

THE EVENT CATALOGUE

There are many ways to search for events within the Gateway. You can even search for events before logging in.

The Event Catalogue 2015 allows you to list events by subject or key area so you can easily see the dates of when the event you are interested in are coming up.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway (but remember you don't have to be)

- 1 On the Gateway home page click **Event Catalogue** in the **Search** box

You can display the events list in 2 different ways:

- 2 Click on **Display Events by Subject**

This displays a list of subjects with the number of events available

- 3 Clicking on the subject of interest will show all events with date, venue and location

Click the event title

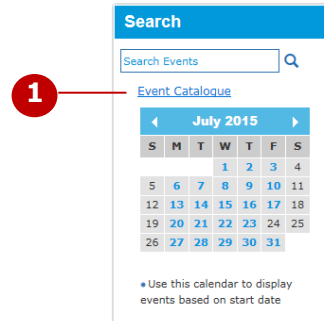
Alternatively:

- 4 Click on **Display Events by Key Area**

This displays a list of key areas with the number of events available

- 5 Clicking on the key area will show all events with date and venue

Click the event title



Display Events by Subject

Events by Subject

- Behaviour Learning (5 Events)
- Care Management (28 Events)
- Children and Young People (267 Events)
- Coaching and mentoring (41 Events)
- Common Assessment Framework (4 Events)
- Communication and Writing Skills (29 Events)
- Customer Service (11 Events)
- Day Services (85 Events)
- Dementia (32 Events)
- Disability (55 Events)
- Drug and Alcohol (10 Events)
- Early Years (53 Events)
- Educational Visits (14 Events)
- Emergency Management (2 Events)
- End of Life (3 Events)
- Equality and Diversity (8 Events)
- Finance (4 Events)
- Fire & Rescue (3 Events)
- First Aid (45 Events)
- Foster Care (67 Events)

Event Catalogue for First Aid

Click event title to view details

Event	Date	Venue	Town/City
Emergency First Aid at Work	06/07/2015	Chichester - Willow Park	Chichester
First Aid at Work	08/07/2015	Worthing - Centenary House	Worthing
Anaphylaxis And Its Treatment By Epifen	22/07/2015	Chichester - Willow Park	Chichester
Anaphylaxis And Its Treatment By Epifen	23/07/2015	Chichester - Willow Park	Chichester
First Aid at Work	27/07/2015	Horsham - County Hall North	Horsham
First Aid Training for Foster Carers	03/08/2015	Horsham - County Hall North	Horsham
Emergency First Aid at Work	06/08/2015	Chichester - Willow Park	Chichester
Emergency First Aid at Work	11/08/2015	Worthing - Centenary House	Worthing

Display Events by Key Area

Events by Key Areas

- Welcome (0 Events)
- Adults (362 Events)
- Children's (390 Events)
- Care Providers (0 Events)
- IT, Staff and Management Training (0 Events)
- Induction (66 Events)
- School and Governor (0 Events)
- Online Learning (0 Events)
- Training Information (0 Events)
- Schools (47 Events)
- Health and Safety (26 Events)
- Manual Handling (41 Events)
- Public Health (12 Events)

Event Catalogue for Adults Key Areas

Click event title to view details

Event	Date	Venue
Approved Mental Health Professional Study Day	02/07/2015	University of Brighton
Autism - Intermediate 1	02/07/2015	Horsham - County Hall North
Emergency First Aid at Work	02/07/2015	Horsham - County Hall North
Medication Masterclass	02/07/2015	Worthing - Centenary House
Reflective Practice and Writing	02/07/2015	Worthing - Centenary House
Early Help/Think Family Briefing	03/07/2015	Horsham - County Hall North
Healthier Food and Special Diets - Level 1	03/07/2015	Chichester - Willow Park
Supervision	03/07/2015	Worthing - Centenary House
Emergency First Aid at Work	06/07/2015	Chichester - Willow Park
Safeguarding Managers Workshop - For Current Investigating Managers	06/07/2015	Worthing - Centenary House
Alcohol Identification and Brief Advice (IBA) Training	07/07/2015	Chichester - County Hall

For Your Reference...

1. You can print out the event list by clicking **Printer Friendly**
2. You can save the event list as an Excel file by clicking **Excel Version**

Handy to Know...

- The event lists are displayed in date order. If you want to put the lists into alphabetical order of events you will need to open them as an Excel file and sort there (if you need help with this please call the Corporate Learning and Development helpdesk on 033 022 22003)