

Communication, Documentation and Reporting

Mandatory, Staffing and Management

Who is this course aimed at?

This course is aimed at those who wish to improve their communication and documentation skills

Course Aims

To be able to communicate effectively with colleagues, and document and report your actions clearly and effectively

Learning Outcomes

- Recognise the importance of communication
- Know the different types of communication
- Be able to apply effective listening skills
- Know how to keep data safe
- Be able to write defensible documentation
- Document person-centred care plans and reports
- Be aware of the legislation that underpins communication, documentation, and reporting

Course available as

Face to Face

Course Length: 3 Hours

Contact Us

For more information, or to book any of our courses, please contact us on 01706 375578