

This is a half day course, for colleagues across all agencies, including the independent sector, to help them identify and explore the skills needed to chair multi-agency meetings to safeguard and promote the safety and welfare of adults at risk.

**Before you book on this course, it is essential that you have already attended basic level Safeguarding Adults training, or have practical working understanding of Safeguarding Adults criteria and practice.**

**Please do not book onto this training if you do not already have this knowledge.**

**Key learning outcomes for this course are:**

- Explore how to plan and chair multi-agency meetings where someone is at risk, whilst maintaining the values that underpin Making Safeguarding Personal.
- Consider how to chair meetings to best practice standards, applying relevant legislation and guidance, including information sharing protocols.
- Discuss how to prepare for a meeting, ensuring that participants are clear about their roles and what outcomes are to be achieved.
- Recognise and practice a range of interpersonal skills to manage the meeting and achieve specified outcomes for individuals.
- Identify some of the things that may go wrong in meetings and consider what actions can be taken to ensure the meeting remains focussed.

Date	Duration	Course Venue
4 <sup>th</sup> October 2019	9:30am-12:30pm	The Hub, Shiners Way, off Market Street, <b>South Normanton</b> , DE55 2AA
7 <sup>th</sup> November 2019	1:30pm-4:30pm	Derbyshire County Council, County Hall, Smedley Street, <b>Matlock</b> , DE4 3AG

**How to book**

**All staff will need to follow their internal agency guidelines when requesting to attend the scheduled study courses. All training is provided free of charge.**

**[Application forms](#) are available from our website.**

- For **Derbyshire County Council employees**, please use the Adult Care training application form and submit it to [ssdtraining@derbyshire.gov.uk](mailto:ssdtraining@derbyshire.gov.uk).
- **External agency staff** should complete the external training application form and submit it to [ssdtraining@derbyshire.gov.uk](mailto:ssdtraining@derbyshire.gov.uk).

For any queries you can email the Derbyshire training team at  
[ssdtraining@derbyshire.gov.uk](mailto:ssdtraining@derbyshire.gov.uk)