	<b>Getting the Best from Docman</b> (7 Places remaining)	0930-1230	£55	£100
29/04/22	<b>New Visions Users</b> (7 Places remaining)	1330-1630	£55	£100
03/05/22	<b>(NEW) Influence Skills</b> (8 Places remaining)	1000-1230	£50	£95
04/05/22	<b>Confidentiality, Data Protection &amp; Information Governance</b> (2 Places remaining)	1330-1530	£40	£85
05 – 06 05/22	<b>Managing for the First Time, (2 Day workshop)</b> (1 Places remaining)	0930-1630	£180	£270
09/05/22	<b>(NEW) HR Brief Bites for Line Managers - Managing Underperformance in the Workplace</b> (7 Places remaining)	1400-1700	£55	£100
09/05/22	<b>Health &amp; Safety in General Practice</b> (7 Places remaining)	0900-1700	£90	£135
11/05/22	<b>(NEW) HR Brief Bites for Line Managers - Managing Disciplinary Issues in the Workplace</b> (7 Places remaining)	1330-1630	£55	£100
12/05/22	<b>HR Skills, including Managing Absence</b> (4 Places remaining)	0930-1630	£90	£135
13/05/22	<b>Conflict, Positive Outcomes with Challenging Conversations</b> (4 Places remaining)	0930-1300	£55	£100
16/05/22	<b>Fire Marshal Training</b> (5 Places remaining)	0930-1130	£40	£85
23/05/22	<b>Care Navigation Workshop 1 - Communication</b> (3 workshops in the Care Navigation Programme) (2 Places remaining)	0900-1230	£240	£375
23/05/22	<b>Care Navigation Workshop 2 - Telephone Triage</b>	1330-1700		
25/05/22	<b>Care Navigation Workshop 3 - Signposting</b>	1330-1700		
17/05/22	<b>(NEW) HR Brief Bites for Line Managers - Menopause Awareness for Line Managers</b> (7 Places remaining)	1430-1630	£40	£85
18/05/22	<b>Understanding Medical Terminology</b> (5 Places remaining)	0930-1230	£55	£100
18/05/22	<b>Managing the Wellbeing of Your Staff</b> (9 Places remaining)	0930-1630	£90	£135
25/05/22	<b>Bullying and Harassment in the Workplace</b> (9 Places remaining)	100-1230	£50	£95
26/05/22	<b>Triage for Non-Clinical Staff</b> (9 Places remaining)	1330-1630	£55	£100
01/06/22	<b>Summarising Medical Records</b> (3 Places remaining)	0930-1630	£90	£135
07/06/22	<b>(NEW) Time Management</b> (9 Places remaining)	1000-1230	£50	£95

Bespoke practice training available, please ask for more details [Thelmaspeed@networkforpractices.co.uk](mailto:Thelmaspeed@networkforpractices.co.uk)  
To book please send an email to [bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)  
For full list of clinical and non-clinical training go to our website at [www.networkforpractices.co.uk](http://www.networkforpractices.co.uk)

Date	Course Title	Time	Member Price	Non-Member Price
08/06/22	<b>(NEW)</b> HR Skills including Disciplinarys and Probation <i>(9 Places remaining)</i>	0930-1630	£90	£135
09/06/22	Understanding Prescription Medication <i>(3 Places remaining)</i>	0930-1230	£55	£100
09/06/22	Pain Free Appraisals <i>(7 Places remaining)</i>	0930-1230	£90	£135
09/06/22	Safeguarding Administration for Admin Staff <i>(10 Places remaining)</i>	1330-1630	£60	£105
14/06/22	Read Coding - the Essentials <i>(7 Places remaining)</i>	1030-1330	£55	£100
15/06/22	Getting the Best from Docman <i>(7 Places remaining)</i>	0930-1230	£55	£100
15/06/22	Understanding Medical Terminology <i>(7 Places remaining)</i>	1330-1630	£55	£100
15/06/22	<b>(NEW)</b> Assertiveness at Work <i>(9 Places remaining)</i>	1400-1630	£50	£95
20/06/22	Managing Risk Assessments <i>(9 Places remaining)</i>	0900-1700	£90	£135
21/06/22	<b>(NEW)</b> HR Brief Bites for Line Managers - Managing Absence in the Work Place <i>(10 Places remaining)</i>	1400-1700	£55	£100
23/06/22	Triage for Non-Clinical Staff <i>(6 Places remaining)</i>	0930-1300	£55	£100
30/06/22	Caldicott Guardian in General Practice <i>(7 Places remaining)</i>	1330-1630	£55	£100
01/07/22	Care Navigation Workshop 1 - Communication <i>(3 workshops in the Care Navigation Programme) (9 Places remaining)</i>	0930-1330	£240	£375
12/07/22	Care Navigation Workshop 2 - Telephone Triage	0900-1230		
12/07/22	Care Navigation Workshop 3 - Signposting	1330-1700		
05/07/22	DPIA's General Practice <i>(4 Places remaining)</i>	1330-1530	£40	£85
05 & 19 /07/22	Leading for Success (Day 1 05/7/22) <i>(2 Day workshops)</i> <i>(9 Places remaining)</i>	0930-1630	£180	£270
	Leading for Success (Day 2 19/7/22)	0930-1630		
07/07/22	Data Subjects Rights Including Access Requests and Redaction <i>(2 Places remaining)</i>	1330-1630	£55	£100
08/07/22	08/07/2022 - Read Coding - the Essentials <i>(9 Places remaining)</i>	0930-1230	£55	£100
08/07/22	Understanding Medical Terminology <i>(9 Places remaining)</i>	1330-1630	£55	£100
11/07/22	HR Brief Bites for Line Managers - Recruitment Skills <i>(9 Places remaining)</i>	1330-1630	£55	£100
13/07/22	Equality, Diversity, Inclusive & Unconscious Bias	1400-1630	£50	£95
20/07/22	Telephone Techniques and Skills Needed <i>(9 Places remaining)</i>	0930-1300	£55	£100
21/07/22	Fire Marshal Training <i>(8 Places remaining)</i>	0930-1130	£40	£85
21/07/22	Summarising Medical Records <i>(8 Places remaining)</i>	0930-1630	£90	£135