



National
Disability
Practitioners

National Disability Practitioners Resources Guide

July 2017



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About NDP

Inspiring, developing & supporting the disability workforce

National Disability Practitioners (NDP) is a professional association dedicated to informing, developing, recognising and connecting individuals working in the disability sector. We support your contribution to the sector, whatever it is you do.

NDP takes a holistic approach to your personal and professional growth. Depending on your information needs and learning preferences, you will discover a range of resources that will cater to your interests. From disability-specific training and topics, to NDIS readiness, change management and personal growth - NDP has resources to suit! Formats include factsheets, webinars, NDPTV (our on demand TV channel), online learning, workshops and more.

Use this guide to peruse the topics/ formats available and then access what you need via the NDP website, www.ndp.org.au. Enjoy!



FACTSHEETS



Working through Workplace Change July 2017

Managing teams through times of change? These simple strategies below can help your team embrace the challenges, maintain a positive mindset and reap the rewards.

The NDIS Roll Out - Where are we at?

July 2017

From 1 July 2017, a number of people will be eligible to access the NDIS for the first time. In this fact sheet, we take a look at where we're at and what to expect with the NDIS rollout across new regions and age groups.

Embracing Workplace Change July 2017

Overwhelmed by workplace change? These simple strategies can help you maintain your wellbeing and develop resilience during times of change and uncertainty.



**Quality Management PART 2:
How is quality measured**
June 2017

In this factsheet we take a look at how quality is measured by service providers. Standards are agreed procedures or levels of performance against which service providers can assess themselves.



**Quality Management PART 1:
What is quality management**
June 2017

In this first of two quality management factsheets we define what a quality service is, how quality management applies to disability service providers, the benefits of quality management and the purpose of quality systems.



**The Online World of Job Platforms -
Coming to you in disability**
May 2017

This NDP fact sheet looks at job-matching websites. Hireup, Better Caring, Findacarer and Careseekers are some of the platforms that have arisen as a response to the NDIS and attract disability workers and service users. But applications like this have been operating in other parts of the labour market for some time.



**Transfer of ADHC services to the
Non-Government Sector. Where
are we at?**
May 2017

There are many reasons why you should think about access and how you plan to meet the requirements of people with disability. There are over 4 million people living with a disability in Australia. Disability may affect a person's mobility, communication or learning. It can also affect their participation in events and social activities. We have a legal responsibility to prevent discrimination against people with disability.



Holding an event? Think about accessibility
April 2017

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Working in Non-Government Specialist Disability Services

April 2017

Working in the non-government specialist disability services sector can be an incredibly rewarding experience. In this factsheet we explore the types of Non-Government Organisations (NGOs); the benefits of working for a NGO; and legislative entitlements for FACS staff transitioning to the NGO sector in 2017/18.



Recommendations for minimising workers compensation costs

March 2017

Any employer who employs workers needs to hold a Workers Compensation Insurance Policy (some exclusions apply in certain jurisdictions). If you employ apprentices or trainees you will also need a policy. This insurance covers employees for any loss of wages due to a work injury as well as any medical, treatment or rehabilitation costs incurred.



Super Strategies in your 50s and 60s

November 2016

Many of us don't start thinking about super until we're ready to retire, leaving less time to build it for the retirement we want. The good news is, with the right planning, you can still make a big difference to your super before retirement.



What are Person Centred Approaches

October 2016

Person-centred approaches originated in the disability sector, and are now used within the areas of mental health, aged care services, schools, within the healthcare sector, and criminal justice system. Person-centred practices are used in teams and organisations to ensure that the focus is on what matters to the people receiving support and their families, and pays attention to how to support staff as well.



Understanding Abuse and Neglect

September 2016

There is evidence that people with disability continue to be at greater risk of neglect and abuse than people without disability. The abuse of people with a disability is often more severe, maintained over a longer period, and more likely to involve multiple perpetrators, than abuse of people without disability.



Autism Spectrum Disorder: Support Strategies

August 2016

The number of people who are diagnosed with Autism Spectrum Disorders (ASD) continues to rise in Australia. Autism, once considered rare, now affects 31% of NDIS participant. Read more about ASD support strategies.



10 ways to be an effective leader

July 2016

Being a good leader is easier said than done. A true leader is someone who models behaviours that others find inspiring. Some people have a natural knack for leadership, but the good news is that anyone can learn the basics of how to be more effective in leadership.



Four ways to boost your super

June 2016

Want to make a difference to your financial future? Here are four easy ways to start growing your nest egg today.



Positive Behaviour Support

May 2016

Positive Behaviour Support (PBS) is more than just an approach to behaviour management – it's also been shown to improve a person's quality of life by decreasing the frequency and severity of challenging behaviours. Find out how.



Getting ready for the NDIS: Six top tips

March 2016

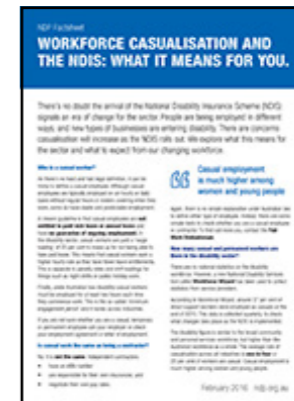
With full scheme roll out of the National Disability Insurance Scheme (NDIS) only months away, there's no doubt it will be a time of great change for the sector. For some of us, change can be scary and daunting. But the good news is it doesn't have to be. Here's how to cope with – and thrive in – uncertain times.



Workforce casualisation and the NDIS: What it means for you

February 2016

There is evidence that people with disability continue to be at greater risk of neglect and abuse than people without disability. The abuse of people with a disability is often more severe, maintained over a longer period, and more likely to involve multiple perpetrators, than abuse of people without disability.



First aid basics

January 2016

Knowing what to do in an emergency can make all the difference. However studies show that less than one in five of us know the basics of first aid. So get your skills up to scratch by enrolling in a first aid course today! In the meantime, here are some useful first aid 'dos and don'ts' to keep in mind.



**Time management tips:
How to be more productive**

December 2015

Tired of seeing your to-do-list grow longer as your days get shorter? Good news—these simple strategies will help you step up your efficiency so you can work, smarter, faster and better than ever before.



7 Budget travel tips to inspire your next trip

September 2015

Holidays can help you relax and recharge, but did you know taking time out can make you a better employee too? Studies show that among other benefits, taking a break from work can improve creativity, lift motivation and boost productivity. Best of all, going away doesn't have to cost the earth either.



**Accessible Communication:
The Basics**

November 2015

1 in 5 Australians have a disability, many of whom experience regular challenges with accessing information. As a result, the ability to write accurately, clearly and consistently has far-reaching benefits on the disability community. Best of all, it's easy.



Auslan: What you need to know

August 2015

Almost 20,000 people use Auslan to communicate every day, yet this uniquely Australian language remains much of a mystery. Here's an introduction to the language of Australia's deaf and hearing impaired community.



The NDIS: What we know so far

October 2015

The NDIS stands for National Disability Insurance Scheme. It's a new government policy that aims to transform the way Australia supports people with permanent and significant disability. How will the NDIS support the people you support? How is eligibility assessed and what does this mean for the disability sector?



The Dos and Don'ts of social media

July 2015

From Twitter to Tumblr, today's vast and varied world of social media seems to be shifting by the minute. But while the most popular sites are ever-changing, the rules of 'netiquette' (i.e. online etiquette) remain the same. Here's how to navigate the positives and pitfalls of social media.



Tax: 10 things you can claim

June 2015

With the end of the financial year just weeks away, tax time is right around the corner. And while sorting out your finances can be overwhelming, the good news is it doesn't have to be. By understanding what you can claim, you'll not only make tax time a breeze – but save yourself some cash too.



Superannuation. Confused? Here's what you need to know

April 2015

Superannuation can seem complex at first. But put simply, it's just a long-term way to save for your retirement. For most Australians, super builds from our first day of work to the moment we retire. So the more money you put away now, the more you'll have to spend when you stop work.



UNDERSTANDING ABUSE AND NEGLECT
01 September 2016
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Read more

AUTISM SPECTRUM DISORDER: SUPPORT STRATEGIES
01 August 2016
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FOUR WAYS TO BOOST YOUR SUPER
01 June 2016
Want to make a difference to your financial future? Here are four easy ways to start growing your nest egg today.

All factsheets can be found here:
 [www.ndp.org.au/
in-the-news/factsheets](http://www.ndp.org.au/in-the-news/factsheets)



NDPtv



Want more in-depth coverage of what's going on in the disability sector? Find out from sector experts, leaders and, most importantly, your peers and colleagues about what it is you will need to thrive in this changing environment. Be informed directly from people just like you and me and become informed on what the challenges and rewards are of a career in disability. Below are summaries of the NDPtv episodes. Tune in!

Season 1, Episode 1: Future Workforce

How will the NDIS affect the sector employees now and into the future? In this episode, we ask what the future workforce of the disability sector will look like. Featuring panellists The Hon. Susan Ryan – Australia's Age and Disability Discrimination Commissioner, The Hon. John Della Bosca - the National Campaign Director for the Every Australian Counts campaign and Elise Stumbles – Cerebral Palsy Alliance.

Season 1, Episode 2: A Lifelong Passion

In this episode, we're focusing on what will be needed to develop a lifelong profession in the disability sector workforce. Featuring panellists The Hon. Susan Ryan - Australia's Age and Disability Discrimination Commissioner, The Hon. John Della Bosca - the National Campaign Director for the Every Australian Counts campaign and Elise Stumbles – Cerebral Palsy Alliance.



Season 1, Episode 3: Valuing Employees

In this episode, we ask how can we provide recognition and value to the workforce of the disability sector. Featuring panellists The Hon. Susan Ryan – Australia’s Age and Disability Discrimination Commissioner, The Hon. John Della Bosca - the National Campaign Director for the Every Australian Counts campaign and Elise Stumbles – Cerebral Palsy Alliance.

Season 1, Episode 4: Skills and Training

In this episode, we delve into the skills and training our workforce will need to make the most of the opportunities driven by the NDIS. Featuring panellists Mike Field (Carecareers), Annette Connolly (Civic Lifestyles) and Dougie Herd (Every Australian Counts).

Season 1, Episode 5: Person-Centred Approaches

In this episode, we ask what will person-centred approaches to disability mean to our sector’s workforce. Featuring panellists Mike Field (Carecareers), Annette Connolly (Civic Lifestyles), and Dougie Herd (Every Australian Counts).

Season 1, Episode 6: Sector Employment

In this episode, we ask what kind of jobs will likely be created under the NDIS? Featuring panellists Mike Field (Carecareers), Annette Connolly (Civic Lifestyles), and Dougie Herd (Every Australian Counts).



Season 1, Episode 7: Maximising Opportunities

In this episode, we discuss how to get the most out of your education and training choices and how best to apply what you’ve learned into the work environment. Featuring panellists Professor Stephen Winn, Andrew Gibson and Lilly Wicks.

Season 1, Episode 8: Expectations

In this episode, we look at what NDP members can expect from education and training in the disability sector in the future. Or, perhaps more importantly, what you might hope to expect – particularly in regards to continuing education. Featuring panellists Professor Stephen Winn, Andrew Gibson and Lilly Wicks.

Season 1, Episode 9: NDIS Trial Sites

In this episode, we will be looking at what’s happening in the NDIS trial sites from the perspective of the employers. We will also look at how they are managing the changes with their workers. Featuring panellists Cheryl Pollard, CEO of DUO and Karen Stace, Senior Sector Support Consultant at National Disability Services.

Season 1, Episode 10: Working under the NDIS

In this episode, we take a trip to Canberra where we speak to disability sector practitioners who’ve made the transition into the NDIS and asked them to share their experiences and insights of working under the scheme.

Season 1, Episode 11: Providing service under the NDIS

How will the NDIS affect your day-to-day work? NDP Executive Officer, Wendy Cohen, is joined by CEO Cheryl Pollard from DUO and Karen Stace, Senior Sector Support Consultant at National Disability Services.



Watch all the episodes here:



ndp.org.au/in-the-news/ndptv/s01

**Season 2, Episode 1:
Core Standards Program Part 1**

This first episode of Season 2: Change Up introduces the Core Standards Program delivered by the Clinical Innovation and Governance team from Ageing, Disability and Home Care – part of the Department of Family and Community Services NSW.



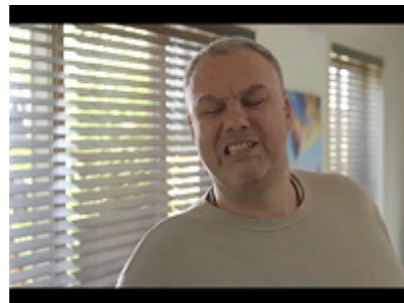
**Season 2, Episode 2:
Core Standards Program Part 2**

This episode of Change Up continues to examine the Core Standards Program delivered by the Clinical Innovation and Governance team from Ageing, Disability and Homecare – part of the Department of Family and Community Services NSW.



**Season 2, Episode 3:
Abuse and Neglect**

In this episode, we explore the concepts of human rights, abuse, neglect and zero tolerance. This third episode of Change Up looks into National Disability Service's Zero Tolerance initiative and what it means for disability service practitioners.



**Season 2, Episode 4:
The NDIS Experience**

In this episode, we take a trip to Canberra where we speak to disability sector practitioners who've made the transition into the NDIS and asked them to share their experiences and insights of working under the scheme.



**Season 2, Episode 5:
Challenging Behaviours, Mental
Health & Intellectual Disability**

In this episode of NDPTv, we're exploring mental health and challenging behaviours as they relate to intellectual disability. We ask what the important considerations are when assessing challenging behaviours. What are the barriers people with intellectual disability face when trying to access specialist support services and are there resources available for disability practitioners.

**Season 2, Episode 6:
Person-Centred Active Support
(Part 1.)**

In the next episode of NDPTv we take a trip to the Blue Mountains to visit Greystanes Disability Services. We delve into person-centred active support and what it means for the people we support. How do we ensure that the person we support lives life as independently as possible and with the greatest degree of choice and control?

**Season 2, Episode 7:
Person-Centred Active Support
(Part 2.)**

In the next episode of NDPTv, we continue our journey in the Blue Mountains and take a deeper look into Person-Centred Active Support and how can an organisation such as Greystanes help support their staff with implementing person-centred active support.

Watch all the episodes here:



ndp.org.au/in-the-news/ndptv/s02

NDP Learning Hub: workshops



The hub offers a holistic approach to your personal and professional growth. Depending on your learning style and preference, you will discover a range of resources that will cater to your interests. From disability-specific training to NDIS readiness workshops, you will find that our Learning Hub is packed full of training tools at your disposal. Regularly updated with new learning opportunities, the Learning Hub is your one-stop-shop to help support your career.

The following workshops are available when sufficient demand is received. Express your interest at info@ndp.org.au

Leadership Development: The emerging leader

This workshop is for new and emerging supervisors and leaders within the disability sector. The focus is on the transition from team member to team leader/supervisor and some of the challenges faced in managing others/work. The workshop involves self-reflection of an individual's style, strategies, communications, team performance and workplace relationship management.

Marketing from the frontline

Developed and delivered by Forte Training, this workshop works with front line support workers and their leaders to build their capacity to make better decisions, to develop the tools to become more client focused and to learn the right mindset and behaviours to unlock your real potential under the NDIS.



Moments of truth

This new and engaging professional development series will bring customer service and business development into focus. These modules are designed for the busy and time poor disability services practitioners and will get to the heart of what drives success in an NDIS environment and provide the necessary skills and resources to best support your clients.



Nationally Accredited Disability-focused First Aid

This new and engaging professional development series will bring customer service and business development into focus. These modules are designed for the busy and time poor disability services practitioners and will get to the heart of what drives success in an NDIS environment and provide the necessary skills and resources to best support your clients.



Person-Centered Thinking

Person-Centred Thinking workshop introduces Person-centred philosophies and a suite of practical tools used to capture information that feeds into care and support planning, as well as to improve understanding, communication and relationships. These user-friendly tools developed with the Learning Community for Person-Centred Practices walk you through step by step.



The Change Room

Delivered by Linda Rowley Coaching and Training, The Change Room is designed to equip frontline managers with the tools and skills to support staff through the change process, and to facilitate positive change in their organisation. The Change Room utilises person-centred thinking and tools to ensure that the strategies used and learnt are relevant and effective under the NDIS.



Ageing and Disability

It is important for support workers to understand the ageing process and the impact that this has on the people that they support. This course develops the knowledge to understand how the ageing process affects people with particular disabilities. The risk factors relevant to ageing clients are discussed along with the changing support needs of ageing clients.

Autism Awareness

This three hour workshop provides an introduction to autism spectrum disorder (ASD) for support workers. The course will discuss the impact of autism spectrum disorder on individual functioning including communication, social relationships and behaviour. Participants will be introduced to key issues associated with autism spectrum disorder and some intervention and support strategies that may be employed by support workers.

Assisting Clients with Medications

This three hour workshop provides support workers with the essential knowledge and skills to understand medicines and ways in which they can be taken. Participants will learn how to safely assist clients with their medication and how to use a dose administration aid such as a 'Webster pack'. The course also includes information on side effects of common medications and how to manage and report any medication incidents.

All workshops can be found here:

 <https://www.ndp.org.au/learning-hub/workshops>

NDP Learning Hub: New to the Sector



Disability Career Planner

The disability sector has so much to offer! Whether you're entering the sector, or you already work in disability and are looking to take the next step, carecareers' Career Planner shows you your options. You can find out the kinds of skills, knowledge and capabilities you'll need for your dream job.



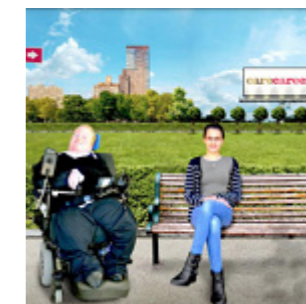
Disability Career Quiz

If you're looking for a new and rewarding challenge but are not sure what's right for you, take the carecareers' Career Quiz. It's a fun and easy way to see what type of role would suit you best. You can now complete the career quiz in a range of languages.



Disability Induction Program

Interested in pursuing a career in the disability sector? Whether you are a student or a seasoned practitioner, carecareers' award-winning e-learning disability training program will help disability practitioners prepare for the National Disability Insurance Scheme (NDIS).



All the resources can be found here:

 [https://www.ndp.org.au/
learning-hub/new-to-the-sector](https://www.ndp.org.au/learning-hub/new-to-the-sector)

NDP Learning Hub: Recorded Webinars



Making a Person-Centred Approach For the People You Support

Person centred approach is about ensuring someone with a disability is at the centre of decisions which relate to their life. This webinar looks at putting the principles of the NDIS into practice and the various person-centred approaches you could take advantage of to make the lives of the people you support as fulfilling as possible.

Marketing From The Frontline:

Developed by Forte Training, this webinar informs front line support workers and their leaders to build their capacity to make better decisions, to develop the tools to become more client focused and to learn the right mindset and behaviours to unlock your real potential under the NDIS.

Mental Health Australia: Costing and Pricing Part 1

Funded through the Australian Government NDIS Sector Development Fund and co-ordinated by Mental Health Australia, this webinar introduces participants to costing and pricing, including some contextual issues and governance considerations as it relates to mental health organisations in Australia.



Mental Health Australia: Costing and Pricing Part 2

Funded through the Australian Government NDIS Sector Development Fund and co-ordinated by Mental Health Australia, this webinar continues to introduce participants to costing and pricing, including some contextual issues and governance considerations as it relates to mental health organisations in Australia.

Mental Health Australia: Marketing for Service Providers

People with a disability are now making purchasing decisions in regards to the supports and services they receive. Organisations along with their staff are now considering various different skills and abilities in order to thrive under this new environment. This webinar takes into account the new set of conditions under the NDIS which will assist providers in preparing for the NDIS.

Mental Health Australia: Flexible Work Practices

Funded through the Australian Government NDIS Sector Development Fund and co-ordinated by Mental Health Australia, this webinar introduces participants to Flexible Work Practices within an NDIS setting, including putting work practices in the following context: HR objectives, flexibility under the NDIS as it relates to Independent contracting, casual vs permanent hours and employment contracts, modern award, bargaining and industrial relations implications on the pricing model.



Mental Health Australia: Psychosocial Service Providers

Funded through the Australian Government NDIS Sector Development Fund and co-ordinated by Mental Health Australia, this webinar introduces participants to marketing concepts and practices tailored and delivered specifically for psychosocial service providers. This webinar will delve into the changing environment under the NDIS and who are your clients and how they make decisions.

Person-Centred Risk Management: Tips for Disability Support Workers

Person centred risk management supports the well-being of all people involved in an individual's life, but especially the well-being of the person using the services. Well managed risk allows for informed decision making, positive outcomes and happy customers/clients. Discover how you can support the achievement of outcomes for your clients while thoughtfully and thoroughly managing risk. Our risk expert and NDP member Adrian Marshall will share his experience working in the disability sector while providing insights into effectively managing risk in a practical and relatable way.

Setting up your Business - Working as a provider under the NDIS

The NDIS offers a new way of providing individualised support for people with a disability, their families and carers by giving them more choice over the providers they work with. This means that as a worker in the disability sector, you could consider setting up a small business or working in a private practice. But what are the necessary steps you need to take before considering this change? We've some useful tips and information which might help.

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Zero Tolerance: Rights of People with Disability

Zero Tolerance is an initiative led by NDS in partnership with the disability sector. This webinar delves into Zero Tolerance and assists disability support workers to understand, implement and improve practices which safeguard the rights of people they support. Zero Tolerance is a way for organisations and support workers to understand actions they can do to prevent and respond to abuse, neglect and violence of people with disability.

All recorded webinars can be found here:



[www.ndp.org.au/learning-hub/
webinars/archived-webinars](http://www.ndp.org.au/learning-hub/webinars/archived-webinars)

NDP Learning Hub: Online Learning



Disability Foundations

Able-Minded – Mental Health and People with Intellectual Disability

This course is designed to influence, empower and educate a wider population to improve the health and healthcare of people with intellectual disability. You will gain an understanding of the barriers and enablers for people with intellectual disability, their families, and their healthcare providers. Provider: The University of Queensland.

Disability and a Good Life: Thinking Through Disability

This course will reflect on what a good life means for you and hear from other people with and without disabilities about their views on what a good life means for them. You will engage in thinking about and discussing contemporary disability issues such as disability politics, history and disability across the life course. Provider: Future Learn.

Disability and a Good Life: Working with Disability

Participants will explore a human rights approach to disability and examine how disability politics and policy, advocacy and activism can inform what we mean by a good life. You will reflect on the meaning and significance of human diversity, inclusion, access and support. Provider: Future Learn.

Driver Safety Course

Providing your customer with enhanced choice and control can often lead to increased access to the community. This often involves driving to new locations at various times of the day, perhaps in varying vehicles. Good customer service means safe customer service! Part of a safe service is also ensuring that you and your vehicle are safe.

Foundations for Assisting in Home Care

This course is intended for those interested in exploring a career as a Home Health Aide or Personal Care Aide. The course provides an overview of responsibilities and includes concepts and skills involved in working with patients with mental illness, developmental and physical disabilities. A State University of New York course provided by Coursera.

Human Rights in Disability Services

This course explores what human rights are and how they apply to your work in disability services. Participants will learn key concepts such as what are human rights, who has them, and why they matter in your role. Provider: NDS.

Information and Communication Technology (ICT) Accessibility

Measure an organisation's ICT accessibility and assess the importance of maintaining an inclusive workplace for both employees and customers with disabilities. This course will enable you to identify ICT accessibility issues, analyse specific needs, and evaluate possible solutions. A Georgia Institute of Technology course provided by edX.

Intellectual Disability Mental Health e-learning

These modules have been developed for health practitioners in order to improve their ability to meet the mental health needs of people with an intellectual disability. The modules were designed to be an interactive education resource for everyone with an interest in intellectual disability and mental health. Provider: IDMH e-learning.

Introduction to Positive Behaviour Support

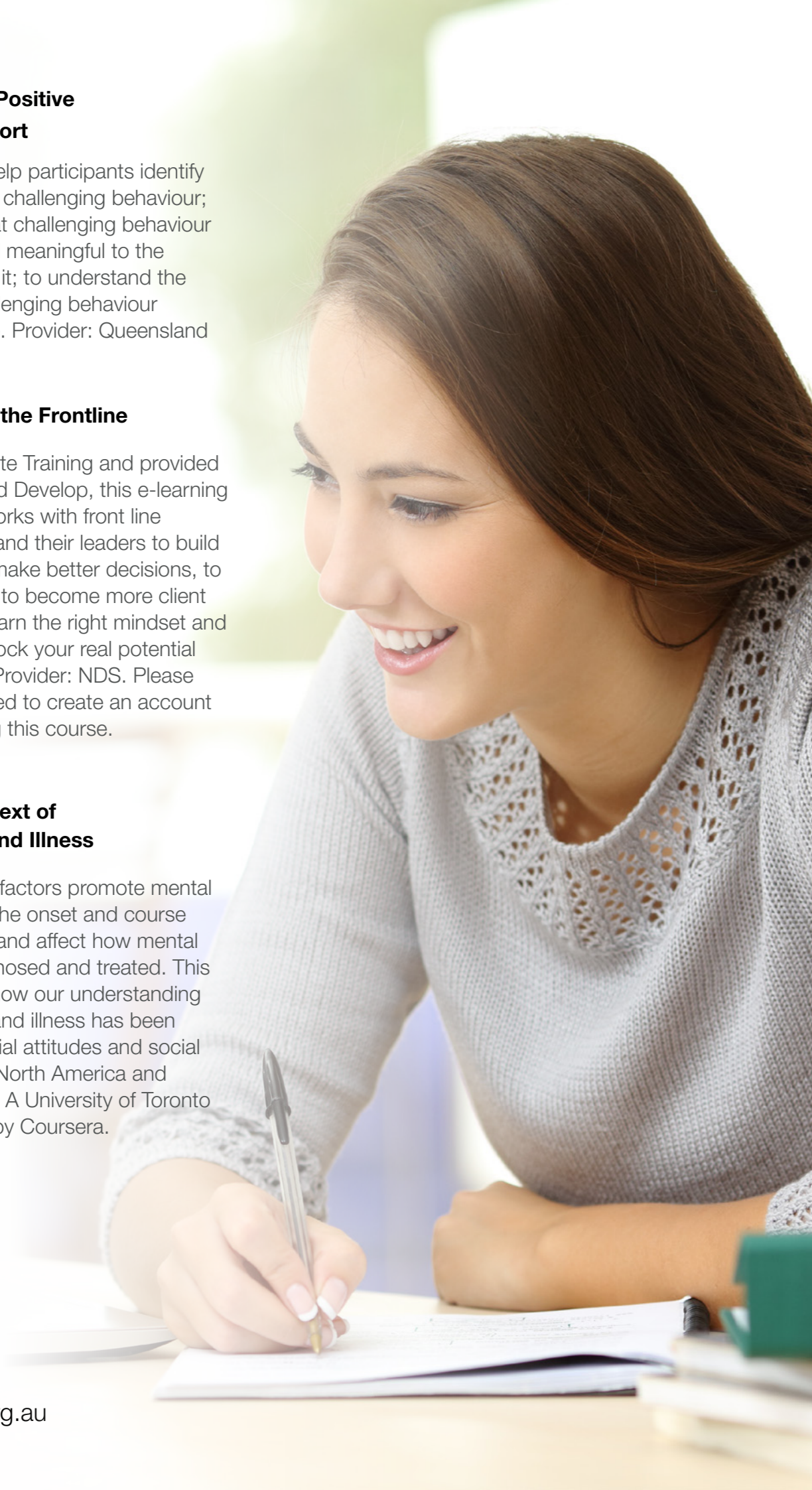
This course will help participants identify what is (and isn't) challenging behaviour; to understand that challenging behaviour is predictable and meaningful to the person who uses it; to understand the reasons why challenging behaviour occurs; and more. Provider: Queensland Government.

Marketing from the Frontline

Developed by Forte Training and provided by NDS Learn and Develop, this e-learning training course works with front line support workers and their leaders to build their capacity to make better decisions, to develop the tools to become more client focused and to learn the right mindset and behaviours to unlock your real potential under the NDIS. Provider: NDS. Please note - you will need to create an account prior to accessing this course.

The Social Context of Mental Health and Illness

Learn how social factors promote mental health, influence the onset and course of mental illness, and affect how mental illnesses are diagnosed and treated. This course explores how our understanding of mental health and illness has been influenced by social attitudes and social developments in North America and around the world. A University of Toronto course provided by Coursera.



Through my Eyes - Intellectual Disability Healthcare Around the World

This health course focuses on the stories of people with intellectual disabilities around the world, as well as their families and supporters. Learners will also hear from family members as they discuss complex care, rare syndromes, early death, and planning for independence. A course by The University of Queensland provided by edX.

Well and Able – Improving the Physical Health of People with Intellectual Disability

This course will examine the specific physical health issues that affect people with an intellectual disability including, oral health, syndrome specific health issues, health communication, especially for non-verbal patients, sexual health, and interactions between tertiary and primary healthcare systems. Provider: The University of Queensland.

Zero Tolerance Understanding Abuse

Understanding abuse is about recognising abuse as a violation of a person's human rights. A focus on what makes life good for each person is the best way to enable rights and minimise risk of abuse. It is also about knowing what signs to be aware of that abuse is happening or has taken place. Self-paced; approximately 1 week. Provider: NDS.

All Online learning modules can be found here:



www.ndp.org.au/learning-hub/online-learning/disability-foundations

NDP Learning Hub: Online Learning



Professional Development

Communication Skills for Bridging Divides

More and more, you are going to school, working, or living in communities with people who think, look, or have beliefs different from your own. This course will give you the skills to bridge those divides and find common ground. In this skills-based course, we will explore practical strategies to apply in your daily life to bridge that divide and find common ground. Provider: Catalyst

Inclusive Leadership Training: Leading with Effective Communication

This course will show you how the most effective communication utilises the inclusive leadership mindset of Empowerment, Accountability, Courage, and Humility and guide you on how to use that mindset yourself. Through research and real-world examples, you will learn strategies to enhance your communication skills. Provider: Catalyst.

Introduction to Data Analysis using Excel

The ability to analyse data is a powerful skill that helps you make better decisions. Microsoft Excel is one of the top tools for data analysis and the built-in pivot tables are arguably the most popular analytic tool. In this course, you will learn how to perform data analysis using Excel's most popular features. Provider: Microsoft.

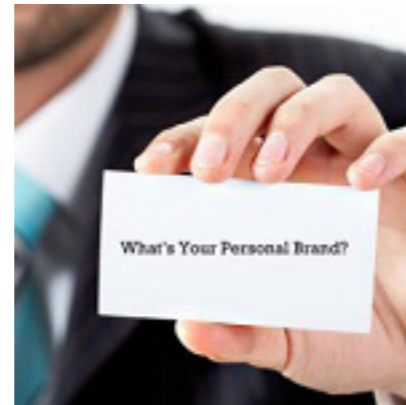
Introduction to Marketing

Marketing is a crucial function in all businesses and organisations, and is becoming increasingly crucial to success in our modern global economy. This course, regardless of your industry background, will teach you core concepts and tools to help you better understand and excel in marketing. A University of British Columbia course provided by edX.



Introduction to Personal Branding

This course will help participants identify what is (and isn't) challenging behaviour; to understand that challenging behaviour is predictable and meaningful to the person who uses it; to understand the reasons why challenging behaviour occurs; and more. Provider: Queensland Government.



Introduction to Public Speaking

This course is designed to help you become a more effective and confident public speaker. It will demystify the process of writing, practicing, and performing a clear and engaging speech, work through the unique traits of verbal versus written communication, and show you how to prepare speeches that are easier to deliver verbally and understand aurally. A University of Washington course provided by edX.



Managing a Multigenerational and Diverse Workforce

This course will review the "new normal" demographic and global trends shaping labour markets. You will also learn about challenges you may face when managing workers from different cultures, and others who have different values and preferences. An IEEE course provided by edX.



Reputation Management in a Digital World

In this course, you'll take on the role of a communications manager for a fictional organisation, making key decisions that will affect its online reputation. Throughout the course, you'll learn from real life case studies and gain an understanding of the important role that blogs, Facebook, Twitter, Snapchat and other social platforms play in today's business world. A Curtin University course provided by edX.



Résumé, Networking and Interview Skills

This career development course will help you highlight your skills and stand out in the crowd through your application materials, networking opportunities, and interviews. By the end of the course, you will be equipped to make a lasting impression on hiring managers and others throughout your job search. A Fullbridge course provided by edX.



Successful Negotiations: Essential Strategies and Skills

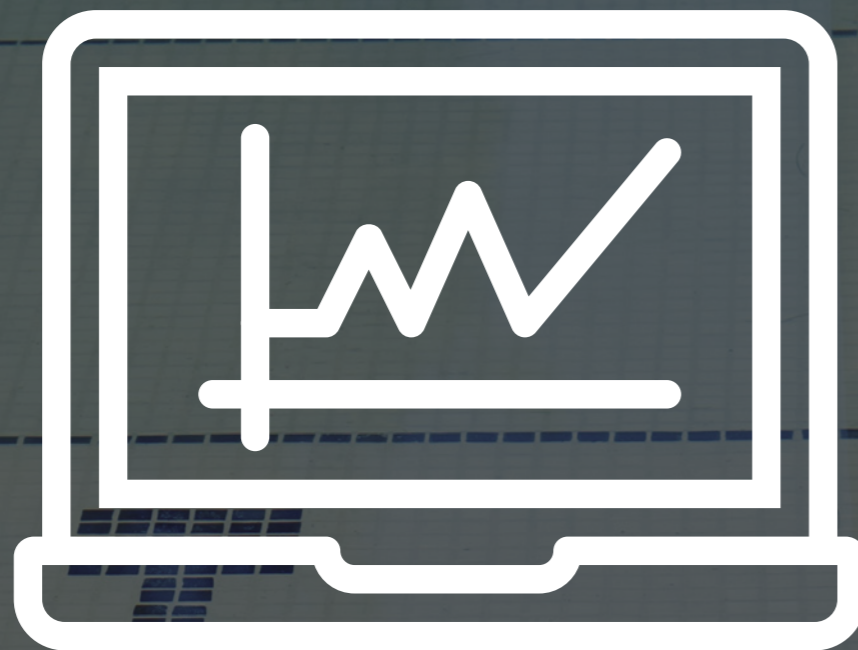
We all negotiate on a daily basis. On a personal level, we negotiate with friends, family, employers, among others. Negotiation is also the key to business success. No business can survive without profitable contracts. Within a company, negotiation skills can lead to your career advancement. A University of Michigan course provided by Coursera.

All Online learning modules can be found here:



www.ndp.org.au/learning-hub/online-learning/professional-development

NDP Learning Hub: Online Learning



Lifestyle and wellness

Creativity, Innovation and Change

In this course, participants will be introduced to a different mindset and to Intelligent Fast Failure (IFF) as a powerful tool for innovating. Participants will explore how to alter the way their brain works to produce ideas in the process called Mind Warping. Next, you will act to change your life and the world around you by fully using your own uniqueness. A Pennsylvania State University course provided by Coursera.

Human Rights: The Rights to Freedom of Expression

This short course will equip you with the knowledge to understand and claim your right to freedom of expression, and the skills and confidence to take action to defend it. You will be challenged to think critically and devise effective actions to defend the human rights of others. An Amnesty International course provided by edX.

Nutrition and Health Part 1: Macronutrients and Overnutrition

Food plays a central role in our society but few people actually understand what it does to our bodies. Learn about nutrition and how our diet impacts our current and future health. This introductory nutrition course addresses the relationship between nutrition and human health with a focus on health problems related to over-nutrition. A Wageningen University course provided by edX.

Nutrition and Health Part 2: Macronutrients and Overnutrition

The course will address the micronutrient content of foods and will cover the role of the various micronutrients in the body. In addition, this course will discuss how suboptimal nutrition may affect human health and will pay particular attention to global hunger and malnutrition. A Wageningen University course provided by edX.



Personal and Family

Financial Planning

This course will address many critical personal financial management topics in order to help you learn prudent habits both while in school and throughout your lifetime. Participants will learn about cash, credit, wealth, and risk management as well as the environmental effects on personal and family financial management. A course by the University of Florida provided by Coursera.

Personal Finance: Investing in Yourself

This career development course will help you highlight your skills and stand out in the crowd through your application materials, networking opportunities, and interviews. By the end of the course, you will be equipped to make a lasting impression on hiring managers and others throughout your job search. A Fullbridge course provided by edX.

Reinvent Yourself: Unleash your Creativity

Leading companies look for innovative thinking in new hires and for career advancement. Yet only 1 in 4 of us feels truly creative. It is time to reinvent yourself and unleash the creativity lying dormant in all of us. A University of Texas course provided by edX.

The Science of Happiness

'The Science of Happiness' is the first online course to teach the ground-breaking science of positive psychology, which explores the roots of a happy and meaningful life. Students will engage with some of the most provocative and practical lessons from this science, discovering how cutting-edge research can be applied to their own lives. A Berkeley University of California course provided by edX.

Wellness Coaching: Powerful skills for Everyday People

This career development course will help you highlight your skills and stand out in the crowd through your application materials, networking opportunities, and interviews. By the end of the course, you will be equipped to make a lasting impression on hiring managers and others throughout your job search. A Fullbridge course provided by edX.

Reinvent Yourself: Unleash your Creativity

This course will introduce the theory and practice of wellness coaching and emphasise the art and science of behaviour change. As a participant, you'll gain an appreciation for how coaching applies in your own life and how it can be used to benefit others. Provided by Canvas Network.

The NDP Learning Hub is proudly supported by Hesta.





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