

Worth enquiring.

Book a free place online or find out more by contacting us:

Tel: 020 8871 8618

Email:

edlifelong@richmondandwandsworth.gov.uk

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.org.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

14-24 May 2019

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

- Voluntary Organisations
- Local Employers
- Skills & Employment Providers
- Council Staff



Worth your while.

Learning at Work Week



Book one or more courses online at:

wandsworthlifelonglearning.org.uk/guide/learningatworkweek2019
or call 020 8871 8618

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

When: 14 May 2019, 1:30-4:30pm

Where: Wandsworth Professional Development Centre, SW17 0AQ

How to Write a Business Plan

This workshop will cover:

- Skills needed for self-employment
- Different types of business you can set up
- An overview of what goes into a business plan, including marketing, finances, the law and operations.

When: 15 May 2019
12noon-2.30pm

Where: YCF, 52 Fairlight Road
SW17 0JD

Social Media: Book the whole day or pick 'n' mix.



Part 1: What Makes You So Special?

Stand out and get noticed. A workshop on understanding your unique selling proposition (USP).

When: 17 May 2019, 9:30-11am

Part 2: Social Media Planning

A workshop on understanding which social media channels are right for your offer and how to make the best use of them.

When: 17 May 2019, 11:30am-1pm

Part 3: Editing Techniques & Tools

Discover how to make the most of pictures and video on social media. This practical workshop covers techniques and how to use editing tools available online.

When: 17 May 2019, 2-4pm

Where: Wandsworth Professional Development Centre, SW17 0AQ

Understanding Employment, Business and Enterprise

This workshop will cover:

- Basic concepts in employment, business and enterprise
- Entrepreneurship
- Employer Responsibilities
- The impact of customer service on a business

When: 24 May 2019, 9.30-11.30am

Where: Wandsworth Professional Development Centre, SW17 0AQ

Public Speaking

This workshop will cover:

- Good and bad presentations
- Skills of effective presenters
- Knowing your audience
- Personality types
- Structuring a presentation
- Developing the content
- Asking and answering questions
- Verbal and nonverbal messages
- Overcoming nerves
- Using visual aids

When: 16 May 2019
10am-12.30pm

When: Roehampton University
SW15 5PU

Business Development

This workshop will cover:

- Why people 'buy'- reasons and influences
- Who to contact & powerful openings
- Gathering information – questioning and listening
- Presenting a product or service to create urgency and desire
- Features and benefits - making them relevant
- Objections as opportunities and follow up

When: 16 May 2019, 1.30-4pm

When: Roehampton University
SW15 5PU

How to Effectively Lead a Team

This workshop 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 that can motivate others and improve performance in the workplace

When: 24 May 2019, 1-3pm

Where: Wandsworth Professional Development Centre, SW17 0AQ