



ONEACADEMY

PART OF ONEHOUSING GROUP

Be inspired this spring!

April–June 2019 free training programme





Introduction

Spring can be an inspiring time of year to learn a new skill or discover a new passion. Here at One Housing our vision is to help you do just that through our One Academy training programme. With a wide range of carefully chosen courses on offer, our aim is to help you realise your potential and achieve your personal and career goals.

All of our courses are free and are open to One Housing staff and residents, as well as our Camden Pathway partners.

We understand that everyone's ambitions are different and that's why we've divided our courses into four categories; **World of work**, **Lifestyle**, **Health and wellbeing** and **Creative fun!**

Here are some **top tips** to get you started.

- Challenge yourself to try at least one new workshop
- Set a calendar reminder on your phone once you've signed up so you don't forget!
- If you're not sure what a course is about, please contact us to find out more

Tell us what you think

We'd love to hear what you think about our courses. Our trainers are all experienced and passionate about what they do so if you have suggestions to make your learning experience even better please do let us know!

Cover painting by Leo:

Leo received support from our training programme after moving to London from Brazil to pursue a career in teaching. He now works as a teaching assistant at a school for children with special educational needs.



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Whether you're looking to start your own business, change jobs or learn a new professional skill, the aim of these courses is to help you progress in your career.

Course title	Location	Date	Time
Microsoft Word (beginners)	Camden	Mon 1 April	10am-12pm
Microsoft Excel (beginners)	Camden	Mon 1 April	1pm-3pm
Introduction to leadership and management	Isle of Dogs	Tues 2 April	10am-4pm
Instagram for business and brands	Camden	Weds 3 April	10am-2pm
Emergency First Aid at Work	Mile End	Thurs 4 April	9.30am-4.30pm
Microsoft Word (intermediate)	Camden	Mon 8 April	10am-12pm
Microsoft Excel (intermediate)	Camden	Mon 8 April	1pm-3pm
Effective minute taking	Camden	Tues 9 April	10am-12pm
Customer service level 2	Mile End	Weds 10 April	10am-4pm
Health and safety level 2	Isle of Dogs	Thurs 11 April	10am-4pm
Train the trainer (two day course)	Camden	12 April & 2 May	9.30am-4pm
Microsoft Word (advanced)	Camden	Mon 15 April	10am-12pm
Microsoft Excel (advanced)	Camden	Mon 15 April	1pm-3pm
Introduction to project management	Mile End	Tues 16 April	10am-4pm
Food safety level 2	Camden	Weds 17 April	10am-4pm
Report writing and effective communication	Isle of Dogs	Tues 23 April	10am-4pm
Understanding emotional intelligence	Camden	Thurs 25 April	10am-12pm
Control of substances hazardous to health (COSHH)	Camden	Fri 26 April	10am-12pm
Paediatric First Aid	Camden	Sat 27 April	10am-4pm
Microsoft PowerPoint (beginners)	Camden	Mon 29 April	10am-12pm
Microsoft PowerPoint (intermediate)	Camden	Mon 29 April	1pm-3pm

“My interactive workshops allow participants to learn new skills at their own pace and in a safe space. I’ve been delivering training for One Academy for the past four years and I look forward to seeing new people in my classes!”

– Dionne, Leadership and management trainer



"This was a wonderful and thoughtful course which was simple and easy to understand." – Camden resident, Leadership and management

Course title	Location	Date	Time
Health and safety level 2	Camden	Fri 3 May	10am-4pm
Food safety level 2	Mile End	Fri 10 May	10am-4pm
Microsoft Word (beginners)	Camden	Fri 10 May	10am-12pm
Microsoft Excel (beginners)	Camden	Fri 10 May	1pm-3pm
Negotiation skills	Camden	Sat 11 May	10am -4pm
Microsoft Word (intermediate)	Camden	Mon 13 May	10am-12pm
Microsoft Excel (intermediate)	Camden	Mon 13 May	1pm-3pm
Food safety level 2	Camden	Tues 14 May	10am-4pm
Effective minute taking	Mile End	Thurs 16 May	10am-12pm
Emergency First Aid at Work	Camden	Sat 18 May	9.30am-4.30 pm
Microsoft Word (advanced)	Camden	Mon 20 May	10am-12pm
Microsoft Excel (advanced)	Camden	Mon 20 May	1pm-3pm
How to look for jobs online	Camden	Tues 21 May	11am-1pm
Create and manage your LinkedIn profile	Camden	Fri 24 May	10am-12pm
Microsoft PowerPoint (beginners)	Camden	Fri 31 May	10am-12pm
Microsoft PowerPoint (intermediate)	Camden	Fri 31 May	1pm-3pm
Microsoft Word (beginners)	Camden	Mon 3 June	10am-12pm
Microsoft Excel (beginners)	Camden	Mon 3 June	1pm-3pm
How to be successful in interviews	Mile End	Tues 4 June	10am-4pm
Health and safety level 2	Mile End	Thurs 6 June	10am-4pm



"The delivery was very engaging and the trainer helped us all link this course to our own job."
– Isle of Dogs resident,
Negotiation skills

"Very useful for implementation in the workplace." – Isle of Dogs resident, Microsoft Office

Course title	Location	Date	Time
Microsoft Word (intermediate)	Camden	Mon 10 June	10am-12pm
Microsoft Excel (intermediate)	Camden	Mon 10 June	1pm-3pm
Introduction to leadership and management	Isle of Dogs	Tues 11 June	10am-4pm
Paediatric First Aid	Camden	Sat 15 June	10am-4pm
Microsoft Word (advanced)	Camden	Mon 17 June	10am-12pm
Microsoft Excel (advanced)	Camden	Mon 17 June	1pm-3pm
Event planning and management	Mile End	Weds 19 June	10am-4pm
Customer service level 2	Isle of Dogs	Fri 21 June	10am-4pm
Microsoft PowerPoint (beginners)	Camden	Mon 24 June	10am-12pm
Microsoft PowerPoint (intermediate)	Camden	Mon 24 June	1pm-3pm
Effective minute taking	Camden	Weds 26 June	10am-12pm
Food safety level 2	Isle of Dogs	Thurs 27 June	10am-4pm
Emergency First Aid at Work	Isle of Dogs	Fri 28 June	9.30am-4.30pm



"Trainer was so patient with all the questions and concerns I had."
– Camden resident, Microsoft Powerpoint

Lifestyle

Covering a wide range of areas with the aim of making your life easier, we hope some of these courses will be useful for you.

April/ May/ June 2019

Course title	Location	Date	Time
Fraud awareness - how to avoid being scammed	Camden	Thurs 4 April	2pm-4pm
DIY - general home maintenance	Camden	Sun 14 April	10am-1pm
Autism awareness	Isle of Dogs	Mon 29 April	1pm-4pm
Mental Health First Aid	Mile End	Tues 30 April	10am-4pm
Keeping safe on the internet	Camden	Weds 1 May	10am-12pm
Dementia awareness	Camden	Thurs 2 May	10am-4pm
A guide to Universal Credit	Camden	Weds 8 May	10am-1pm
DIY - carpentry	Camden	Sun 12 May	10am-1pm
How to budget and manage your money	Isle of Dogs	Weds 15 May	10am-2pm
Fraud awareness - how to avoid being scammed	Camden	Thurs 16 May	10am-12pm
Basic PC/laptop maintenance	Camden	Thurs 23 May	2pm-3pm
Safeguarding adults and children	Camden	Weds 29 May	10am-4pm
How to be safe while shopping online	Camden	Thurs 30 May	10am-11.30am
DIY - painting and decorating	Camden	Sun 9 June	10am-1pm
Fraud awareness - how to avoid being scammed	Camden	Thurs 13 June	10am-12pm
How to deal with conflict	Camden	Tues 18 June	10am-4pm
Breaking free from negative patterns of behaviour	Camden	Tues 25 June	10am-1pm



"The trainer was very knowledgeable and I learned so much from her presentation. This was an amazing session and it built my understanding of how to manage my money better." - Camden resident, Budgeting and personal finance

"Very good tutor who made learning easy and I had fun in the process!" - Isle of Dogs resident, Mental Health First Aid

Health and wellbeing

April/ May/ June 2019

Nurture your mind, body and soul with a class to help you feel good from the inside out.

Course title	Location	Date	Time
Self-confidence and positive thinking	Camden	Thurs 18 April	10am-4pm
How to take control of stress	Camden	Thurs 9 May	10am-4pm
Yoga and mindfulness	Isle of Dogs	Tues 28 May	2pm-4pm
Boxing workout (beginners)	Camden	Fri 7 June	10am-1pm
Assertiveness and confidence building	Mile End	Thurs 13 June	10am-4pm
Boxing workout (beginners)	Camden	Sat 29 June	10am-1pm



“I went to the class with a couple of my colleagues (we made it a mini team building event ☺) and it was GREAT! It was aimed at all levels of fitness and to our surprise, we came away with a qualification.”
- Camden staff member,
Boxing workout

“I love delivering training with One Academy because I always find the groups varied and engaged which deepens my own learning experience.”
- Rosa, Yoga and mindfulness trainer

Creative fun

April/ May/ June 2019

These sessions are great for meeting new people, having a laugh and exploring your artist within!

Course title	Location	Date	Time
Wallet making	Isle of Dogs	Thurs 25 April	11am-2pm
Chocolate gift making	Isle of Dogs	Tues 7 May	2pm-4pm
Shoemaking (yes really!)	Isle of Dogs	Weds 5 June	11am-2pm
Learn how to write poetry	Camden	Weds 12 June	10am-4pm
Jewellery making	Camden	Thurs 20 June	10am-1pm

"I loved the course. I really didn't know about the different writing styles involved in poetry so this was a great learning experience."
- Isle of Dogs resident, Poetry writing

"Getting to know residents in a relaxed and creative space was really fulfilling. It was interesting to see how each of us express ourselves through art differently."
- Camden staff member, Jewellery making

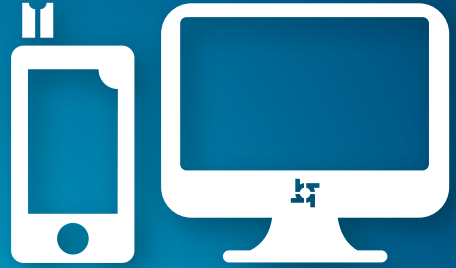


How to register

Signing up for our courses couldn't be simpler!

You can do one of the following:

- call us on 020 7428 4327
- email us at training@onehousing.co.uk
- pop into one of our training venues



Our training venues

Camden

Arlington House
220 Arlington Street
London NW1 7HE

Isle of Dogs

Phoenix Heights Community Centre
140a Byng Street
London E14 9AR

Mile End

Suttons Wharf South
44 Palmers Road
London E2 0TA



If you need this information in an alternative format (such as large print) please contact us on 020 7428 4327 or training@onehousing.co.uk