



The partnership of first choice towards employment

surrey@work is a training and consultancy service provided by Surrey Supported Employment

Surrey@Work Courses Spring / Summer 2010

Tuesday 11th May 2010

White Lodge Chertsey. 1 Full Day

"Plan, Deliver Back to Work Training"

This course will involve participation and practical exercises that will help delegates plan and deliver Back to Work Training Courses for a range of client groups.

The course will;

- Explore how to set realistic aims and objectives.
- Look at content and structure of course and teaching materials.
- Provide an introduction to group dynamics and training styles.
- Look at how to work with challenging students.
- Introduce learning styles and how to identify and integrate them into training.
- Explore the importance of feedback.

Jane has been running ESRA's Moving On Course for 8 years and is an experienced trainer and counsellor.

Tuesday 18th May

White Lodge, Chertsey. 1 Full Day

Introduction into Supported Employment

The course will provide an introduction to the history, philosophy and values of supported employment.

The course will also give delegates the opportunity to learn about and discuss the supported employment process which includes vocational profiling, job search and job coaching

Thursday 20th May

White Lodge, Chertsey. 1 Full Day

"Employment Law"

The ever changing area of employment law impacts directly or indirectly on all Employment Support work, particularly when problems arise with possible discrimination against a client, or their work performance or conduct attracts unwanted scrutiny.

This solicitor-led seminar will provide an up-to-date overview of the legal issues that can impact on clients and employers alike, including practical examples that highlight the expected impact of the Equality Bill in October 2010."

Tuesday 25th May 2010

White Lodge - Chertsey. Full Day

"Aspergers Syndrome and Employment"

This one day course will provide an in-depth look at Asperger syndrome and its impact on employment for individuals with this condition. Discussing the type of work more suited to those with Asperger Syndrome, the issues faced in finding and retaining work and also strategies and approaches for supporting individuals in the workplace. Delivered by Sarah Hendrickx, author of *Asperger Syndrome and Employment - What People with Asperger Syndrome Really Really Want* and co-presented by Matt Tinsley, an adult with Asperger Syndrome

Monday 1st June -Thursday 4th June inclusive.

Runnymede Centre, Addlestone. 3.5days

"Training in Systematic Instruction"

The facilitators Alan Morgan & Dr Mark Kilsby have been working together for over 16 years.

The course will begin by looking at the philosophy and value base of supported employment. Over the five days delegates will learn about the many elements required when supporting a person with learning disabilities in the workplace. Topics will include

- How information is presented
- Information required to do any given job
- Creating a working relationship
- Task analysis
- Task training - this will include practical sessions with people who have a learning disability.
- How to structure training in the workplace
- Integration in the workplace
- Case studies

Group discussion and exercises

Thursday /Friday 3rd + 4th June 2010

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.

Wednesday 9th June 2010

White Lodge - Chertsey. 1 Full Day

"Neuro Diversity & Employment"

This day provides an introduction to the Neuro-diversity Spectrum, a range of conditions all of which share common characteristics, including: information processing, memory, social difficulties and attention issues. It is increasingly recognised that individuals with one of these conditions are very likely to have over-lapping features of other conditions. Therefore, support strategies need to take this into account.

Conditions discussed during the day include:

- Asperger Syndrome.
- Dyslexia.
- ADHD.
- Dyspraxia.
- Tourette Syndrome.
- Anxiety Disorders (including Obsessive Compulsive Disorder).

The course aims are to provide a basic understanding of these conditions, their main characteristics, co-morbidity (over-lap) between each one and indicators for identifying adults who may not have been diagnosed.

The objective is that participants will have an increased understanding of the likely behaviours and needs of these individuals with some basic strategies for supporting those affected by neuro-diversity in finding and retaining employment.

Thursday 10th June 2010

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"

Wednesday / Thursday 16th & 17th June

White Lodge, Chertsey. 2 Full Days

Mental Health First Aid

Mental Health First Aid (MHFA England) Training - www.mhfaengland.org.uk - is an internationally recognised RSPH (Royal Society of Public Health) accredited training programme. It is designed to be appropriate for anyone - community workers, support workers, line managers, HR staff, Senior Managers, volunteers or anyone who may have an interest.

The aims of MHFA are:

to preserve life where a person may be a danger to themselves or others

to provide help to prevent the mental health problems developing into a more serious state

- to promote the recovery of good mental health
- to provide comfort to a person experiencing a mental health problem

MHFA does not teach people to be therapists. However, it does teach people how to recognise the symptoms of mental health problems, how to provide initial help and how to guide a person towards appropriate professional help. Jane is an accredited MHFA Instructor.

Tuesday 22nd June 2010

White Lodge - Chertsey. Full Day

"Project Design for Funding Proposals"

Aims of course:

1. To gain an understanding of the components of project design for the purpose of developing applications for funding.
2. To understand the process of project implementation and its relation to project design.
3. 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

Wednesday 24th June 2010

White Lodge - Chertsey.Full Day

"Supported Employment - 'Introduction to 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.

Surrey Supported Employment is a company limited by guarantee, registered in England,
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