



**Joe Wolfe**  
**& ASSOCIATES**

**V**  
**a**  
**l**  
**u**  
**e**  
  
**F**  
**o**  
**r**  
  
**M**  
**o**  
**n**  
**e**  
**y**

## Supporting Services in Challenging Times

2009 has arrived and with its arrival brought in new, more extensive challenges for all. Cutbacks in the form of further budgetary restrictions are a reality for all services/businesses and there is a need for focussed support in addressing these challenges.

How we can help: -

1. Value for money support
2. Partnership Approaches to Training
3. Support with Policies, Procedures and Guidelines

### 1. Value for Money

We can help you identify savings in your organisation and improve your cost efficiency by:

- Evaluating overall cost effectiveness
- Identifying financial and service changes that could provide value for money savings
- Auditing areas/departments to identify waste and service inefficiencies
- Reviewing absenteeism, overtime, procurement and systems

*For information on this please contact Joe on 087-6804210/056-7793793*





## 2. Partnership Approaches to Training

Reduce your TRAINING COSTS through the Partnership Approach

We facilitate, for example, -

- 3 organisations working in partnership with regard to the provision of three training topics.
- Each organisation pays for one training programme (this covers the provision of training to 21 staff).
- The fee paid allows seven (7) people from each organisation to attend each of the three training programmes.
- **21 people are trained from each organisation (in three topics) for one fee.**

This is a cost effective means of facilitating the completion of mandatory &/or specialised training.

### **Training programmes open to the *Partnership Approach***

- Patient Moving and Handling
- First Aid
- Basic Life Support
- Behaviours that Challenge
- Policy, Procedure and Guideline Development
- Documentation and Record Keeping
- Care Planning
- Infection Control
- Quality and Audit
- Medication Management
- Management Development Programmes

For information on any of the training listed here (or any other training needs you may have) please contact Nicola at  
056-7793793, 087-9197744, email

nicola@  
jwolfeassociates.com

## 3. Support with Policies, Procedures and Guidelines

Accreditation is a major issue for many organisations. Over the past ten years we have provided extensive support, to organisations nationally, in developing the required documents/systems.

This support can range from: -

- Implementing Policy, Procedure and Guideline Systems
- Training for staff on the practical development of documents
- Providing external audit of document quality
- External support in editing and proofing documents or creating bespoke documents

To date this support has been cost effective and invaluable in supporting services to ensure that they are complying with accreditation requirements/standards.

We also, have a range of off-the-shelf policies available to services that can be then further customised to meet the needs of a specific organisation.

For more information or testimonials on policy, procedure and guideline development please contact us on 056-7793793, or email [info@jwolfeassociates.com](mailto:info@jwolfeassociates.com)

### CONTACT US:-

**Administrator**  
Julie Mc Mahon  
056-7793793  
Fax 056-7793852

**Joe Wolfe**  
056-7793793  
087-6804210

**Nicola Wolfe**  
056-7793793  
087-9197744

**Jennifer Gleeson**  
056-7793793  
087-9197733

**Mary Corby**  
056-7793793  
086-8877936

**Michael Kirwan**  
056-7793793

**Margaret Prendergast**  
056-7793793

**Deirdre Hayes**  
056-7793793

**Anne Jacob**  
056-7793793

**Chris Chapman**  
056-7793793



The Tannery  
Ladywell  
Thomastown  
Co Kilkenny

Phone: 056-7793793

Fax: 056-7793852

E-mail: [info@jwolfeassociates.com](mailto:info@jwolfeassociates.com)

[www.jwolfeassociates.com](http://www.jwolfeassociates.com)



Joe Wolfe & Associates is an Irish company that specialises in training, evaluation and facilitation for Health services, Voluntary agencies, Education and Social Care services Public and Private enterprise We are a group of multi - disciplinary professionals with extensive backgrounds in working within human service organisations in Ireland and overseas.

If you would like to have more information about Joe Wolfe & Associates please check

[www.jwolfeassociates.com](http://www.jwolfeassociates.com) or contact us by email on

[info@jwolfeassociates.com](mailto:info@jwolfeassociates.com) , we look forward to

hearing from you. If you would like further copies of this newsletter for your colleagues, please send us

their email address and we can include them in our mail group, or download this newsletter from the website.

## Our Key Products

Medication management training for registered nursing staff  
 Training of Trainers programme for Registered Nursing staff in basic pharmacology  
 Safe medication management practices for non-nursing staff  
 Person Centred Planning  
 Attitudes and values training for staff  
 Management training for frontline managers  
 Customer care training  
 Personal development planning for staff  
 Dignity at work training  
 Staff communication codes  
 Staff satisfaction surveys  
 Management of aggression / violence  
 Management of behaviour that challenges  
 Health and safety training  
 Work load analysis  
 Working in a multicultural

environment /team  
 Policy, guideline and procedure training  
 Training on Epilepsy and Administration of Stesolid & Midazolam  
 Management of allegations of abuse  
 Risk Assessment Training  
 Mentoring managers  
 Personal development  
 Relationships and sexuality  
 Foundation certificate in disability studies  
 Disability awareness  
 Advocacy training for people with disabilities  
 Business and strategic Planning  
 Interview skills  
 Conflict management  
 Team building  
 Wound care training  
 Corporate Governance training for Boards

Other products include:

- Quality Service reviews
- Staffing and skill mix

- reviews
- Action Learning Facilitation
- Health and safety audits
- Audits of physical interventions and seclusion
- Audits of practice
- Accessibility audits
- Communication strategies
- Action learning training
- Public and professional consultation exercises
- Research projects
- Equity Audits
- Individual, independent needs assessments
- Implementation of policy, procedure and guideline systems
- Specialist policy development
- Accreditation support

If you have a need for a particular training or consultancy support and it is not listed here, please do not hesitate to contact us and we will endeavour to provide this service to you.