



NORTHAMPTON
PARTNERSHIP HOMES

Welcome to NPH's training programme for Autumn 2017

Courses including:

Food Safety

Basic First Aid

Healthy Eating

Beginners IT

Speaking with
Confidence

Managing
Conflicts



NPH's training programme for Autumn 2017



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PARTNERSHIP HOMES

Our courses are free to NPH tenants, leaseholders and members of their households. Each course is run by a professional trainer and delivered in a relaxed, friendly and supportive environment.

How to book

Please contact NPH's Customer Engagement Team to book your place. Call us on 01604 837836 or by email at participation@northamptonpartnershiphomes.org.uk.

The teacher was lovely and patient with me and made me feel at ease

Expenses

We may be able to help you with out-of-pocket expenses like childcare or carer costs. We can also provide transport to training venues if you need it. Please ask us when you call.

Meeting your needs

We aim to meet all our learners' needs to ensure you can take part fully in our courses. If you have any support needs please let us know when you book.

It has helped push me to study in college to better myself to help others

Cancellations

If for any reason you can't attend a course you are booked onto please tell us as soon as possible so that we can offer your place to someone else.

There's nothing on offer that I want to do?

We try to offer something for everyone but if there's a course you want to do and we're not offering it we may be able to help. We work with lots of local organisations. Whether you want to brush up your basic skills, improve your well-being or find a job, we may know where you can go.

I learned lots and it has given me more confidence



The Courses

Basic First Aid provided by Northamptonshire County Council

Thursday 14th September 2017 9.30am to 4.30pm at James Lewis Court Community Hub

This non-accredited course will provide you with basic first aid skills so you can support with resuscitation, choking and unconsciousness in adults, babies and children. This hands-on session will include demonstrations as well as opportunities to practise. Handouts will be provided. If you only want to do half the session – just children or just adults – that is fine.

Level 2 Award in Food Safety in Catering provided by Ingredients4Health

Tuesday 19th September 2017 9.30am to 4.30pm at Montague Crescent Community Hub

This accredited course will give you a basic awareness of good hygiene and safety issues. The certificate meets food industry regulations for employees or volunteers who prepare, cook or handle food in different catering settings.

Mental Health First Aid provided by Northamptonshire County Council

Wednesday 20th September 2017 9.30am to 12.30pm at the Liburd Community Hub

This half-day course will help you to understand what is meant by 'mental health' and will help you to recognise when someone may be developing poor mental health. You will learn about common mental health disorders as well as ways of coping and the support available locally.

Healthy Eating on a Budget provided by Northampton Hope Centre

Tuesday 21st November 2017 9.30 to 13.30 at Goodwill Solutions, Moulton Park

This half-day course combines theory and practice. You will find out what food makes a balanced diet and you will talk about meal planning, budgeting and food hygiene. You will then have the chance to cook and eat lunch as a group and you'll be given recipes to try out at home.

Beginners' IT provided by Northamptonshire County Council

Wednesday 13th, 20th & 27th September, 4th & 11th October 2pm to 4pm at Nene Drive Community Hub

This 5-week course is for complete beginners. You will learn the main parts and features of a computer, how to start the computer and open programs, how to use the keyboard to type or correct a document, how to change the colour of pictures and words, how to search and navigate the world wide web,

how to stay safe when using the internet and how to open and save documents.

Intermediate IT provided by Northamptonshire County Council

Wednesday 8th, 15th, 22nd and 29th November & 6th December 2pm to 4pm at Nene Drive Community Hub OR

Thursday 9th, 16th, 23rd and 30th November and 7th December 2pm to 4pm at George Nutt Court Community Hub

This 5-week course is for people who have some experience with computers. You will learn how to transfer pictures and text using copy and paste, how to reduce the risk of computer viruses and 'phishing' attacks, how to save or back up your documents to a memory stick, how to combine pictures, headings and text to create simple posters or leaflets, how to download documents and fill in online forms, how to carry out research using the internet and how to organise and manage your documents.

These practical sessions are designed to provide you with skills for paid or voluntary work whether you're working, you're looking for work or you want to move up the ladder. Some of the things you'll learn could be useful in social situations too.

Speaking with Confidence provided by Choosing Change

Thursday 12th October 1pm to 4.30pm at James Lewis Court Community Hub

This course will help you to understand different types of communication for different situations. You will learn how to manage your nerves and to build your confidence and you will have the chance to practise speaking in front of the group if you want to.

Note Taking and Report Writing provided by Choosing Change

Thursday 19th October 1pm to 4.30pm at James Lewis Court Community Hub

This course will provide you with the skills and knowledge to write clear and concise notes and reports for different purposes. At this interactive session you will have the opportunity to practise your skills as a group.

Managing Conflict in Meetings

Wednesday 1st November 1pm to 4.30pm at Eden Close Community Hub

This course will provide you with the skills and knowledge to handle conflict effectively by remaining assertive and professional in meetings. You will learn to recognise and manage potential sources of conflict in groups to keep meetings on track.

Scheduled Courses

Course	Date	Day	Time	Venue
Beginners' IT 5 week course	13/9/17 – 11/10/17	Wednesdays	14.00 – 16.00	Nene Drive Community Hub
Basic First Aid*	14/9/17	Thursday	9.30 – 16.30**	James Lewis Court Community Hub
Level 2 Award in Food Safety in Catering	19/9/17	Tuesday	9.30 – 16.30**	Montague Crescent Community Hub
Mental Health First Aid	20/9/17	Wednesday	9.30 – 12.30	Liburd Room Community Hub
Intermediate IT 5 week course	8/11/17 – 6/12/17	Wednesdays	14.00 – 16.00	Nene Drive Community Hub
Intermediate IT 5 week course	9/11/17 – 7/12/17	Thursdays	14.00 – 16.00	George Nutt Court Community Hub
Speaking with Confidence	12/10/17	Thursday	13.00 – 16.30	James Lewis Court Community Hub
Note Taking and Report Writing	19/10/17	Thursday	13.00 – 16.30	James Lewis Court Community Hub
Managing Conflict in Meetings	1/11/17	Wednesday	13.00 – 16.30	Eden Close Community Hub
Healthy Eating on a Budget	21/11/17	Tuesday	9.30 – 13.30	Goodwill Solutions, Moulton Park

* This course covers first aid for both children and adults. If you are only interested in first aid for one of these groups that's fine. Please call us and let us know.

** We provide tea, coffee and biscuits at all our courses but for day long courses you will need to bring your own lunch.

Even if these dates don't suit you, some of the courses will run again next term so those dates may work better. Please call us and we can put your name on the waiting list.

Contact us

NPH Customer Engagement

Telephone: **01604 837836**

Email: **participation@northampton
partnershiphomes.org.uk**

Website: **www.northamptonpartnership
homes.org.uk/learn-something-new**



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