

# Kirklees Adult & Community Learning

Digital Courses	Personal Learning for Life & Work		Family Learning	Volunteering
	<i>Building confidence and developing a positive mind-set for life and the workplace</i>	<i>Cooking and Lifestyle choices</i>		
<ul style="list-style-type: none"> <li>• <b>Learn all the basics of Zoom:</b> how to use Zoom to access online learning and its features.</li> <li>• <b>Intro to IT:</b> learn all the basics to improve your IT knowledge from mouse control to saving documents and more.</li> <li>• <b>Digital Citizens:</b> learn how to use digital applications, understand more about the digital world, from banking, shopping, communicating and social media. You will gain confidence and know how to stay safe within a digital world.</li> <li>• <b>Get to grips with Apps/Online Safety:</b> learn how to access apps and websites for My Kirklees, online census, etc) using smart phones, tablets, or laptops.</li> <li>• <b>Office Skills:</b> learn more about everyday administrative tasks that are key to the successful function of working in an office environment.</li> <li>• <b>IT Buddies:</b> find out how to use your IT skills to help your peers and can be used for volunteering.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>STEPS:</b> STEPS is a confidence building course that encourages you to set goals. You will improve your self-esteem and find ways to think differently about life and work.</li> <li>• <b>Stress and Anxiety:</b> this course will help you to develop coping strategies to reduce stress and anxiety for yourself and your family.</li> <li>• <b>Confidence and Assertiveness:</b> this course identifies different personality types and behaviours and helps to develop communication skills and the confidence to say no.</li> <li>• <b>The LAB Project:</b> improve your confidence and employability skills. The LAB Project combines team working, confidence building and communication skills.</li> <li>• <b>Progress Yourself:</b> this helps to look at your long-term goals and how to achieve them through further courses or employment opportunities.</li> <li>• <b>LAB Wellbeing:</b> practical steps to improve wellbeing. Based on the five ways to wellbeing: Connect, Be Active, Take Notice, Keep Learning and Give. This course will help participants take the first steps to a more positive future.</li> <li>• <b>Mind, Body &amp; Soul:</b> learn strategies on how to manage your stress and support your wellbeing, develop inner strength and resilience.</li> <li>• <b>Bounce Back - Your SAS Action Plan:</b> this course looks at barriers that may be stopping you progressing into employment, it develops employability skills and also health and wellbeing strategies.</li> <li>• <b>Help Staying Safe - Awareness of safety and self-protection for women:</b> Knowing about awareness, prevention, risk reduction and risk avoidance. Explore issues such as finding your voice and understanding The Victims Code (rights for victims of crime).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Come Dine with Us:</b> you will study the basics of healthy eating, cooking and nutrition.</li> <li>• <b>£1 meals:</b> learn about meals that can be cooked on a tight budget.</li> <li>• <b>Bread and Budget:</b> learn how to make bread and how to manage on a budget.</li> <li>• <b>Food Hygiene:</b> learn about the requirements within the food industry as well as embedding nutrition for healthy living. Learners will complete Level 1 or Level 2 food hygiene certificates.</li> <li>• <b>Hero Helpers:</b> improve your confidence and investigate the possibilities of helping in your community or wider volunteering.</li> <li>• <b>Fit for Life:</b> looking into the benefits of health and wellbeing for those new to exercise.</li> <li>• <b>Coping through Covid:</b> learn how to improve your resilience through this global pandemic and learn strategies on how to best manage your mental health.</li> <li>• <b>What's recycling all about:</b> this is aimed at speakers of other languages and discusses recycling and upcycling skills.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Handling Children's Behaviour:</b> what do we class as challenging behaviour? How can we diffuse situations? Things I can do to make my family life easier and more manageable.</li> <li>• <b>Child &amp; Adolescent Mental Health:</b> what is mental health compared to mental illness. What can cause mental health problems? Your role and looking after you. What can we do to help us to help others?</li> <li>• <b>Mental Health First Aid:</b> ways to spot signs and symptoms within the family/friendship unit and develop knowledge of where to access support.</li> <li>• <b>Understanding First Aid:</b> learn what to do in an emergency and help to protect the family and how to administer first aid.</li> <li>• <b>Engaging with your Child to bring books alive:</b> want to get the most out of reading time with your child. This course will help to bridge gaps and give you more confidence.</li> <li>• <b>Focussing on Phonics:</b> an introduction to Phonics, how they work and help your child to read.</li> <li>• <b>Maths Mates:</b> understanding Key Stage 2 Maths, understanding strategies and techniques to help in children in their math development.</li> <li>• <b>Your maths, their maths, our maths:</b> helping families boost their confidence about maths. Understanding modern methods to help your child at home</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mentoring for Health &amp; Wellbeing:</b> training to be a volunteer mentor supporting those who are vulnerable.</li> <li>• <b>LAB Volunteering:</b> practical steps in training to become a volunteer, develop transferable skills for volunteering and employment.</li> <li>• <b>Reading Friends:</b> this course supports struggling readers in primary or secondary schools. You will be given strategies and techniques to encourage and develop reading skills.</li> <li>• <b>Reading Friends refresher:</b> if you have previously been a reading friend, this is a refresher course to recap strategies and techniques and a new module on the impact of Covid19 on the reading age of children and their language &amp; speech development.</li> <li>• <b>IT Buddies:</b> find out how to use your IT skills to help your peers in the community improve their digital skills. Understand the role of a volunteer and how to be safe.</li> <li>• <b>Helping in Schools / Helping in Schools SEND:</b> learn how to be an effective and inspiring as a volunteer in schools including considerations for Special Educational Need Development children.</li> <li>• <b>Community Interpreters Level 1 &amp; 2:</b> accredited course which helps you prepare for working or volunteering as a community interpreter.</li> </ul>

If you require more detailed information in relation to any of the courses above, please email: [adult.learning@kirklees.gov.uk](mailto:adult.learning@kirklees.gov.uk) you will then be contacted by a member of staff from our delivery partners who run the specific course. Our partners are:

Crosland Moor Community Learning Centre, Fusion Housing, Kirklees Success Centre, Proper Job Theatre Co, S&H Training & Development, Head Start Health and The Workers' Educational Association (WEA).