

Request for Training/Briefing

The training funded by the Brent Drug and Alcohol Action Team is delivered by several different agencies, some of which are able to provide briefings or training to the specific requirements of your staff team, colleagues, clients or community group.

It is our experience that people gain more from training when they mix with participants from other disciplines so we recommend taking part in one of our core training courses; however we recognise this is not always possible especially if the training must occur at specific times, locations or with clients.

Therefore if you would like to enquire about developing a training session or holding a briefing for your organisation, please complete this form and **fax it to 020 8795 6231** or send it to, Sandy Youngson, Brent DAAT, Brent PCT, Wembley Centre for Health & Care, 116 Chaplin Rd, Wembley, HA0 4UZ. Tel:- 020 8795 7438. daat.training@brentpct.nhs.uk

Thank You.

Name of Contact **Job Title**

Organisation

Address
Postcode:-

Tel
Work Mobile
Fax

E-Mail

Website

What sort of training do you require?

(e.g. Basic Drugs Awareness ; Cannabis Briefing; Sexually Transmitted Infections; Khat training; etc)

Do you have a preferred date(s) and time, for this training?

Do you have a preferred venue, for this training?

How many participants do you expect to attend?

In what area of work are the participants involved?

(e.g. Education; Criminal Justice; Primary Care; Youth Work; Community Development; Housing; etc)

Please Turn Over...

What is the principal client group with whom the participants work?

(e.g. Young people; Adults; Faith Community; Parents; General Public; etc)

What is the participants current level of knowledge regarding this topic?

When & from whom, did the participant's last receive training on this topic?

What are your learning objectives for this training?

(i.e. what do you want the participants to be able to achieve after completing the course. These objectives will be used to guide the evaluation of the training)

- 1.
- 2.
- 3.
- 4.

Is there a specific reason for requesting this training?

(E.g. Policy/strategic review; staff development; response to an incident; response to, or preparation for an inspection; etc)

Do any of the participants have any specific needs?

Is there any other information the trainers should consider when developing this training?

Are you able to fund, or part fund this training?

(Whilst it may be possible to provide most training on a fully subsidised basis, We cannot cover venue or any catering/hospitality costs)

Yes / No / Partially

How did you hear about Brent DAAT's Training Programme?

Thank You