

Stepping back from stepping in

Introduction to Bitesize series: A guide to successful facilitation

Bitesize Skills Development



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Able**
Every opportunity matters

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For more resources and support on wellness and reablement, visit: keepable.com.au

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Supporting organisations through industry changes

The aged care sector have been contending with changes and challenges for many years. The industry is currently adapting to new:

- Service models
- Funding models
- Quality Standards

Wellness and reablement has been integral to the Commonwealth Home Support Programme for many years. However, the approach will ultimately be incorporated at all levels of the aged care system. Increasingly, providers will be expected to do tasks with clients, rather than for them. Staff will need to understand the principles and value of wellness and reablement and have the skills to implement them.

The challenges of change

The Bitesize series enhances knowledge about wellness and reablement (W&R) and develop skills to implement it. Organisations often need to upskill existing staff and orientate new staff to the W&R approach. Many providers do not have the capacity to develop in-house resources, nor can they spare the time and expense to send their staff for external training. This is where the Bitesize series can help.

Demonstrating evidence of organisational change and compliance

Bitesize learning can build workforce capacity to implement wellness and reablement. This in turn will enhance your organisation's W&R reporting outcomes as required by the Commonwealth government.

Using these modules for in-house training can also help demonstrate current and proposed quality standard outcomes relating to client-centered care and human resource management (see over).

Bitesize learning can support these existing quality standards

Standard 1: Consumer dignity and Choice

Standard 2: Ongoing assessment and planning with consumers

Standard 3: Personal care and clinical care

Standard 4: Services and supports for daily living

Standard 7: Human Resources

Standard 8: Organisational Governance

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Bitesize learning can support these proposed quality standards

Standards	
Old	New
Consumer dignity and choice	The Person
Ongoing assessment and planning with consumers	The Organisation
Personal care and clinical care	The Care and Services
Services and supports for daily living	The Environment
Human resources	Clinical Care
Organisational governance	

How to use Bitesize sessions

Each module has:

- A PowerPoint presentation
- A Facilitator's Guide
- A Session Plan
- Activities to support practical learning
- An evaluation questionnaire

The PowerPoint slides are editable, so you can modify the notes section below the slides to meet the needs of your organisation. However, we encourage you to use the existing notes.

Bitesize presentations are perfect for staff meetings and staff development days. They can be delivered face-to-face or online depending on the needs of the organisation or the experience of the presenter.

Each presentation addresses a wellness & reablement concept. You can choose any or all of the presentations to meet your staff development needs. They are hosted on the Bitesize learning webpage in the recommended order of delivery.

Sessions can be delivered in approximately 30-45 minutes, to minimise disruption to business

Target audience

Staff working with older adults in the community. This may include managers, care coordinators, allied health staff (including allied health assistants), support workers and even volunteers.

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Preparation for facilitators

- Familiarise yourself with the content by reading the PowerPoint presentation, including the Facilitator notes, before delivery. Facilitator Notes can be accessed in a variety of formats. You can:
 - Print the associated Facilitator Guide to use in hard copy
 - Print the Facilitator Notes from the PowerPoint presentation (Open the presentation --> Select File --> Print --> Settings --> Notes Pages --> Print)
 - Open the PowerPoint presentation in “Presenter View” and the notes will be visible (for the presenter only)
- If you have questions about the content, you can email us at keepable@ilaustralia.org.au
- Check that you have all the relevant materials prepared and/or accessible for distribution. Materials can be shared electronically or downloaded and printed for face-to-face sessions.

Consider your learners

- If there are pre-requisites for this training, please ensure you have read them and selected participants accordingly. You can find this information in the Facilitator Guide for the topic.
- There are Facilitator Notes in the PowerPoint presentation to help you accommodate your learners’ needs. Please ensure you have read them prior to commencing.
- Plan how you will run the activity in advance, for example:
 - How many groups will you need to divide your learners into for discussions/activities?
 - How will you divide the participants (e.g. which staff do you want to work together)?
 - Will you allocate time for a group discussion?

Tell us how it went

In the true spirit of reablement, we do our best work with you, not for you. We’d love to know who you used the training with, what outcomes you achieved and how the training influenced your staff and work practices. Of course, let us know how we can make training resources better.

If there is a topic you would like addressed that isn’t available, tell us that too.

Contact us at keepable@ilaustralia.org.au