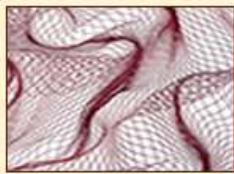


Mental Health Training Network Groundrules

Training courses provide an opportunity to look at work in new ways – take in new knowledge, develop new skills, share best practice. We all share the responsibility to make best use of this time and to provide a learning environment. To help us create that atmosphere, we ask you to observe the following:

1. **Understanding and respecting others** - whether colleagues, trainers, support staff, service users or carers. This means:
 - Creating a learning culture where it's OK to take risks and make mistakes
 - Speaking clearly, one at a time
 - Listening carefully and being open to hearing other points of view
 - Allowing others to have their say and not interrupting
 - Taking care not to offend others in the room
 - Ensuring disagreements are about the issue and not the person
2. **Maintaining confidentiality** - this means:
 - Looking after yourself, only sharing what you want and respecting confidences shared in the training room
 - Sharing learning back in the workplace is to be encouraged, but remember to maintain anonymity
 - Taking care not to mention names or other identifying details if you are discussing a specific incident
3. **Taking equal opportunities seriously** - this means:
 - Ensuring your behaviour or language is not discriminatory or oppressive towards other participants, trainers, colleagues, service users or carers
 - Being open to hearing why something you say may cause offence
 - Recognising that diversity of gender, race, religion, culture, age, sexual orientation, ability, disability and social background all add to our learning. Valuing diversity and difference can help us to provide more appropriate services to our service users and their carers.
4. **Commitment to learning** - this means:
 - Discussing learning objectives with your line manager before and after the event
 - Being on time, coming back promptly from breaks and letting the trainer know in advance if you have problems with full attendance
 - Switching off your mobile phone in the training room
 - Thinking creatively about how your learning can be used to improve your practice
 - Carrying out any changes within three weeks of the event – otherwise it will probably not happen



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- Please tell us in plenty of time if you are not going to come, so someone else can be offered the place.

MHTN trainers want to provide you with the best possible environment for learning – please help us to help you by operating within these ground rules.