

Course Schedule List

February 2017

Telephone 01908 200186 or email: info@worksforus.org.uk for more details or to enrol on the course.



Name of Course	Tutor	Course content	Starting Date	Day of Week	Duration of Course/drop ins	Min/max	Time
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Personal Development:

Confidence with Computers	Simone Molloy	Do you need to improve your basic computer skills? Would you like to learn how to use Microsoft Word and Excel, and set up and/or use email? This course will get you up and running in IT.	20 Feb – 20 Mar 24 Apr – 22 May 12 Jun – 10 July	Monday	5 weeks	6-10 people	10:00-12:00
Confidence with Computers	Simone Molloy	Do you need to improve your basic computer skills? Would you like to learn how to use Microsoft Word and Excel, and set up and/or use email? This course will get you up and running in IT.	28 Feb – 28 Mar 25 Apr – 23 May 13 Jun – 11 July	Tuesday	5 weeks	6-10 people	1:00-3:00
Create Confidence through Art	Susie Ford	Building confidence and self-esteem whilst involved in an art/craft project.	1 Feb - ongoing	Wednesday	Drop In	8 max	1:00-3:00
Exploring My Values	TBC	Exploring personal values through the use of value cards and a reflection of how these values can guide the creation of personal goals and help with appropriate decision making.	1 Feb - ongoing	Wednesday	Call to book a place	2-4 people	1.00 – 3.00
Mosaics with Marta	Marta Glinel	Craft sessions -come along and take part in making something can be your own choice. Ideal for those who would like to try something new and boost their confidence.	2 Feb - ongoing	Thursday	Drop in	Max. 8 people	12:00-2:00

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Coaching/ Neuro Linguistic Planning	Roy McDonald	Helping you to change the way you think, to reduce stress, anxiety and other problematic areas in your life.	Call to book an appointment	3 rd Thursday every month	1hr slots	1-2-1 session	1:00-3:00
Rethink Book Club	Annick Smith	A Book Club bringing people together to help each other discuss and think of ways to develop self - awareness, confidence, assertiveness, relaxation, mindfulness and positive thinking.	1 Feb - Ongoing	Monday	Ongoing – Complete a book	6-12 people	2:00-4:00
Sensory Book Project	Susie Ford	Developing sewing skills whilst creating and making three sensory books using different textured fabrics	Ongoing	Monday	12 weeks	6-8 people	10:00-1:00
Sew & Sew	Paula Ritschel	Learn to sew or gain new sewing skills whilst interacting with others. £3 each week.	Ongoing	Wednesday	Alternate Wed for tutor	12 max	10:00-12:00
Solution Focus	Sue Lickorish & Annette Norrish	Confidence building to focus on what you want and how to achieve it! Solution Focus (SF) will help you to make positive changes and generate momentum to move forward in ways most useful to you. Use SF to build your confidence, optimism and resourcefulness	7 th -28 th March, 18 th & 25 th April 6 Jun – 11 Jul	Tuesday	6 weeks	6-12 people	9:30–12:30
Yoga for Wellbeing	Sheree Rose	Basic Hatha Yoga –gentle yoga session. £2.00 per session	Ongoing	Wednesday	Ongoing	6-8 people	10:00–11:15

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Interpersonal Skills Development:

Interpersonal Skills	Avril Francome	Recognise and understand behaviour patterns - in self and others, Build confidence, self-esteem and personal effectiveness, develop a positive focus, use solution focussed approach to problems, make choices -explore options, take and give responsibility, make and refuse requests, express opinions and feeling appropriately, Give and receive criticism and compliments, manage stress, understand the principles of Transactional Analysis and Self re-parenting.	24 Jan – 28 Feb 18 Apr – 16 May	Tuesday	5 weeks	8-12 people	10:00-2:30 With half an hour break for lunch – bring your own, not provided
Diversity & Inclusion	Amanda Carter-Philpot	This course is designed to help you tackle discrimination, be aware of your rights and entitlements and to build your confidence in challenging situations.	Date TBC Call to register a place	Thursday	6 weeks	6-12 people	12:30-3:00
ESOL – Basic	Wamedh Kareem	Conversation class – Learning how to talk English to others in a friendly environment.	2 Feb	Thursday	Drop in	6-12 people	10:00 - 12:00
ESOL - beginners	Wamedh Kareem	Learning English for beginners. – All clients will be assessed to determine which class they should attend.	2 Feb	Thursday	Term time only	6-12 people	12:00 - 2:00
ESOL – Intermediate	June Morrice	Learning English for Intermediates. – For those more confident with written and spoken English.	2 Feb	Thursday	Term time only	6-12 people	10:00 - 12.00

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Work – Focussed Sessions

Confident to Work	Annette Norrish	A holistic and tailored course recognising the needs of parents and carers when considering employment/training including identifying skills, finding the right job, Personal profile & CV writing skills, childcare.	25 Jan – 15 Feb	Wednesday	4 weeks	6-12 people	12:30 - 2:30
Getting Ready For Work GRoW	Annette Norish	Work out what you want to do now and in the future Identify your strengths, skills and resources Build a toolkit you will use on your way towards work.. (Completing application forms, writing cv's and practising interview skills) Develop an action plan and identify who might help. GRoW in confidence!	1 Mar – 29 Mar 7 Jun - 5 Jul	Wednesday	5 Weeks	9-14 people	10.00 – 12.00
Job Club Registration/ IAG	Sam Forrester and Naz Usmani	To provide an opportunity for new clients to register their details, sign up for courses and get some initial advice.	30 Jan - Ongoing	Monday		6-8 people	12.30 – 2:00
Job Club	Sam Forrester & volunteers	Information and guidance on job and volunteering opportunities, Introduction to the National Careers Service and Universal Job Match, Help to find local training, CV and interview skills.	20 th Feb - Ongoing	Monday	Drop-in	8-12 people	2.00 – 4.00

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Job Club	Sam & Volunteers	Information and guidance on job and volunteering opportunities, Introduction to the National Careers Service and Universal Job Match, Help to find local training, CV and interview skills.	1 Feb - Ongoing	Wednesday	Drop In	8 -12 people	1:00-3:00
Working Wardrobe	Susie Ford	Dressing with confidence for your interview, low cost affordable clothes available.	Call to book an appointment	Thursday	Drop in	6-8 people	1:00-3:00
Interview Sessions	Various	Opportunity to practice & prepare for interviews, including 121 support sessions with practical guidance and techniques from a professional.	Call to book an appointment			1-2-1 appointments	
Preparation for Life and Work	Best Practice Ltd	An opportunity to help you understand your strengths & qualities develop your skills, gain confidence and move you closer to work. Also improving your Maths or English depending on your needs.	Contact your JCP work coach or Lucy Frost on 01923 225225	Wednesday Fortnightly sessions	8 half day sessions spread over 3-4 months	8-10 people	10.00 – 12.30 or 1.30 – 4.00

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