



Year 1 Work Plan for Sleep Counsellors running Teenage Sleep Clinics

Month	Activities	Workers	
August	Advertise and recruit two Sleep Counsellors to work with young people between 12 –18 years old, with severe seep problems.	Training and Personnel Administrator/Director	
September	Sleep Counsellors to attend Sleep Counselling training course (if necessary).	Sleep Counsellors	
October	<p>Sleep Counsellors to have induction training.</p> <p>Development and promotional work, producing leaflets and distributing them to appropriate organisations.</p> <p>Identify families to work with and arrange appointments.</p> <p>Sleep Counsellors to plan and develop information and sleep hygiene workshops/presentations to be given to young people, parents and professionals.</p>	Director/Counsellor Co-ordinator	
November		<p>Teenage Sleep Clinics to commence.</p> <p>Sleep Counsellors will work as a pair. The Sleep Clinics will involve on average 6 fortnightly sessions.</p> <p>The Sleep Counsellors will receive supervision at their first two 'first' appointments.</p> <p>Sleep Counsellors to receive 3 month review.</p>	<p>Sleep Counsellors</p> <p>Counsellor Co-ordinator/ Director</p> <p>Director</p>
December	<p>Monitoring and Evaluation of Teenage Clinics and Presentations</p> 	<p>Sleep Clinics to continue.</p> <p>Development and promotional work to continue.</p> <p>Presentations/workshops to continue.</p> <p>Ongoing support and supervision (incl. 2 professional development days).</p>	<p>Sleep Counsellors</p> <p>Local Co-ordinator/ Director</p> <p>Evaluation – Sleep Counsellors, HQ staff and the Beneficiaries.</p>
January			
February			
March			
April			
May			
June			
July			<p>Sleep Counsellors to receive their annual appraisal.</p>