

## My Life

# Pathways to employment: Train the Trainer sessions

## Contents

Background.....	2
Aims .....	3
The Pathways to Employment model.....	4
Train the trainer session.....	8
Find out more .....	10

## Background

My Life Legacy is a registered charity that supports individual employers to find and recruit high quality personal assistants (PAs). This enables individuals who need care and support to have more choice and control and a better quality of life.

Our founder, Caroline Tomlinson, delivers talks all over the country and recognises a natio

## Aims

The aim of the project was to develop a Train the Trainer course that builds on the success of our local P2E model so it can be replicated across the country.

We wanted to:

- find at least five trainers from five different organisation who want to deliver the P2E model

- train all of the trainers to a competent level to recruit and deliver the course

- support trainers to take the learning to their own workplace and deliver the P2E model

- evaluate the success of what works and what doesn't.

We hoped this would expand the reach of P2E to:

# The Pathways to Employment model

P2E is a model that supports the recruitment of PAs with the right values and skills.

We developed it to meet the challenges individual employers have of finding suitable PAs who would stay in the role.

It takes an asset-based approach to finding good quality PAs. It uses the concept of connection and conversation, building trust and confidence to match members of the community with individuals who are looking for support.

The [Pathways to Employment workbook](#) outlines how to run the course from start to finish.

## Finding local people and recruitment

It starts off by finding local people. We go out into the community and talk to individuals about being a PA and the values and skills they need. We have a large presence on social media and use these connections to bring people together.

We offer introductory sessions which clearly tell potential PAs our expectations.

Suitable candidates then go through a 'positive attitude' application process – this is for people to see this is a privilege, not a right, to be involved.

## The five day course

Successful candidates then go on a five day course, usually on a Friday or Saturday over five consecutive weeks.

Session	Title	Supporting resources
Session one	Why things are like they are	<p><a href="#">Agenda</a>  <a href="#">Trainer notes</a>  <a href="#">Homework</a></p> <p><b>Induction workbook</b>  <a href="#">Induction workbook: confidentiality</a>  <a href="#">Induction workbook: Fire awareness and emergency action</a>  <a href="#">Induction workbook: food hygiene</a>  <a href="#">Induction workbook: health and safety</a></p> <p><b>Supporting resources</b>  <a href="#">Language reflects our values</a>  <a href="#">Love is simply not enough</a>  <a href="#">The five accomplishments</a>  <a href="#">The values of inclusion</a>  <a href="#">To be born is to be chosen</a>  <a href="#">Supported decisions</a></p>
Session two	Person-centred practice	<p><a href="#">Agenda</a>  <a href="#">Trainer notes</a>  <a href="#">Appreciative inquiry learning log presentation</a>  <a href="#">Who am I? Hackney planning presentation</a></p> <p><b>Induction workbook</b>  <a href="#">Induction workbook: Individuality and human rights</a></p> <p><b>Supporting resources</b>  <a href="#">Person centred risk assessment</a>  <a href="#">Thought of the day</a>  The David Cohen story video</p>

Session three	Asset-based community development, combined with team building	<a href="#">Agenda</a> <a href="#">Trainer notes</a> <a href="#">How to build a community presentation</a>  <b>Supporting resources</b> <a href="#">100 Things</a> <a href="#">How to use a capacity inventory</a> <a href="#">The importance of friendships</a> Undiscovered video
Session four	Understanding the service system	<a href="#">Agenda</a> <a href="#">Trainer notes</a>  <b>Induction workbook</b> <a href="#">Induction workbook: Basic first</a>

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## **Induction workbook**

[Induction workbook: Risk assessment](#)

[Induction workbook: Understanding abuse](#)

## **Supporting resources**

[The framework for continuous learning](#)

[Questions for appointing staff](#)

[Safeguarding](#)

[The sparrow](#)

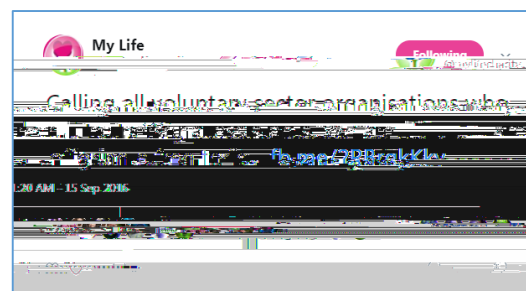
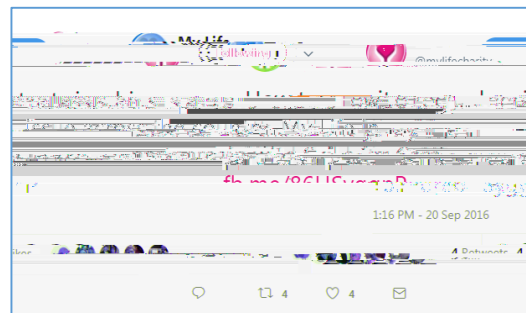
[Thought for the day - Titanic](#)

[Top tips for employing people](#)

[Write yourself a letter](#)

## Train the trainer session

We wanted to train others to let other organisations know about and deliver the P2E programme themselves. To enable this we developed a Train the Trainer approach





In total we recruited 20 representatives from organisations in England who were responsible for recruiting PAs.

These included four councils and clinical commissioning groups in East Lancashire,

## **Celebration event to celebrate learning and how trainers can evolve to further support individual employers in their community**

We ran a celebration event at the end and promoted it through this leaflet.

We had great feedback about the event – [read the event evaluation here](#).

### **Find out more**

You can download the workbook and supporting resources for the P2E course, using the links above.