



Welcome to NPH's training programme for Autumn 2018

Courses including:

Computer Skills

Confidence in Speaking

Managing Conflict

Introduction to IT

Seasonal Craft Making

Food Safety



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NORTHAMPTON
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.

Expenses

We may be able to help you with out-of-pocket expenses like mileage, childcare or carer costs. We can also provide transport to training venues if required. 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.

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. Just call us.

The trainer was so patient and knew exactly how to help all of us...

Now I feel confident in my job and that's all from going to this one course.

Handouts were excellent, everyone was made to feel welcome, the tutor definitely knows their subject, kept a learning pace so that everyone could keep up and understand.



The Courses

Introduction to IT – 4 Week Course

Thursday 6th September to
27th September 2018 2pm to 4pm at
Bouverie House 79a Bouverie Road,
Hardingstone, NN4 6EG

This 4-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 – 4 week course

Thursdays 1st November to
22nd November 2018 2pm to 4pm
at Bouverie House 79a Bouverie Road,
Hardingstone, NN4 6EG

This 4-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.

Beginners Excel – 4 week course

Wednesdays 5th September to
26th September 2018 2pm to 4pm at
Montague Crescent Community Hub,
Off Hawksmoor Way, NN5 7RG

This 4-week course is for people who have some experience with computers, but a beginner in spreadsheets. You will learn how to add, edit and layout spreadsheet data, enter and work with formulas, use formulas and functions to calculate totals, process, percentages and times and create graphs.

Beyond the Basics with Excel

Wednesdays 3rd October to 24th
October 2018 2pm to 4pm at Montague
Crescent Community Hub, NN5 7RQ

This 4 week course is for people who have some basic spreadsheet experience and want to extend their skills and gain more confidence using Excel. You will gain confidence creating your own formulas, use and combine a variety of functions in your formulas. Create a fully working spreadsheet from scratch, format your spreadsheet tables, lists and charts. You will learn how to use worksheets to combine, calculate and manage data, calculate date, time and text values and spot and solve common spreadsheet errors. 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.

Fluence Foundation

Thursdays 9:30am to 5:00pm – Leicester
Street Community Hub NN1 2SH

Fluence are offering 1-to-1 communication and literacy support for people, aged 19+, who are unemployed. Contact Paul on 01216 380760 or email Paul@fluence.world.

Managing Conflict in Meetings

Tuesday 2nd October 2018 9.30am to
1pm at Montague Crescent Community
Hub, Off Hawksmoor Way, NN5 7RG

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.

Speaking with Confidence

Tuesday 9th October 2018 9.30am to
1pm at Montague Crescent Community
Hub, Off Hawksmoor Way, NN5 7RG

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.

If you need any help with improving your English, CV Writing or Interview Skills, our partners can help.

We would be happy to help get you onto a course that suits you.

Continued overleaf

Level 2 Award in Food Safety

Wednesday 7th November 2018 10am to 4pm at Eden Close Community Hub, Eden Close, Lakeview, NN3 6NS

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.

Get in touch if you would be interested in taking a course on Upcycling and DIY.

We may have courses coming up that you could book onto.

Seasonal Crafts

13th November – 10am to 12pm
Eastfield Community Hub

16th November – 10am to 12pm
The Liburd Community Room

23rd November – 10am to 12pm
Blackberry Lane Community Hub

29th November – 10am to 12pm
Bouverie House Community Room

5th December – 10am to 12pm
Spring Boroughs Community Hub

12th December – 10am to 12pm
James Lewis Court Community Hub

Learn how to make a variety of festive items using traditional techniques to decorate your home or make as a gift. Items will vary per session.

Scheduled Courses

Course	Date	Day	Time	Venue
Beginners Excel	05/09/2018 – 26/09/2018	Wednesday	2pm-4pm	Montague Crescent Community Hub
Introduction to IT	06/09/2018 – 27/09/2018	Thursday	2pm-4pm	Bouverie Road Community Hub
Managing Conflict in Meetings	02/10/2018	Tuesday	9:30am-1pm	Montague Crescent Community Hub
Beyond the basics of Excel	03/10/2018 – 24/10/2018	Wednesday	2pm-4pm	Montague Crescent Community Hub
Confidence in Speaking	09/10/2018	Tuesday	9:30am-1pm	Montague Crescent Community Hub
Intermediate IT	01/11/2018 – 22/11/2018	Thursday	2pm-4pm	Bouverie Road Community Hub
Level 2 Award in Food Safety	07/11/2018	Wednesday	10am-4pm	Eden Close Community Hub
Seasonal Craft Making	13/11/2018	Tuesday	10am-12pm	Eastfield Community Hub
Seasonal Craft Making	16/11/2018	Friday	10am-12pm	The Liburd Community Room
Seasonal Craft Making	23/11/2018	Thursday	10am-12pm	Bouverie Road Community Hub
Seasonal Craft Making	29/11/2018	Friday	10am-12pm	Blackberry Lane Community Hub
Seasonal Craft Making	05/12/2018	Wednesday	10am-12pm	Spring Boroughs Community Hub
Seasonal Craft Making	12/12/2018	Wednesday	10am-12pm	James Lewis Court Community Hub

Contact us

NPH Customer Engagement

Telephone: **01604 837836**

Email: **participation@northamptonpartnershiphomes.org.uk**

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



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