



Adding Value to the Admin Function to Benefit the Social Workers

Time	9.30am to 4.30pm (Registration 9am)
Duration	1-day
Who for	Admin staff in CSS
Aims and Objectives	<p>Understand the changing nature of their Current Role Participants will demonstrate ability to;</p> <ul style="list-style-type: none">• Incorporate elements of the PA role into their current role• Use a skills analysis to identify Individual training Needs• Enhance and develop research skills.• Know how to prepare a proposal or report
Learning Outcomes	The participants will be able to select elements of the PA role to incorporate into their current role – adding value.
Content	<p>What does a PA do?</p> <ul style="list-style-type: none">• Skills audit – What are your transferable skills?• Writing SMART Objectives• Research methods• Putting it on Paper• Cost/Benefit Analysis
Facilitator	Sue Brett, Martello Training
To apply	Please send a completed application form to the Professional Development Unit (CSS), 1st floor, Kroner House, Eurogate Business Park, Ashford, TN24 8XU. Telephone bookings are not accepted.