Foundation Case Note Training

Designed by practitioners for practitioners

Overview

Designed for practitioners, case managers, social workers, and other professionals working within an integrated system that supports children, young people, and their families, this highly interactive 4-hour workshop provides a safe and supportive learning environment to build confidence and capability in writing professional case notes.

Participants will explore the purpose and importance of case notes, learn what to include, and examine different styles and approaches. Through practical activities and real-world examples, the workshop unpacks key considerations and offers strategies to embed best practice in everyday documentation.

Whether you're new to case noting or looking to refine your skills, this session delivers valuable insights and practical tools to strengthen your professional practice and improve outcomes for the children and families you support.

Learning Outcomes

By the end of this training, participants will be able to:

- Understand the function and purpose of case noting when working with children, young people, and their families.
- Build a strong foundation in case noting fundamentals, including what to include and how to structure notes effectively.
- Enhance their record keeping skills with strategies to improve clarity, consistency, and professionalism.
- Identify and apply key considerations, including legal implications and best practice principles.
- Implement approaches to embed best practice in case noting and documentation across their organisation.

Delivery and Suitability

This highly interactive 4-hour workshop can be delivered online or in-person, offering flexibility to suit your team's needs. To optimise the learning experience and encourage meaningful participation, each session is capped at 30 participants.

This training is ideal for professionals involved in day-to-day case management and client support roles, including but not limited to:

- Team Leaders
- Practitioners
- Practice Leads
- Support Workers

If your role involves preparing, recording, or sharing case notes, this workshop will equip you with the practical skills and insights needed to strengthen your documentation practices and support better outcomes for children, young people, and their families.

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