



**DOGS TRUST WORLDWIDE INTERNATIONAL TRAINING PROGRAMME
September 2019 – HAREFIELD REHOMING CENTRE**

Date / time	Event	Objectives	Comments
Sunday 22nd September	Arrival at Travelodge Hotel – Uxbridge, West London. Rooms available for check-in 15:00 pm onwards	Ellie will be in reception from 15.00-18.00 to greet whoever might be about and offer any assistance. She will be on hand throughout the duration of the course.	Ellie Watson – International Team Assistant, Dogs Trust Worldwide
Monday 23rd September			
08:00	Collection from Hotel – travel to Dogs Trust Harefield RC	Breakfast from 06.30 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
16:15	Collection from Harefield RC – minibus 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 24th 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 – 12.30	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
12.30-13.00		<ul style="list-style-type: none"> • Q+A session 	Richard Moore - Centre Manager, Dogs Trust Harefield
13.00– 13.45	Lunch		
13.45 – 14.45	Volunteer Management	<ul style="list-style-type: none"> • Making the most of Volunteers 	Adam Marsh – Volunteering Development Manager and Georgia Hannen - Volunteer Development Administrator
14.45-15.15		<ul style="list-style-type: none"> • Q+A session 	Adam Marsh – Volunteering Development Manager and Georgia Hannen - Volunteer Development Administrator, Dogs Trust
15.15 –15:30	Break – Tea and Coffee		
15.30-17.30	Presentation on Cats	<ul style="list-style-type: none"> • Cat trap, neuter, release • Million Cat Challenge 	Ian MacFarlane – Cat TNR specialist
17:45	Collection from Harefield RC – minibus to Hotel		
	Evening – Free time		
Wednesday 25th 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. Minibus will drive you to DT Harefield at 8:15 am sharp.	Ellie Watson
8.30-10.30	Dog Catching	<ul style="list-style-type: none"> • Different methods of dog catching 	Alasdair Bunyan - Senior Behaviour and Training Adviser, Dogs Trust
10.30-10.45	Break - Tea and Coffee		

10:45 – 12:30	Introduction to Dogs Trust's approach to training and behaviour	<ul style="list-style-type: none"> Defensive handling and use of equipment 	Daniel Thompson/Nico Joiner –Behaviour & Training Assistant/London Senior Coach / Clinical behaviour support, Dogs Trust
12:30 – 13:15	Lunch		
13.15 – 15.15	Environment enrichment, confidence building the nervous dog, canine body language and Welfare assessments		Daniel Thompson/Nico Joiner Behaviour & Training Assistant/London Senior Coach / Clinical behaviour support, Dogs Trust
15:15 – 16:00	Practical training	<ul style="list-style-type: none"> Clicker training 	Daniel Thompson/Nico Joiner –Behaviour & Training Assistant/London Senior Coach / Clinical behaviour support, Dogs Trust
16.00-16.15	Break – Tea and Coffee		
16.15-17.15	Observation and handling skills within training	<ul style="list-style-type: none"> Practical training 	Daniel Thompson/Nico Joiner –Behaviour & Training Assistant/London Senior Coach / Clinical behaviour support, Dogs Trust
17:30	Collection from Harefield RC – minibus to Hotel		
	Evening - Free time		
Thursday 26th 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.	
08.30-10.15	Education	<ul style="list-style-type: none"> Designing an animal welfare education programme using a basic theory of change approach. 	Anna Baatz (Education Planning, Monitoring and Evaluation Officer) and Hollie Sevenoaks (Head of Education), Dogs Trust
10.15 – 11.15	Presentation from Cats Protection	<ul style="list-style-type: none"> Feline Infectious Diseases 	Alison Richards – Field Veterinary Officer, Cats Protection
11:15 – 11:30	Break - Tea and Coffee		
11.30 – 12.30	Cats Protection Community Neutering Work	<ul style="list-style-type: none"> Community Neutering Work 	Sarah Reid - Community Neutering Officer for Scotland, Cats Protection
12:30 – 13:30	Lunch		

13.30-15.00	World Veterinary Service (WVS) / Mission Rabies	<ul style="list-style-type: none"> • Understanding population surveys • Vaccination campaign logistics 	Frederic Lohr - Global Operations Manager, Mission Rabies
15.00 – 15.15	Break – Tea and Coffee		
15.15 – 16.15	Dog School	<ul style="list-style-type: none"> • Introduction to Dog School 	Louisa Ferrari – Business Development Manager, Dog School
16.30	Collection from Harefield RC – minibus to Hotel		
	Evening – Free time		
Friday 27th September			
07.30!!	Travel to Head Office	Breakfast from 06.30 in the hotel. Please all meet in reception promptly after breakfast at 07.20 We will leave at 07.30.	
9:15 – 11:00	Veterinary Matters	<ul style="list-style-type: none"> • Bio security • Transmission of infection 	Josie Cocks – Veterinary Surgeon, Dogs Trust
11:00-11.30	Comms and Digital	<ul style="list-style-type: none"> • A set up as to what audiences need • The role of the Comms and Digital Team • Social media 	Jackie McMillan , PR Officer and Jess Lenten , Social Media Manager, Communications Dogs Trust
11.30-12.00	Comms and Digital	<ul style="list-style-type: none"> • Comms and Digital Q+A session 	Jackie McMillan , PR Officer and Jess Lenten , Social Media Manager, Communications Dogs Trust
12:00– 13:15	Lunch		
13.15-14.00	Charity Shops / Retail	<ul style="list-style-type: none"> • How to run a charity shop successfully 	Linda Rumbles – Retail Admin Manager, Dogs Trust
14.00-15.00	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
15.00-15.15	Break – Tea and Coffee		
15.15-16.15	Research	<ul style="list-style-type: none"> • Understanding how research can help to develop a successful programme • Principles and practicalities of doing research 	Melissa Upjohn
16.15- 16.45	Group photo	All to attend	Dogs Trust Worldwide Team
16.45-18.00 (approx)	Dinner in Boardroom – pizzas	All to attend	Dogs Trust Worldwide Team
18.00-18.30	Travel back to the hotel - minibus		
Saturday 28th September	Check Out by Noon.		