



ONEACADEMY

PART OF ONEHOUSING GROUP

TRAINING PROGRAMME

January–March 2019

Dear learner, welcome to the winter 2019 edition of the One Housing training programme! It seems like only yesterday that we were creating our summer programme, and now we're at the start of another fantastic year of training.

There is a vast and eclectic range of training & wellbeing courses for you to look forward to in the coming months, ranging from Zumba to Microsoft Office skills & DIY workshops.

There really is something to suit all tastes and abilities! All courses are **free** to One Housing residents and staff.

For course descriptions and how to register:

- call **020 7428 4327**
- email **training@onehousing.co.uk**
- visit any of our locations.

During 2018 One Housing residents and staff worked together to achieve some amazing outcomes through training, and we look forward to another inspiring season of training!

Best wishes,

The One Academy training team

Disclaimer: Information and details contained within this programme are subject to change after publication. Always check details with us at the time of booking.

Cover painting by Nazzi Farah.

Introducing Haptivate

Haptivate



Haptivate help people to discover and explore happiness and well-being skills through interactive workshops. They bring the theory to life through exercises that allow you to see for yourself how it can positively affect your mind and body. And every time an organisation works with them, a portion of the revenue goes towards projects that teach these skills to young people and communities.

They are based in Arlington at their own dedicated retreat and learning space, Haptivate Hub. They regularly host training and workshops for One Housing customers and staff.

Their courses include mindfulness and yoga, positive thinking, stress management, self-compassion and confidence, communication skills and creative writing.

Visit **haptivate.co.uk** or email **hello@haptivate.co.uk** to find out more about what they do.

January 2019

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Week one			
Course title	Location	Date	Time
CV writing and interview skills workshop	Arlington	Monday 7 January	2pm - 4pm
New year, new start - cooking for success (three-week programme)	Arlington	Tuesday 8, 15 & 22 January	10.30am - 3.30pm
Tenancy management	Arlington	Wednesday 9 January	10am - 4pm
An introduction to self employment	Phoenix Heights	Thursday 10 January	10am - 1pm
Microsoft Word (basic level)	Arlington	Thursday 10 January	10am - 12pm
Microsoft Excel (basic level)	Arlington	Thursday 10 January	1pm - 3pm
Overcoming nerves for public speaking	SWS	Friday 11 January	2pm - 4pm
Zumba - (all levels)	Arlington	Saturday 12 January	10am - 1pm

Week two			
Course title	Location	Date	Time
Yoga and mindfulness	Arlington	Monday 14 January	2pm - 4pm
Professional writing skills	SWS	Tuesday 15 January	10am - 4pm
Health and safety (level 2)	Phoenix Heights	Wednesday 16 January	10am - 4pm
Microsoft Word (intermediate level)	Arlington	Thursday 17 January	10am - 12pm
Microsoft Excel (intermediate level)	Arlington	Thursday 17 January	1pm - 3pm
Budgeting and personal finance workshop	Arlington	Friday 18 January	10am - 2pm

Week three			
Course title	Location	Date	Time
Food safety (level 2)	Arlington	Monday 21 January	10am - 4pm
An introduction to leadership and management	SWS	Tuesday 22 January	10am - 4pm
Emergency First Aid at Work	Phoenix Heights	Wednesday 23 January	9.30am - 4.30pm
Microsoft Word (advanced level)	Arlington	Thursday 24 January	10am - 12pm
Microsoft Excel (advanced level)	Arlington	Thursday 24 January	1pm - 3pm
Jewellery making	Arlington	Friday 25 January	10am - 1pm
Zumba class (all levels)	Arlington	Saturday 26 January	10am - 1pm
DIY class on painting and decorating	Arlington	Sunday 27 January	10am - 1pm

Week four			
Course title	Location	Date	Time
Yoga and mindfulness	Arlington	Monday 28 January	2pm - 4pm
An introduction to project management	SWS	Tuesday 29 January	10am - 4pm
Train the trainer (two-day course)	Arlington	Wednesday 30 January, Friday 15 February	9.30am - 4pm 9.30am - 4pm
Microsoft PowerPoint (basic level)	Arlington	Thursday 31 January	10am - 12pm
Microsoft PowerPoint (intermediate level)	Arlington	Thursday 31 January	1pm - 3pm

February 2019

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Week one

Course title	Location	Date	Time
Autism awareness	Arlington	Friday 1 February	1pm - 4pm
DIY class on home maintenance	Arlington	Sunday 3 February	10am - 1pm

Week two

Course title	Location	Date	Time
How to use the 'Law of Attraction'	Arlington	Monday 4 February	2pm - 4pm
Microsoft Word (basic level)	Arlington	Tuesday 5 February	10am - 12pm
Microsoft Excel (basic level)	Arlington	Tuesday 5 February	1pm - 3pm
Negotiation skills	Arlington	Wednesday 6 February	10am - 4pm
Chocolate gift making	Phoenix Heights	Wednesday 6 February	10am - 1pm
Safeguarding adults and children	SWS	Thursday 7 February	10am - 4pm
Health and safety (level 2)	Arlington	Friday 8 February	10am - 4pm

Week three

Course title	Location	Date	Time
Yoga and Mindfulness	Arlington	Monday 11 February	2pm - 4pm
Microsoft Word (intermediate level)	Arlington	Tuesday 12 February	10am - 12pm
Microsoft Excel (intermediate level)	Arlington	Tuesday 12 February	1pm - 3pm
Paediatric First Aid	Phoenix Heights	Wednesday 13 February	10am - 4pm
Stress management	SWS	Thursday 14 February	10am - 4pm

February 2019

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Week four			
Course title	Location	Date	Time
Customer service (level 2)	Phoenix Heights	Monday 18 February	10am - 4pm
Microsoft Word (advanced level)	Arlington	Tuesday 19 February	10am - 12pm
Microsoft Excel (advanced level)	Arlington	Tuesday 19 February	1pm - 3pm
Report writing and effective communication	SWS	Tuesday 19 February	10am - 4pm
How to be a smart food shopper	Arlington	Wednesday 20 February	10am - 1pm
Mental Health First Aid	SWS	Thursday 21 February	10am - 4pm
Boxing workout class (beginners level)	Arlington	Friday 22 February	10am - 1pm

Week five			
Course title	Location	Date	Time
Yoga and mindfulness	Arlington	Monday 25 February	2pm - 4pm
Microsoft PowerPoint (basic level)	Arlington	Tuesday 26 February	10am - 12pm
Microsoft PowerPoint (intermediate level)	Arlington	Tuesday 26 February	1pm - 3pm
Food Safety (level 2)	Arlington	Tuesday 26 February	10am - 4pm
Learn Spanish for holidays	Phoenix Heights	Wednesday 27 February	10am - 4pm
An introduction to event planning	SWS	Thursday 28 February	10am - 4pm

March 2019

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Week one			
Course title	Location	Date	Time
Keeping safe on the internet	Arlington	Monday 4 March	1pm - 3pm
How to give and receive feedback	Arlington	Tuesday 5 March	10am - 1pm
Microsoft Word (basic level)	Arlington	Wednesday 6 March	10am - 12pm
Microsoft Excel (basic level)	Arlington	Wednesday 6 March	1pm - 3pm
Dementia awareness	SWS	Thursday 7 March	10am - 4pm
Photography on phones (beginners level)	Arlington	Friday 8 March	10am - 1pm
Zumba class (all levels)	Arlington	Saturday 9 March	10am - 1pm
DIY carpentry workshop	Arlington	Sunday 10 March	10am - 1pm

Week two			
Course title	Location	Date	Time
Yoga and mindfulness	Arlington	Monday 11 March	2pm - 4pm
Microsoft Word (intermediate level)	Arlington	Tuesday 12 March	10am - 12pm
Microsoft Excel (intermediate level)	Arlington	Tuesday 12 March	1pm - 3pm
Keeping safe on the internet	Arlington	Wednesday 13 March	10am - 12pm
Emergency First Aid at Work	SWS	Thursday 14 March	9.30am - 4.30pm
Effective networking	Arlington	Friday 15 March	10am - 1pm

Week three

Course title	Location	Date	Time
Unlock your potential	Arlington	Monday 18 March	2pm - 4pm
Microsoft Word (advanced level)	Arlington	Tuesday 19 March	10am - 12pm
Microsoft Excel (advanced level)	Arlington	Tuesday 19 March	1pm - 3pm
Paediatric First Aid (level 2)	Phoenix Heights	Wednesday 20 March	10am - 4pm
Stress management	SWS	Thursday 21 March	10am - 4pm
Assertiveness and confidence building	Arlington	Friday 22 March	10am - 4pm

Week four

Course title	Location	Date	Time
Yoga and mindfulness	Arlington	Monday 25 March	2pm - 4pm
Professional report writing	Arlington	Tuesday 26 March	10am - 4pm
Indoor gardening	Phoenix Heights	Wednesday 27 March	10am - 2pm
Microsoft PowerPoint (basic level)	Arlington	Thursday 28 March	10am - 12pm
Microsoft PowerPoint (intermediate level)	Arlington	Thursday 28 March	1pm - 3pm
Mental Health First Aid	SWS	Friday 29 March	10am - 4pm

Training locations

Arlington

220 Arlington Road,
Camden, NW1 7HE

Phoenix Heights

140a Byng Street,
Isle of Dogs, E14 9AR

Suttons Wharf South (SWS)

44 Palmers Road,
Mile End, E2 0TA

Live outside London?

If you live outside London and would like us to provide training nearer to you, please contact us and we will try to arrange training in your local area.

How to register

- **020 7428 4327**
- **training@onehousing.co.uk**
- Visit any of our locations.