



The partnership of first choice towards employment

## **Surrey@Work Courses Autumn / Winter 2009**

**Wednesday 30<sup>th</sup> September 2009**  
**White Lodge - Chertsey, Full Day**

### **"Selling yourself first"**

Before selling a service, an idea or a product you have to gain the trust and confidence of those to whom you are selling. The same can be said when meeting a potential employer who you are trying to get to offer an employment opportunity for your client. You will need to establish a rapport, build credibility and perhaps most important is to be liked and respected. Building a positive relationship will help to take down any defensive barriers that may exist and make the employer more receptive and open minded. The course covers various essential elements on how to sell yourself that will increase your chances of opening the door of employment for your client. Course elements will include: Trust, Confidence, Rapport, Credibility and Likeability.

**Thursday / Friday 1<sup>st</sup> - 2<sup>nd</sup> October 09**  
**White Lodge Chertsey, 2 Full Days**

### **"Mental Health Awareness"**

This two day course aims to promote confidence knowledge and skills for those working with people who experience distress and mental health problems.

A range of effective helping approaches will be discussed to raise awareness of values and attitudes that can help promote well being and aid recovery.

The facilitators have extensive professional backgrounds in Social Work, Occupational Therapy, Mental Health Nursing and professional education.

Thursday 8<sup>th</sup> October 2009  
White Lodge - Chertsey  
Full Day

### "Project Design for Funding Proposals"

**Aims of course:**

To gain an understanding of the components of project design for the purpose of developing applications for funding.

To understand the process of project implementation and its relation to project design.

To provide delegates with a brief overview of the current funding market.

**Course methodology:**

The course will be 'hands-on'. Participants will be divided into groups and each group will be asked to develop a simple project idea that can be worked up over the course into a basic project design. Each stage of the design process will be explained and groups given the opportunity to practice the lessons learned.

You will need to bring a laptop

Thursday 29<sup>th</sup> October 2009  
White Lodge - Chertsey  
Full Day

### "Supported Employment - 'Introduction to Job Coaching'"

**Job coaching:**

This course will equip you with key skills that enable you to complete a thorough vocational profile, match individuals to jobs, analyse jobs to ensure the match is right and to develop training plans, and will give an overview of job coaching techniques that will be of particular use in supporting people with learning disabilities.

Wednesday 11<sup>th</sup> November 2009 White Lodge - Chertsey Full Day

**"10 Minute CBT":**  
**Introductory Workshop for Condition Management**  
**and Rehabilitation**

This workshop is aimed at Allied Health professionals including Occupational Therapists, Physiotherapists, Speech and Language Therapists, Practice Nurses, Care Managers, Teachers and other professionals working in the field of physical disability, mental health, education, condition management, rehabilitation and pathways to work.

It is widely recognised that psychological issues have a major impact on recovery from physical illness. There is growing evidence for the effectiveness of cognitive-behavioural therapy (CBT) for with a variety of physical as well as mental health issues.

This workshop will introduce busy health professionals to a simple, effective method of applying CBT as a brief intervention within their routine, day-to-day working patterns. It can be used with clients who are difficult to motivate or who have both emotional and physical difficulties, including depression, anxiety and low self-esteem. The workshop will cover:

- Cognitive-Behavioural model applied to physical and mental health issues
- Effective strategies for building self esteem and managing anxiety and depressive symptoms in patients with physical illness
- Enhancing motivation and goal setting
- Encouraging positive behaviour change
- Empowering the client to take responsibility for their own health and develop increased independence and enjoyment
- Managing unpleasant and distressing symptoms such as pain, communication difficulties and restricted movement
- Managing expectations and clients who appear "difficult".

Thursday 26<sup>th</sup> November 2009  
White Lodge - Chertsey  
Full Day

**"Supported Employment - A Recruitment Solution"**

Supported employment-a recruitment solution for employers: this course is aimed at developing a compelling business and moral case to convince employers to recruit disabled people into their workforce and buy into supported employment as a recruitment solution.

2<sup>nd</sup> December 2009  
White Lodge - Chertsey.  
Full Day

**"Aspergers Syndrome and Employment"**

This one day course is designed to offer delegates wishing to know more about this complex condition with a focus on employment. The day will include an in depth look tat the characteristics of the condition, implications and barriers for the individual in retaining employment and strategies and approaches for working with and supporting those with AS. The course is co-presented by an adult with AS.

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