

NHS Training for  
AHP Support Workers

## Workbook 14: Participation in In-Service Training



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## **14.1 Aim**

The aim of this workbook is to enable the Healthcare Support Worker (HCSW) to contribute effectively to the staff in-service training, select topics and present training sessions.

## **14.2 Learning Outcomes**

By the end of this workbook you will be able to:

- Prepare and deliver an in-service training session using appropriate teaching aids.

## 14.3 In-Service Training

As a Healthcare Support Worker, you may be expected to contribute to the staff in-service training, select topics and present training sessions. To do so you should be able to use appropriate learning aids such as PowerPoint, Video Conferencing etc.



### Activity

Answer the following questions using information you have gathered from colleagues.

Describe your preparation for an in-service training session
How did you gather relevant information for your teaching?
What training or guidance did you require, if any, in the use of equipment?

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How did you decide to present the material?

Describe your presentation or teaching session.

What went well?

What could have been better?

What would you do differently next time?

## **14.4 CPD Portfolio**

By contributing to in-service training you can provide evidence for your portfolio with copies of the information that you have used in your teaching e.g. notes pages and handouts etc.

## 14.5 Participation in In-Service Training Workbook Completion

Your mentor / supervisor will sign your portfolio to indicate that you have completed this workbook successfully.

Objective	Supervisors Signature	Date
Prepare for an in-service session		
Gather relevant information		
Present information and material		

<b>Support worker</b> (name)	
Support workers signature	
<b>Supervisor</b> (name)	
Supervisors signature	
<b>Date</b>	

## 14.6 Participation in In-Service Training Reflection

**Suggested KSF Dimensions:** C1, C2, EF1 and G1

This form should be placed in the appropriate section of your portfolio.

**What did you learn from this module?**

**How has this influenced your work?**

**Date module completed**



