

Worth enquiring.

To book a free place or find out more, contact Sharon Williams:

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Worth exploring.



Through Wandsworth Lifelong Learning, Wandsworth Council deliver for over 8,000 learners each year. There are at least 650 courses to choose from. You can learn and improve the skills you need to find a job, keep fit, healthy and enhance your wellbeing or broaden your horizons through learning something new.

To find out more, visit:

www.wandsworthlifelonglearning.co.uk

Wandsworth Lifelong Learning
Professional Centre
Franciscan Road
London
SW17 8HE

Tel: 020 8871 8618

Funding available for courses, subject to eligibility criteria.



Wandsworth Lifelong Learning



Learning at Work Week

14-18 May 2018

Get inspired through a week of free to attend workshops tailored for professionals working in Wandsworth. Relevant for:

- Voluntary Organisations
- Learning Providers
- Skills & Employment Providers
- Council Staff



Worth your while.

Learning at Work Week

Location:

Wandsworth Professional Development Centre
3rd Floor, Building 1, Burntwood School,
SW17 0AQ

Worth a look.



Maximising Personal Development for Career Progression

This session will cover:

- Identifying your individual strengths
- Presenting your CV
- Application forms and cover letters
- Preparing for interviews

When: 14 May 2018, 2-4:30pm

Introduction to Functional Skills English

This session will cover:

- Reading – how to scan and skim effectively, reading for varied purpose, analysing texts and context
- Writing – Letter and email structuring, formal and informal text
- Speaking and Listening – how to communicate in an appropriate setting

When: 16 May 2018, 1-5pm

Maximise Income for your Organisation – Top Tips on Writing Funding Bids

Learn how to prepare a grant application or funding proposal that:

- Identifies the need for the grant
- Summarises the aims and objectives of your project clearly
- Presents your organisation's track record effectively
- Demonstrates the potential impact of your project
- Identifies realistic costs
- Uses clear, jargon free language

When: 17 May 2018, 9:30am-12:30pm

Using Social Media to Maximise Marketing Communication

Perfect for people responsible for planning social media activity. How to:

- Receive the best return from social media, regardless of budget or available resources
- Create content that speaks direct to your target audience
- Measure impact to create a business case for social media
- Along with examples to inspire your imagination

When: 15 May 2018, 2-5pm

Mindfulness

These two sessions will cover:

- Understand what stress is and the science behind stress
- Understand the impact of stress on individuals, teams and learners
- Develop an understanding of everyday mindfulness as a response to stress
- Learn to apply key mindfulness tools

When: 16 May 2018
10am-12noon & 2-4pm

Problem Solving in the Workplace

This session will cover:

- How to assess conflict in the workplace and identify routes to resolution
- How to communicate effectively to de-escalate conflict
- How to deal with emotional situations
- How to identify factors that can cause conflict

When: 17 May 2018, 10am-1pm

Introduction to How to Effectively Lead a Team

This session will cover:

- How to communicate information and knowledge in the workplace
- Managing yourself and providing appropriate direction to team members
- The role of a Team Leader
- Management techniques

When: 17 May 2018, 2-5pm