

# Recognise and Improve your Skills

## Enrolment

To enrol onto any of the courses you can drop into the centre at anytime between Monday to Friday 9:00am – 5:00pm. You will need to bring in proof of benefits and a deposit of £5 per course, which will be refunded on completion of course. You will also need to complete enrolment form at this time.

Enrolment will also take place on our information day.

## Information Day Monday 9<sup>th</sup> January 2012, 10am-2pm

**Come along to our Information day to find out more about the courses, meet the Tutors and meet the training department staff.**

**You can also sign up for courses on this day. Please bring proof of benefits and a £5 deposit per course so we can get you enrolled on the day.**

## Do you want to update your skills?

The staff in the Training Department provide free 1:1 Information, Advice and Guidance sessions to help you with:

- Identifying and enrolling in learning and training opportunities
- Learning support
- Job search Guidance
- CV writing, application forms and interview skills
- And much more....

## Contact Details

To find out any further information about courses or to book a 1:1 session please contact the Training Department at the Nottingham Women's Centre and ask to speak to:

**Joan Samuels or Vienna Gentry Stafford: 0115 9411475**

**Or email the training department on: [training@nottinghamwomenscentre.com](mailto:training@nottinghamwomenscentre.com)**

If you would like to be added to our mailing list to receive future course booklets and future events please contact reception.

\* Courses marked with an asterisk are funded or part-funded by Enable

## Maths for Life and Work

This course will help you improve your number skills for every day. You can work towards a Level 2 qualification (GCSE equivalent).

**Start date:** Tuesday 10<sup>th</sup> January 2012

**Time & Duration:** 1:00pm – 3:00pm for 11 weeks

**Cost:** Free (subject to eligibility)

## Introduction to Basic Computer Skills \*

This course is for complete beginners. You will cover the basics of using a computer including an introduction to Microsoft Word.

**Start Date:** Friday 13<sup>th</sup> January 2012

**Time & Duration:** 10:00am - 12:00pm for 5 weeks

**Cost:** Free (subject to eligibility)

## Basic Skills – Literacy \*

English a bit of a problem? Need some help to improve? This class allows you to work at the level you need, with a chance to gain a City & Guilds qualifications when you are ready. The class is small, friendly and NOT like school.

**Start Date:** Monday 16<sup>th</sup> January / Wednesday 18<sup>th</sup> January 2012

**Time & Duration:** 10:00am – 12:00pm Roll on / Roll off

**Cost:** Free (subject to eligibility)

## A Gentle Introduction into Getting That Job

Four workshops to prepare you to get back into work.

This course will involve practical help in:

- Writing your own CV
- Where to look for relevant jobs
- Filling in application forms
- Background information on how to prepare for an interview
- Mock interview when you can put into practice all the skills you have learned

**Start Date:** Thursday 19<sup>th</sup> January 2012

**Time & Duration:** 9:45am-12:00pm for 4 weeks

**Cost:** Free

## Help I'm a Parent!

This course will promote feelings of self-confidence by offering an introduction to a variety of parenting techniques.

It will provide a space to discuss own experiences of parenting both positive and negative in a relaxed, supportive, adult environment.

**Start date:** Wednesday 22<sup>nd</sup> February 2012

**Time & Duration:** 10:00am - 12:30pm for 5 Weeks

**Cost:** Free (subject to eligibility)

## Creative Writing Group

There is no experience necessary, and be able to receive honest but constructive criticism. We can suggest exercises to get you started, look at any writing you've done and consider publishing and other outlets for your work.

**Start Date:** Thursday 19<sup>th</sup> January 2011

**Time & Course Duration:** 10:00am – 12:00pm, Term Time only.

**Cost:** Free

## Job Club

If you would like help finding jobs, producing a CV, sending online application forms or maybe a bit of everything then come along to our Job Club.

**Start Date:** Every Tuesday

**Time:** 10:00am – 12:30pm

**Cost:** Free

## Disordered Eating Group

This group is open to women, of all ages, who have an unhealthy, difficult relationship with food in general. It is a place where you won't be judged or condemned for your actions and support you to find your path to freedom from Disordered Eating. All contact made or attendance to the group will be kept in confidence.

**Day & Time:** Every other Wednesday 10:00am – 11:00am

**2012 Dates:** 12<sup>th</sup> & 26<sup>th</sup> Jan, 9<sup>th</sup> & 23<sup>rd</sup> Feb, 9<sup>th</sup> & 23<sup>rd</sup> March, 13<sup>th</sup> & 27<sup>th</sup> April.

## Computer Courses (Beginners & Intermediate)

**Coming soon! Dates to be confirmed.**

Please phone/drop-in to express your interest and state whether it is Beginners or Intermediate that you are interested in.

**Cost:** Free (subject to eligibility)

# Personal Wellbeing

## **EMF Balancing Technique**

EMF Balancing Technique® is an experience of one's own electromagnetic energy field and the patterns within it.

This treatment consists of four sessions, one every three weeks.

Please ring for more details.

## **Pamper Sessions**

Treatments available: Reflexology, Swedish Massage, Aromatherapy Massage, Chakra Balance. Booking is essential so please contact reception if you are interested. When you book you will be asked which treatment you would like.

**Start Date:** Ongoing

**Time & Duration:** 10:00am – 2:00pm every Wednesday

**Cost:** £3 donation

## **Reiki**

We offer Reiki as a complimentary treatment and not a course, with each session lasting approx. 45mins. If you are interested please book in advance at reception.

**Start Date:** Ongoing

**Time & Duration:** 2:00pm – 5:00pm every Wednesday

**Cost:** £3 donation

## **Yoga**

Promotes good health and well being. Aimed at all levels.

**Start Date:** 6<sup>th</sup> September 2011

**Time & Course Duration:** 1:00 pm – 3:00 pm every Tuesday, term time only.

**Cost:** donation

## **Counselling**

Nottingham Women's Centre offer low cost, affordable counselling in a confidential private setting within the Centre.

For more info please call 0115 9411 475 or email [nwc.counselling@gmail.com](mailto:nwc.counselling@gmail.com)

## Anger Management

Anger is a natural human emotion like happiness, sadness and fear. Life can often be stressful and it's easy for pressures to build up and to feel angry.

Anger management classes are full of people just like you. Some are mothers, some not, some young, some older, from different backgrounds, some work, some don't, some may be offenders and others not. The thing about anger is everybody has it and everyone can benefit from learning how to manage it.

**If you are interested please contact:  
Karen, Kate or Carol on 0115 9475212**

**Start Date:** 11<sup>th</sup> January 2012 – 21<sup>st</sup> March 2012

**Time & Course Duration:** 1:00pm-3:00pm (10 weeks not ½ term week)

## Cook & Eat Well Workshops

These workshops will help you improve your cooking skills, knowledge and confidence. Plan and cook meals on a budget. It will help you set goals that will change the way you eat. The aim of the course is to promote healthy eating and reduce heart problems in the over 40 age group.

**If you are interested please contact:  
Karen, Kate or Carol on 0115 9475212**

**Start Date:** To Be Confirmed

**Come along to our Information Day on 9<sup>th</sup> January 2012 10:00am – 12:00pm to find out more and to sign-up!**