

Touchline Training Ltd
Instructors' Online Training Course

Terms and conditions and Learner's Agreement

IMPACT Workplace Wellbeing Programme

Course information This course is open to **all adults** with an interest in wellbeing for personal use, for use with family and friends or for use professionally. Details of the online course www.touchlinetraining.co.uk

The course follows the same curriculum as the one-day training. It is in six modules and will take about 12-18 hours. Teaching and learning methods include trainer video presentations with demonstrations and a manual and other resources are provided. You will use worksheets and do practical work at a place to suit you. You will have at least one video call with a trainer to discuss your progress. Details of the course content and six modules is given below.

Cost and length of training The online course fee is £135.00. The course is available to you for 6 months. If you need an extension to achieve certification, you should contact the trainers and an additional 3 months can be arranged. A fee of £25.00 is payable for the course extension.

Instructor's Agreement We provide an Instructor's Agreement which outlines our responsibility to you and your responsibility as an instructor. We provide your online training, your Instructor's Certificate and, on completion of training, access to on-line resources; Instructor's manual, audio and image downloads and resources to support implementation. The trainer provides on-going support via email and phone as required.

Assessment methods

Assessments, both theory and practical are carried out during the training to monitor your progress. Trainers assess your two video recorded practical sessions, worksheets and evaluation form feedback.

Certificate A certificate is awarded at the end of the training. You should have demonstrated the level of competence required to achieve certification. Additional trainer support can be provided if, in the opinion of the trainer, you need extra time to achieve the award.

Accreditation The online course is a therapy accredited short course for CPD and accredited by Federation of Holistic Therapists (FHT). They award 10 CPD points. Pre-requisites for therapists are level 3 body or Swedish massage or Indian Head Massage.

Insurance Therapists should check availability of insurance. If you are employed or volunteering, your organisation will normally be responsible for insurance. If you are working independently you may wish to check on professional and public liability insurance.

Disclosure and Barring Service (DBS) On completion of training it may be necessary to have a Disclosure and Barring Service (DBS) check if working with children or vulnerable adults. This may be provided by the organisation with which you are employed or volunteering. Therapists should contact their professional organisation for details.

How to book a course Download the application form from the website or contact us for a form. Complete and submit it by email attachment. We are happy to discuss the training with you prior to application to ensure that it meets your needs.

Course fees The course fee (£135.00) includes online training with experienced trainers and online resources including videos to support your role as an instructor. Instructors receive a certificate. When we receive your application we will send you confirmation of booking. Payment can be made by Pay Pal or we can issue an invoice. When payment is made, we will forward a receipt for your records.

Cancellation of training by you Should cancellation be necessary, it must be made in writing before you have been sent a link to your resources to start your course. Your course fee will be refunded minus a £25.00 administration fee.

Amendment of training by us

In the event that we need to amend your training process we will contact you to let you know and update your documents.

Data Protection We comply with data protection regulations (GDPR) and no personal information will be released to third parties without your permission.

Please note that other policy documents are provided on the website; Equal Opportunities Policy and Complaints Procedure.

Health and safety

Learners should disclose any relevant medical or special needs when booking the course to ensure that the course is appropriate and that their needs can be met. Some training materials can be adapted in advance if we know of specific needs.

Course aims and outcomes:

IMPACT Workplace Wellbeing Programme

Aim: The aim of IMPACT Wellbeing Programme Instructor's Training is for adults working with young people and adults to:

- acquire the skills and knowledge related to the relaxation programme
- be inspired to introduce the programme to young people and adults to benefit their wellbeing

Course content

The course includes theory and practical work. The practical work is individual and paired. Learners can choose to observe if they do not wish to take part in an activity.

At the end of the training learners should:

- Have a basic understanding of the causes of stress
- Know how the body reacts to stress and the contribution of the nervous and hormonal systems and the brain
- Be aware of research that shows the effectiveness of different types of relaxation techniques and a mindfulness-based approach
- Understand the use of contraindications, health and safety and risk assessment when using relaxation techniques
- Have experienced a range of relaxation techniques and understand how they work; breathing and stretching exercises, relaxation and guided visualisation, self-massage and peer massage for head and shoulders and arms and hands.
- Have considered the way in which the Programme could be developed in their personal life/work/organisation and the resources needed
- Understand the importance of planning, monitoring and evaluation of the programme
- Be prepared to use the programme consistently to benefit self, family and friends and then those with whom they work
- Understand their rights, responsibilities and role as an Instructor.

There are six modules to complete. These modules are carefully designed to take you through the course step-by-step to help build your confidence. The course takes around 12-18 hours of study and covers the same material as the face-to-face training day.

Outline of the modules

Module 1

You will find out about the IMPACT Workplace Wellbeing Programme, why it was developed, how and where it can be used and some of the benefits. We will explain the structure of the course, the support we provide and how you can get the best from it.

Module 2

We introduce the first relaxation techniques of the programme; relaxation breathing and stretching in the context of stress management. You will learn how to organise a group activity, use top tips for teaching and use a simple evaluation method.

Module 3

You will find out about workplace massage, how it works and its benefits. You will learn two self-massage routines for head and shoulders and arms and hands. We will explain how to organise a group for a practical session.

Module 4

You will learn a useful group icebreaker, find out about the body's response to stress and how the relaxation techniques of visualisation and passive muscle relaxation can help improve wellbeing.

Module 5

The focus of this module is peer massage and its benefits. You will learn two routines, find out about health and safety considerations and how to organise a group.

Module 6

You will learn a massage for the young at heart before finding out about the practical and legal aspects that will help with your role of instructor. You'll look at opportunities to use your skills and help others.

Homework

In your own time you will practice the relaxation techniques, share them with others and evaluate the outcomes. You will provide two videos of yourself demonstrating self massage and peer massage routines (one for head and shoulders and one for arms and hands). You will also complete two worksheets and an evaluation so that the trainers can assess your ability and feedback any ideas that will help you develop further as a successful instructor.

At the end of the course

You will receive a short video of the presentation of your certificate, your certificate by email and access to a range of online resources to support your work as an instructor.