



DOGS TRUST WORLDWIDE INTERNATIONAL TRAINING PROGRAMME September 2018 – HAREFIELD REHOMING CENTRE

Date / time	Event	Objectives	Comments
Sunday 16th September	Arrival at Travelodge Hotel – Uxbridge, West London. Rooms available for check-in 15:00 pm onwards	Ellie will be in the area from 15:00pm onwards if you need any assistance. She will be on hand throughout the duration of the course	Ellie Watson – International Team Assistant, Dogs Trust Worldwide
Monday 17th September			
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. Minibus will drive you to DT Harefield at 8:00 am sharp	Ellie Watson
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 	Karen Reed – Executive Director, Dogs Trust Worldwide
8:30 -10:00	Dogs Trust Worldwide	<ul style="list-style-type: none"> The work of Dogs Trust Worldwide 	Karen Reed – Executive Director, Dogs Trust Worldwide
10:00 -10:15	Break – Tea and Coffee		
10:15 -12:00	Shelter Construction	<ul style="list-style-type: none"> Designing and constructing shelters to operate effectively on a day-to-day basis and reduce dog stress 	Pete Croft – Project Surveyor, Dogs Trust
12:00 -13:00	Lunch		
13:00 -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 – 16:00	Dogs Trust Policies relevant to International Training Establishing policies in the Shelters.	<ul style="list-style-type: none"> Examination and discussion on selected policies pertinent to the Delegates 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 	David Franklin – Regional Manager, Dogs Trust
16:00	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.	Karen Reed, Ellie Watson
19.00	Course Dinner at Ask, Uxbridge	All to attend	Karen Reed, Ellie Watson
Tuesday 18th September			

08.15	Collection from Hotel – travel to Dogs Trust Harefield RC	Breakfast from 07.15 in the hotel. Please all meet in reception promptly after breakfast at 08.00. Minibus will drive you to DT Harefield at 8:15 am sharp.	Ellie Watson
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 	Richard Moore - Centre Manager, Dogs Trust Harefield
12:15 – 12:45	Volunteer Management	<ul style="list-style-type: none"> • Making the most of Volunteers 	Adam Marsh – Volunteering Development Manager
12.45– 13.30	Lunch		
13:30 – 15:15	Education	<ul style="list-style-type: none"> • Developing and implementing an educational programme • Delivering the programme – including creating resources. 	Charlotte Paddock - Education Officer, Dogs Trust
15.15 –15:30	Break – Tea and Coffee		
15:30 – 17:00	Dog Catching	<ul style="list-style-type: none"> • Different methods of dog catching 	Brian Faulkner - Animal Control Consultant & Technical Advisor at Stray Animal Solutions
17:00	Collection from Harefield RC – taxi to Hotel		
	Evening – Free time		
Wednesday 19th September			
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.	Ellie Watson
8:30 – 10:15	Introduction to Dogs Trust’s approach to training and behaviour	<ul style="list-style-type: none"> • Defensive handling and use of equipment 	Steve Goward – Behaviour Development Manager, Dogs Trust
10:15 – 10:30	Break - Tea and Coffee		
10.30 – 12.30	Environment enrichment, confidence building the nervous dog, canine body language and Welfare assessments		Steve Goward – Behaviour Development Manager, Dogs Trust
12:30 – 13:15	Lunch		
13:15 – 14:00	Practical training	<ul style="list-style-type: none"> • Clicker training 	Steve Goward – Behaviour Development Manager, Dogs Trust
14:00 – 14:15	Break – Tea and Coffee		
14:15 – 15:15	Observation and handling skills within training	<ul style="list-style-type: none"> • Practical training 	Steve Goward – Behaviour Development Manager, Dogs Trust
15:15 – 17:15	Presentation on Cats	<ul style="list-style-type: none"> • Cat trap, neuter, release 	Ian MacFarlane – Cat

		• Million Cat Challenge	TNR specialist
17:15	Collection from Harefield RC – taxis to Hotel		
	Evening - Free time		
Thursday 20th September			
08:15	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. We will leave at 08:15.	
08:30 – 09.30	Presentation from Cats Protection	• Feline Infectious Diseases	Sandra Milburn – Education Veterinary Officer, Cats Protection
09:30 – 10.30	Cats Protection Community Neutering Work	• How human behaviour change applies to community neutering	Carly Bradbury – Community Neutering Officer, Cats Protection
10:30 – 11:00	Break – Tea and Coffee		
11:00 – 12:00	Dog School	• Introduction to Dog School	Louisa Ferrari – Business Development Manager, Dog School
12:00 – 13:15	Lunch		
13.15 – 15.45	World Veterinary Service (WVS) / Mission Rabies	• Understanding population surveys • Vaccination campaign logistics	Frederic Lohr - Global Operations Manager, Mission Rabies
16.00	Collection from Harefield RC – taxis to Hotel		
	Evening – Free time		
Friday 21st September			
8:30	Travel to Head Office	Breakfast from 07.15 in the hotel. Please all meet in reception promptly after breakfast at 08.10. We will leave at 08:30.	
9:30 – 11:15	Veterinary Matters	• Bio security • Transmission of infection	Runa Hanaghan – Deputy Veterinary Director, Dogs Trust
11:15 - 12:00	Charity Shops / Retail	• How to run a charity shop successfully	Linda Rumbles – Retail Admin Manager, Dogs Trust
12:00 – 13:15	Lunch (extended)		
13:15 – 14:15	Using the media	• Print • Radio • “Do’s and Don’ts”	Hannah Baker – Senior Comms Officer, Dogs Trust
14:15 – 15:15	Internet Marketing	• Understanding the power of the internet	Jacqui Darlow – Head of Digital Marketing, Dogs Trust
15:15 – 15:45	Break – Tea and coffee		
15:45 -16:45	Effective Fundraising	• 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
18:00 – 19.00 (approx)	Dinner in Boardroom – pizzas	All to attend	International team

19.00 - 19:30	Travel back to the hotel - Minibus		

Saturday 22nd September	Check Out		
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