

TRAINING PROGRAMME

July–September 2018

Dear learners, welcome to our summer training programme. We have a wide range of courses available from July - September 2018. Whether you're looking to learn a new skill or meet like minded people, we're sure you will find something of interest and remember all courses are **free** to anyone who works for One Housing or lives in one of our properties.

How to register

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

- calling **020 7428 4327**
- emailing **training@onehousing.co.uk**
- visiting any of our locations.

Course key

A key to understanding the themes of training we provide:

- **Business, leadership and management**
- **Accredited and specialist skills**
- **Art and design**
- **Health and well-being**

Case study



Charlotte's story:

Charlotte is a resident who lives in Tower Hamlets. Before becoming a mother, she was interested in marketing and managing events. After a long a time out of education, she was anxious to return to classroom based learning. Charlotte's mother recommended the Employment & Training team to her and encouraged her to attend the yoga and mindfulness course. After attending the session, she developed the confidence to book onto one of our events management courses. Six months later Charlotte is now studying for an events management diploma and is on her way to achieving her dream job.

"The training team made me feel welcome and were very helpful from day one. Without them, I wouldn't have found the confidence to get back into education. I feel very positive about the future and couldn't have done any of this without One Housing!"

Want to volunteer with us?

Are you interested in volunteering as a way to get new skills, work experience or giving back to the community? The Volunteering & Partnership team offer a tailored volunteer service to help you find the right opportunities. If you are interested or want more information, please contact the volunteering team on **volunteers@onehousing.co.uk** or **0208 821 5164** or **0207 428 4120**.

Week one				
Course	Location	Date	Time	
ICT skills for Microsoft Office (Word, PowerPoint, Excel)	Arlington	Tuesday 3 July	10am - 4pm	●
Learn how to use your smart device (phone and tablet)	Arlington	Wednesday 4 July	10am - 4pm	●
Yoga and mindfulness	Phoenix Heights	Wednesday 4 July	10am - 2pm	●
Unlock your potential	Arlington	Thursday 5 July	10am - 4pm	●
Health & safety level 2 (accredited)	SWS	Thursday 5 July	10am - 4pm	●
Photography (two day theory and practice)	Arlington	Thursday 5 and Friday 6 July	10am - 4pm	●
Safeguarding (adults and children)	Arlington	Friday 6 July	10am - 4pm	●
Introduction to cake baking (start your own business)	Arlington	Saturday 7 July	10am - 4pm	●
Week two				
Course title	Location	Date	Time	
DIY: home maintenance	Arlington	Tuesday 10 July	10am - 4pm	●
Improve your negotiation skills	Arlington	Tuesday 10 July	10am - 4pm	●
Build your commercial awareness	Arlington	Wednesday 11 July	10am - 4pm	●
Introduction to counselling	Arlington	Wednesday 11 July	10am - 4pm	●
Giving presentations and speeches	SWS	Thursday 12 July	10am - 4pm	●
Relaxation strategies	Arlington	Thursday 12 July	10am - 2pm	●
Unlock your inner potential	Arlington	Friday 13 July	10am - 4pm	●
Introduction to martial arts/self defence	Arlington	Saturday 14 July	10am - 4pm	●

Week three				
Course	Location	Date	Time	
Knitting and sewing	Arlington	Tuesday 17 July	10am - 4pm	●
How to be successful in interviews	Phoenix Heights	Tuesday 17 July	10am - 4pm	●
Leadership and management	SWS	Wednesday 18 July	10am - 4pm	●
Learn how to write poetry	Arlington	Thursday 19 July	10am - 4pm	●
Introduction to human resources	Arlington	Thursday 19 July	10am - 4pm	●
Experience painting	Arlington	Friday 20 July	10am - 4pm	●
Emergency first aid (accredited)	SWS	Saturday 21 July	10am - 4pm	●
Week four				
Course	Location	Date	Time	
Business start up (start your own business)	Arlington	Tuesday 24 July	10am - 4pm	●
ICT skills for Excel (beginner)	Arlington	Wednesday 25 July	10am - 4pm	●
Massage and aromatherapy	Arlington	Wednesday 25 July	10am - 4pm	●
Is self-employment for me?	Arlington	Wednesday 25 July	10am - 4pm	●
ICT skills for Excel (intermediate)	Arlington	Thursday 26 July	10am - 4pm	●
Breaking free from negative patterns of behaviour	Phoenix Heights	Thursday 26 July	10am - 4pm	●
Chocolate making	Arlington	Friday 27 July	10am - 4pm	●
T-shirt making	Arlington	Saturday 28 July	10am - 4pm	●
Week five				
Course	Location	Date	Time	
Food safety level 2 (accredited)	Phoenix Heights	Tuesday 31 July	10am - 4pm	●

August 2018

1/3

Week one				
Course	Location	Date	Time	
Mental health and ethnicity	Arlington	Wednesday 1 August	10am - 4pm	●
Introduction to bookkeeping	SWS	Wednesday 1 August	10am - 4pm	●
Instagram for business and brands	Arlington	Thursday 2 August	10am - 4pm	●
Get your message across clearly and concisely	SWS	Thursday 2 August	10am - 4pm	●
Learn how to code and create with computers	Arlington	Friday 3 August	10am - 4pm	●
Creative writing — four-week master class	Arlington	Friday 3, 10, 17, 24 August	10am - 4pm	●
Barista training and coffee art	Arlington	Saturday 4 August	10am - 1pm	●
Week two				
Course	Location	Date	Time	
A guide to Housing Benefit and Universal Credit	Phoenix Heights	Tuesday 7 August	2pm - 4pm	●
Problem solving techniques	SWS	Tuesday 7 August	10am - 4pm	●
Stay safe online	Arlington	Wednesday 8 August	10am - 4pm	●
Paediatric first aid (accredited)	Arlington	Wednesday 8 August	10am - 4pm	●
Effective networking	SWS	Thursday 9 August	10am - 4pm	●
Meditation and mindfulness	Arlington	Thursday 9 August	2pm - 4pm	●
Understanding and working with different personality types	Arlington	Friday 10 August	10am - 4pm	●
Experience: fashion design	Arlington	Friday 10 August	10am - 4pm	●
Learn about your employment rights	Phoenix Heights	Saturday 11 August	2pm - 4pm	●

Week three				
Course	Location	Date	Time	
Child minding (one week) accredited	Phoenix Heights	Tuesday 14 August	10am - 4pm	●
Law of attraction (improve your life and achieve your goals)	SWS	Wednesday 15 August	10am - 1pm	●
Henna design on candles	Arlington	Wednesday 15 August	2pm - 4pm	●
Build your LinkedIn profile	Arlington	Thursday 16 August	10am - 4pm	●
Customer service level 2 (accredited)	Arlington	Thursday 16 August	10am - 4pm	●
Getting the best deals online and on the high street	Arlington	Friday 17 August	10am - 4pm	●
Indoor gardening workshop	Arlington	Friday 17 August	10am - 4pm	●
Barista training and coffee art	Arlington	Saturday 18 August	10am - 1pm	●
Week four				
Course	Location	Date	Time	
ICT skills for Microsoft Office (Word, Powerpoint, Excel)	Arlington	Tuesday 21 August	10am - 4pm	●
Negotiation skills	SWS	Tuesday 21 August	10am - 2pm	●
Website design and wordpress	Arlington	Wednesday 22 August	10am - 4pm	●
Yoga and mindfulness	Phoenix Heights	Thursday 23 August	2pm - 4pm	●
Setting effective life goals	Arlington	Thursday 23 August	10am - 1pm	●
Maximising energy through food and exercise	Arlington	Friday 24 August	10am - 4pm	●
Health & safety level 2 (accredited)	Arlington	Saturday 25 August	10am - 4pm	●

Week five				
Course	Location	Date	Time	
Introduction to cognitive behavioural therapy	Arlington	Tuesday 28 August	10am - 4pm	●
Time management	SWS	Tuesday 28 August	10am - 4pm	●
Taking control of your career	Phoenix Heights	Tuesday 28 August	10am - 4pm	●
Event planning and management	Arlington	Wednesday 29 August	10am - 4pm	●
How to get the job you want	Arlington	Wednesday 29 August	5pm - 6pm	●
How to inspire people	SWS	Wednesday 29 August	10am - 4pm	●
Alcohol and drug awareness	Arlington	Thursday 30 August	10am - 4pm	●
Breathing techniques to help manage stress	Phoenix Heights	Thursday 30 August	10am - 4pm	●
Emergency first aid (accredited)	Arlington	Friday 31 August	10am - 4pm	●

“Thank you so much for the support you have given me and the patience shown while attending sessions. The trainer was brilliant and I look forward to attending more training.”

— Camden resident

“Excellent training and course. I’ve learnt so much that I can put into practice. I now have more confidence in this field to put myself forward for new roles.”

— Isle of Dogs resident

Remember, our courses are led by you, so if you have any suggestions for future courses please let us know.

September 2018

1/2

Week one				
Course	Location	Date	Time	
Understanding emotional intelligence	Arlington	Tuesday 4 September	10am - 4pm	●
Being a vegan: nutrition and diet	Phoenix Heights	Tuesday 4 September	2pm - 4pm	●
Developing an entrepreneurial mind set	Arlington	Wednesday 5 September	10am - 4pm	●
Project management	SWS	Wednesday 5 September	10am - 4pm	●
Bridal and advance make up workshop	Arlington	Thursday 6 September	10am - 4pm	●
Report writing and effective communication	SWS	Thursday 6 September	10am - 4pm	●
Women empowerment	Arlington	Friday 7 September	2pm - 4pm	●
Tenancy management	Arlington	Saturday 8 September	10am - 4pm	●
Week two				
Course	Location	Date	Time	
Yoga and mindfulness	Arlington	Tuesday 11 September	2pm - 4pm	●
How to budget and improve personal finances	Arlington	Tuesday 11 September	10am - 4pm	●
Control of substances hazardous to health (accredited)	Phoenix Heights	Wednesday 12 September	10am - 4pm	●
Bread making	Arlington	Wednesday 12 September	10am - 1pm	●
Boost your confidence!	Arlington	Thursday 13 September	10am - 1pm	●
DIY: home maintenance	Arlington	Thursday 13 September	10am - 4pm	●
Developing strategic thinking	SWS	Friday 14 September	10am - 4pm	●
Cupcake decoration	Arlington	Saturday 15 September	10am - 4pm	●

Week three				
Course	Location	Date	Time	
Health & safety level 2 (accredited)	Phoenix Heights	Tuesday 18 September	10am - 4pm	●
Build your resilience	Arlington	Tuesday 18 September	10am - 4pm	●
ICT skills for Microsoft Office (Word, PowerPoint, Excel)	Arlington	Wednesday 19 September	10am - 4pm	●
Marketing your business	Arlington	Wednesday 19 September	10am - 4pm	●
How to get noticed in the workplace (career development)	SWS	Thursday 20 September	10am - 4pm	●
Breaking free from negative patterns of behaviour	Arlington	Thursday 20 September	10am - 4pm	●
Breaking through the glass ceiling	Arlington	Friday 21 September	10am - 4pm	●
Shoemaking workshop	Arlington	Saturday 22 September	10am - 4pm	●
Week four				
Course	Location	Date	Time	
Breathing techniques to help manage stress	Phoenix Heights	Tuesday 25 September	10am - 1pm	●
Every interview question answered	Arlington	Tuesday 25 September	10am - 1pm	●
Mental health first aid	Arlington	Wednesday 26 September	10am - 4pm	●
Leadership and management	Arlington	Wednesday 26 September	10am - 4pm	●
Fashion and textiles workshop	Arlington	Thursday 27 September	10am - 4pm	●
Developing positive relationships	SWS	Thursday 27 September	2pm - 4pm	●
Giving presentations and speeches	Arlington	Friday 28 September	10am - 4pm	●
Emergency first aid (accredited)	Phoenix Heights	Friday 28 September	10am - 4pm	●
Barista training and coffee art	Arlington	Saturday 29 September	10am - 1pm	●

Bite-size training

If you don't have time to attend a full session, then bite-size training could be for you. These sessions aim to cover the fundamentals of the subject area and will usually be around 60-90 minutes.

Course	Location	Date	Time
Staying calm under pressure	Arlington	Thursday 5 July	4pm - 5pm
Improve your negotiation skills	Arlington	Tuesday 10 July	4pm - 5pm
Giving presentations and speeches	SWS	Thursday 12 July	9am - 10am
Unlock your inner potential	Arlington	Friday 13 July	4pm - 5pm
Equality and diversity	SWS	Wednesday 18 July	4pm - 5pm
Delivering effective meetings	SWS	Thursday 2 August	4pm - 5pm
Problem solving techniques	SWS	Tuesday 7 August	4pm - 5pm
Networking	SWS	Wednesday 15 August	4pm - 5pm
Managing conflict	Arlington	Thursday 16 August	9am - 10am
Negotiation skills	SWS	Tuesday 21 August	4pm - 5pm
Setting effective life goals	Arlington	Thursday 23 August	4pm - 5pm
Managing difficult conversations	SWS	Wednesday 29 August	4pm - 5pm
Time management	Arlington	Wednesday 29 August	4pm - 5pm
Understanding emotional intelligence	Arlington	Tuesday 4 September	4pm - 5pm
Developing strategic thinking	SWS	Friday 14 September	4pm - 5pm
How to get noticed in the workplace (career development)	SWS	Thursday 20 September	4pm - 5pm
Breaking through the glass ceiling	Arlington	Friday 21 September	4pm - 5pm
How to give professional feedback	Arlington	Wednesday 26 September	4pm - 5pm
Managing personality types within teams	SWS	Thursday 27 September	9am - 10am
Managing change	Arlington	Friday 28 September	4pm - 5pm

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 of London?

If you live outside of 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

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