



STAFF TRAINING OUTLINE

Module

Showing Up & Getting Paid

Lesson

Rosters
Timesheets
Payruns
Payslips
Leave

Your Job Purpose

The vision for your family member's good life
Current goals
What you are authorised to do and not do
What are your responsibilities?

Building a relationship with Your family member

What your family member likes
What family member doesn't like
How your family member says yes and no
What your family member's body language means

How to build relationships with other supports and famil members

How family members like supports to behave in the house
Get to know you activities
Roles and responsibilities of other staff

Daily Routines

Getting up
Showering
Getting dressed
Meals
Cleaning teeth
Fun things I do at home
Activity schedule
Going to bed

Safety

Eating safely
Road safety
Emergency information
Responding to challenging behaviour
Reporting hazards and incidents

Using tools & equipment

Timesheets, rostering and communication tools
Wheelchairs, feeding pumps