



DogsTrust Worldwide

International Training Programme
March 2017

**DOGS TRUST WORLDWIDE INTERNATIONAL TRAINING PROGRAMME
MARCH 2017 – HAREFIELD REHOMING CENTRE**

Date / time	Event	Objectives	Comments
Sunday 5th March 2016	Arrival at Travelodge Hotel – Uxbridge, West London. Rooms available for check-in 15:00 pm onwards	Fran and Beth will be in the area from 15:00pm onwards if you need any assistance. They will be on hand throughout the duration of the course	Francesca Baker – International Projects Officer, Dogs Trust Worldwide and Beth Jennings – International Team Assistant, Dogs Trust Worldwide
Monday 6th March			
8:00	Collection from Hotel – travel to Dogs Trust Harefield RC	Breakfast from 07.00 in the hotel. Please all meet in hotel reception promptly after breakfast at 07.45. Taxis will drive you to DT Harefield at 8:00 am sharp	
08.15 – 8:30	Introduction to Dogs Trust Worldwide & ITP	<ul style="list-style-type: none"> To provide an overview of Dogs Trust Worldwide the training schedule To identify any general administration points 	Craig Rooney – Acting Head of International, Dogs Trust Worldwide
8:30 -10:00	Dogs Trust Worldwide	<ul style="list-style-type: none"> The work of Dogs Trust Worldwide 	Craig Rooney – Acting Head of International, Dogs Trust Worldwide
10:00 -10:15	Break – Tea and Coffee		
10:15 -12:00	Shelter Construction and minimum needs	<ul style="list-style-type: none"> Identifying the minimum needs required in shelter design/construction to meet the requirements of dogs. 	Paul Wass – Project Surveyor, Dogs Trust
12:00 -12:45	Lunch		
12:45 -14:30	Detailed tour of DT Harefield RC		Richard Moore – Centre Manager, Dogs Trust Harefield
14:30 -14:45	Break – Tea and Coffee		
14:45 – 16:15	Education	<ul style="list-style-type: none"> Developing and implementing an educational programme Delivering the programme – including creating resources. 	Gemma Dingle - Education Officer, Dogs Trust
16:15 -17:15	Presentation from Cats Protection	<ul style="list-style-type: none"> Feline Infectious Diseases 	Sandra Milburn – Education Veterinary Officer, Cats Protection
17:30	Collection from Harefield RC – taxis to Hotel		
18:50	Walk to the restaurant.	Meet in hotel reception at 18:50, group walk to Ask restaurant.	Craig Rooney, Francesca Baker, Beth Jennings
19.00	Course Dinner at Ask, Uxbridge	All to attend	Craig Rooney, Francesca Baker, Beth Jennings

Tuesday 7th March			
08.15	Collection from Hotel - taxis to Harefield RC	Breakfast from 07.15 in the hotel. Please all meet in reception promptly after breakfast at 08.00. Taxis will drive you to DT Harefield at 8:15 am sharp.	Francesca Baker and Beth Jennings
08:30-10:30	Managing the Rehoming Process	<ul style="list-style-type: none"> • Selection of dogs for Rehoming • Preparing the dogs for "showing" • Pre-adoption checks and interviews 	Richard Moore - Centre Manager, Dogs Trust Harefield
10.30 – 10.45	Break – Tea and Coffee		
10:45 – 12:15	Managing the Rehoming Process	<ul style="list-style-type: none"> • Fitting the dogs to owners • Post-adoption checks • Support • Making the most of Volunteers 	Richard Moore - Centre Manager, Dogs Trust Harefield
12.15– 13.00	Lunch		
13:00 – 14:45	Dog Catching	<ul style="list-style-type: none"> • Different methods of dog catching 	Brian Faulkner - Animal Control Consultant & Technical Advisor at Stray Animal Solutions
14:45 – 15:45	World Veterinary Service (WVS)	<ul style="list-style-type: none"> • Presentation on WVS and Mission Rabies 	James Florence, Managing Director, WVS
15.45 –16:00	Break	<ul style="list-style-type: none"> • Tea/coffee 	
16:00 -17:30	Presentation on Cats	<ul style="list-style-type: none"> • Cat Trap, Neuter, Release 	Ian MacFarlane – Cat TNR specialist
17:45	Collection from Harefield RC – taxis to Hotel		
	Evening – Free time		
Wednesday 8th March			
8:15	Collection from Hotel – travel to Harefield RC	Breakfast from 07.15 in the hotel. Please all meet in reception promptly after breakfast at 08.00. Taxis will drive you to DT Harefield at 8:15 am sharp.	Francesca Baker and Beth Jennings
8:30 – 10:30	Dog handling and capture techniques	<ul style="list-style-type: none"> • Defensive handling and use of equipment • The 5 senses of the dog • Dominance 	Steve Goward – Deputy Head of Behaviour & Training, Dogs Trust
10:30 – 10:45	Break - Tea and Coffee		
10.45 – 12.30	Animal Ethology	<ul style="list-style-type: none"> • Attachments (bond/relationship) • Dog to dog or dog to human assessments 	Steve Goward – Deputy Head of Behaviour & Training, Dogs Trust
12:30 – 13:00	Lunch		
13:00 – 14:00	Practical training	<ul style="list-style-type: none"> • Clicker training 	Steve Goward – Deputy Head of Behaviour & Training, Dogs Trust
14:00 – 15:30	TTouch	<ul style="list-style-type: none"> • Practical TTouch training 	Steve Goward – Deputy Head of Behaviour & Training, Dogs Trust
15:30 – 15:45	Break – Tea and Coffee		
15.45 – 17.00	Dogs Trust Policies relevant	<ul style="list-style-type: none"> • Examination and discussion on selected policies 	David Franklin -

	to International Training Establishing policies in the Shelter.	<p>pertinent to the Delegates</p> <ul style="list-style-type: none"> • Understanding the importance of objective setting and performance monitoring. • Developing basic SOPs to ensure minimum standard of delivery of care, customer service etc. is set and met 	Assistant Director of Operations, Dogs Trust
17:15	Collection from Harefield RC – taxis to Hotel		
	Evening - Free time		
Thursday 9th March			
8:15 to 9:15	Travel to Muswell Hill Charity Shop - London Underground and Taxis.	Breakfast from 07.15 in the hotel. Please all meet in reception promptly after breakfast at 08.00. We will leave at 08:15.	Tania Rodriguez Jimenez - Muswell Hill store manager, Dogs Trust
9:15 – 10:15	Charity shop visit	<ul style="list-style-type: none"> • How to run a charity shop successfully 	
10:15 to 11:00	Taxis to Head Office		Francesca Baker and Beth Jennings
11:00 – 11:15	Break	<ul style="list-style-type: none"> • Tea-Coffee 	
11:15 – 12:30	Veterinary Matters	<ul style="list-style-type: none"> • Bio security • Transmission of infection 	Runa Hanaghan – Deputy Veterinary Director, Dogs Trust
12:30 – 13:45	Lunch (extended)		
13:45 – 14:45	Using the media	<ul style="list-style-type: none"> • Print • Radio • “Do’s and Don’ts” 	Sarah Graham – Senior Communications Officer, Dogs Trust
14:45 – 15:45	Internet Marketing	<ul style="list-style-type: none"> • Understanding the power of the internet 	Abbie Wall , Digital Marketing Officer, Dogs Trust
15:45 – 16:00	Break - Tea-Coffee		
16:00 -17:00	Effective Fundraising	<ul style="list-style-type: none"> • Understanding how to set up an effective fundraising programme • Case study of Dogs Trust fundraising activity 	Nick Daniel – Marketing Director, Dogs Trust
17:15 -17:45	Group photo with Adrian	All to attend	International team and Adrian Burder – CEO, Dogs Trust
17:45 – 18:00	Walk to the restaurant	All to attend	International team and Adrian Burder
18:00 - 20:00 (approx)	Course dinner at Masala Zone, Islington	All to attend	International team and Adrian Burder
20:00 - 21:00	Travel back to the hotel - London Underground		
Friday 10th March	Good-bye and thank you!	Francesca and Beth will be at the hotel to assist you on your departure.	Francesca Baker and Beth Jennings