

Free training programme

April – June 2018



Dear customers,

Welcome to One Housing's spring training programme. We have a wide range of courses available from April to June 2018. We're sure you will find something of interest and remember, they are all **free** to One Housing residents and customers.

Are you currently looking for a job, a promotion or a change of career?

We have designed a range of courses for personal development and employability to add value to your career alongside an employment consultancy that can help create or refresh your CV in line with your target audience. Our tailored services will support and coach you throughout the whole process.

Or perhaps you would like to learn a new skill and meet like minded people?

Learning a new skill can be highly empowering and rewarding but sometimes scary. We create secure and welcoming environments that help people gain confidence, learn something new and improve their career prospects. Inside this calendar you will find out what you can learn this spring with us.

Live outside of London?

We can bring our training programme closer to you and offer a variety of training in your local area. Take a look at the training calendar and email training@onehousing.co.uk or phone **020 7428 4327 / 020 7428 4275** to contact the team. Let us know what you'd like to see put on in your area.

How to register

Courses fill up fast so book your place early to avoid disappointment. You can reserve a place by:


- calling the team on **020 7428 4327** or **020 7428 4275** or e-mail to training@onehousing.co.uk
- visiting the Employment & Training office at 220 Arlington Road, Camden NW1 7HE
- scanning and emailing the course request form (attached) to training@onehousing.co.uk
- speaking to your employment coach.

All courses have a reserve list so if you can't attend a session after confirming a place, please let us know as soon as possible so that someone else can be given the opportunity.

We look forward to seeing you soon,

Two handwritten signatures in black ink. The first signature is 'Aryam' and the second is 'Santiago'.

Aryam and Santiago
One Housing training co-ordinators

April 2018				
Course title	Location	Date	Time	
Week one				
Employability workshops (CV, cover letter, interview preparation)	Arlington	Call the team on 020 8821 5161 or email employment@onehousing.co.uk to book a workshop.		
Understanding, dealing with and preventing bullying at work NEW!	Arlington	Tues 3 April	10am – 4pm	
Writing professional work e-mails (professional development) NEW!	Arlington	Wed 4 April	10am – 1pm	
Food safety level 2 (Accredited)	Arlington	Wed 4 April	10am – 4pm	
Think yourself happy and develop a positive attitude NEW!	Arlington	Thurs 5 April	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 5 April	10am – 2pm	
Cupcake decoration	Arlington	Fri 6 April	2pm – 4pm	
Mindfulness and self compassion	Phoenix Heights	Fri 6 April	12 – 3pm	
Week two				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 9 April	10am – 2pm	
Business start-up and managing your own business (2 days)	Arlington	Tues 10 & Wed 11 April	10am – 4pm	
Microsoft PowerPoint and presentation skills	Arlington	Tues 10 April	10am – 4pm	
DIY: Fixing and upcycling furniture (carpentry skills) NEW!	Arlington	Wed 11 April	10am – 4pm	
Events management (management and co-ordination) NEW!	Arlington	Thurs 12 April	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 12 April	10am – 2pm	
Introduction to jewellery making and upcycling old jewellery	Arlington	Fri 13 April	10am – 4pm	
Handling customer complains and difficult situations at work NEW!	Arlington	Sat 14 April	10am – 4pm	
<p><i>“Thank you One Housing for putting on such professional training. I have learnt a new skill, met interesting people and am looking forward to signing up to more training in the future. I cannot recommend highly enough”</i></p> <p style="text-align: right;"><i>Tower Hamlets resident</i></p>				

Week three				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 16 April	10am – 2pm	
Control of Substances Hazardous to Health (COSHH) accredited	Arlington	Tues 17 April	10am – 4pm	
Yoga and mindfulness	Arlington	Wed 18 April	10am – 4pm	
Microsoft Excel workshop (beginner to advanced)	Arlington	Wed 18 April	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 19 April	10am – 2pm	
Health and safety Level 2 (Accredited)	SWS	Thurs 19 April	10am – 4pm	
Make your own picture frames (resident requested)	Arlington	Fri 20 April	10am – 4pm	
Emergency First Aid (Accredited)	Arlington	Sat 21 April	10am – 4pm	
Week four				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 23 April	10am – 2pm	
Learn how to fix iPhones (resident requested)	We are currently setting up classes. Contact the team on 020 8821 5161 or email employment@onehousing.co.uk to register your interest.			
Customer service level 2 (accredited)	Arlington	Tues 24 April	10am – 4pm	
Safeguarding for adults and children	SWS	Wed 25 April	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 26 April	10am – 2pm	
Introduction to basic self defence	Arlington	Thurs 26 April	2pm – 4pm	
Henna design workshop	Arlington	Fri 27 April	10am – 1pm	
Women in power (self-confidence and self-compassion) NEW!	Arlington	Sat 28 April	11am – 2pm	
Week five				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 30 April	10am – 2pm	
Improving working relationships (emotional Intelligence) NEW!	Arlington	Mon 30 April	10am – 4pm	
British Institute of Cleaning Science (BICs) accreditation (2 days, twice a month)	Arlington	We run regular BICs training each month. Contact us at training@onehousing.co.uk or phone 020 7428 4275 .		

May 2018				
Course title	Location	Date	Time	<input checked="" type="checkbox"/>
Week one				
Employability workshops (CV, cover letter, interview preparation)	Arlington	Call the team on 020 8821 5161 or email employment@onehousing.co.uk to book a workshop.		
Introduction to volunteering	Arlington	Tuesday 1 May	10am – 1pm	
Health and safety level 2 (accredited)	Arlington	Wed 2 May	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 3 May	10am – 2pm	
Bread making skills (resident requested)	Arlington	Thurs 3 May	10am – 4pm	
Managing emotions for better relationships NEW!	Arlington	Fri 4 May	10am – 4pm	
Family relaxation, arts and crafts @ Museum of Happiness NEW!	Arlington	Sat 5 May	1pm – 4pm	
Week two				
Creative writing practical workshop	Arlington	Tues 8 May	10am – 4pm	
Mental health first aid	Arlington	Wed 9 May	10am – 4pm	
Introduction to website design and WordPress	Arlington	Thurs 10 May	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 10 May	10am – 2pm	
Introduction to bookkeeping and budgeting for life	SWS	Thurs 10 May	10am – 4pm	
Women in power (self-confidence and self-compassion) NEW!	Arlington	Fri 11 May	9:30am – 12:30	
Being a vegan: nutrition masterclass NEW!	Arlington	Fri 11 May	10am – 1pm	
DIY: tiling and wallpaper	Arlington	Sun 13 May	10am – 1pm	
Week three				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 14 May	10am – 2pm	
Childminding level 3 (Ofsted accredited, 4 days) NEW!	Phoenix Heights	Tues 15 - Fri 18 May	10am – 4pm	

ICT skills for Microsoft Office (Word, PowerPoint, Excel)	Arlington	Tues 15 May	10am – 4pm	
Cross-cultural awareness and diversity NEW!	Arlington	Wed 16 May	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 17 May	10am – 2pm	
Introduction to basic aromatherapy and essential oils NEW!	Arlington	Fri 18 May	10am – 4pm	
Barista and coffee experience	Arlington	Sat 19 May	10am – 1pm	
Week four				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 21 May	10am – 2pm	
Fix your own computer at home NEW!	Arlington	Tues 22 May	10am – 4pm	
Paediatric first aid (accredited)	Arlington	Tues 23 May	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 24 May	10am – 2pm	
Leadership skills and management	Arlington	Thurs 24 May	10am – 4pm	
Flower arrangement	Arlington	Fri 25 May	2pm – 4pm	
DIY: painting and decorating	Arlington	Sun 27 May	10am -1pm	
Week five				
Yoga and mindfulness	SWS	Tues 29 May	10am – 4pm	
Goals UK 3 days (mentoring) NEW!	Arlington	Tues 29 – Thurs 31 May	10am – 4pm	
Get that promotion! Evening masterclass NEW!	Arlington	Wed 30 May	5.30pm-8.30pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 31 May	10am – 2pm	
Selling and buying online (different platforms in the internet) NEW!	Arlington	Thurs 31 May	10am – 4pm	
British Institute of Cleaning Science (BICs) accreditation (2 days, twice a month)	Arlington	We run regular training each month on BICs, contact us at training@onehousing.co.uk or phone 020 7428 4275 .		
June 2018				
Course title	Location	Date	Time	<input checked="" type="checkbox"/>

Week one				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 4 June	10am – 2pm	
Employability workshops (CV, cover letter, interview preparation)	Arlington	Call the team on 020 8821 5161 or email employment@onehousing.co.uk to book a workshop.		
Learn how to sell...anything! (commercial skills) NEW!	Arlington	Tues 5 June	10am – 4pm	
Food safety level 2 (accredited)	Arlington	Wed 6 June	10am - 4pm	
Mosaic tile making decoration craft work NEW!	Arlington	Thurs 7 June	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 7 June	10am – 2pm	
Project management (2 days) (resident requested)	SWS	Thurs 7 and Fri 8 June	10am – 4pm	
Natural creams and beauty products on a budget	Arlington	Fri 8 June	10am – 1pm	
Letting go of regret and developing self-compassion NEW!	Arlington	Fri 8 June	1pm – 4:30pm	
Week two				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 11 June	10am – 2pm	
Digital media and marketing skills NEW!	Arlington	Tues 12 June	10am – 4pm	
Yoga and mindfulness	Arlington	Wed 13 June	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 14 June	10am – 2pm	
Report writing and effective communication	Arlington	Thurs 14 June	10am – 4pm	
Shoemaking workshop	Phoenix Heights	Fri 15 June	11am – 4pm	
Women in power (self-confidence and self-compassion) NEW!	SWS	Fri 15 June	10am – 1pm	
Thoughts are not facts: freedom from negative thoughts	Arlington	Fri 15 June	10am – 1pm	
DIY basic electrics	Arlington	Sun 17 June	10am – 1pm	
Week three				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 18 June	10am – 2pm	

Leadership skills and management	Arlington	Mon 18 June	10am – 4pm	
Empower children and young people who experience difficulties NEW!	SWS	Tues 19 June	10am – 4pm	
Managing change and dealing with stress	Arlington	Tues 19 June	10am – 1pm	
Introduction to jewellery making and upcycling old jewellery	Arlington	Tues 19 June	10am – 4pm	
Mediation in the workplace	Arlington	Wed 20 June	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 21 June	10am – 2pm	
Emergency first aid (Accredited)	SWS	Thurs 21 June	10am – 4pm	
Zumba masterclass NEW!	Arlington	Fri 22 June	2pm – 4pm	
Week four				
Employment support drop-in (no need to book)	Phoenix Heights	Mon 25 June	10am – 2pm	
Business administration (accredited, 5 days)	We are currently setting up classes. Contact the team on 020 8821 5161 or email employment@onehousing.co.uk to register your interest.			
Microsoft Word and professional communication NEW!	Arlington	Tues 26 June	10am – 4pm	
Boost your confidence, happiness and well-being NEW!	Arlington	Wed 27 June	10am – 4pm	
Cover letter and CV writing workshop drop-in (no need to book)	SWS	Thurs 28 June	10am – 2pm	
Introduction to financial investments NEW!	Arlington	Thurs 29 June	10am – 4pm	
Yoga and breathing techniques for increased well-being	Phoenix Heights	Fri 29 June	10am – 2pm	
Leather wallet making workshop NEW!	Arlington	Fri 29 June	2pm – 4pm	
DIY: basic home maintenance	Arlington	Sat 30 June	10am – 1pm	
British Institute of Cleaning Science (BICs) accreditation (2 days, twice a month)	Arlington	We run regular training each month on BICs, contact us at training@onehousing.co.uk or phone 020 7428 4275 .		

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

Is the venue difficult for you to get to or do you live outside of London?
Contact the team and we will try to arrange training in your local area:
training@onehousing.co.uk or phone **020 7428 4275**.

Course request form



Your details (enter in BLOCK CAPITALS please)

Title (circle)	Mr / Mrs / Miss / Ms / Other	
Full name		
Address		
Borough of residence		
Telephone number		
Mobile number		
Email		
Are you a One Housing resident?	Yes	No
Are you a housing care and support customer?	Yes Scheme name:	No
Please let us know of any mobility or disability requirements?		

Returning this form **does not guarantee you a place on the course**. We will let you know once a place has been allocated to you. If you don't get a place, we will keep you on a waiting list for future courses.

Occasionally we may need to change the date or postpone a course; should this happen we will let you know as soon as possible and re-book you on a suitable course at a later date.

You can return the form to us:

- By scanning and emailing it to **training@onehousing.co.uk** or
- In person at the Employment & Training office, 220 Arlington Road, Camden NW1 7HE.

Alternatively, you can book training by:

- Speaking to your employment coach
- Calling the team on **020 7428 4327** or **020 7428 4275**.
- Visiting our website.

Please note, you don't need to book to attend our drop-in courses, just turn up on the day.

Future training request

If there is training you want to go on that is not listed in this pack, let us know the topic you're interested in, your preferred location and time below so we can look into providing this on your next programme.

Course topic	Location	Time