



Surrey@Work Courses

Spring / Summer 2010

The partnership of first choice towards employment...

Tuesday 11 May 2010

Plan, Deliver Back to Work Training

Tuesday 18 May 2010

Introduction into Supported Employment

Thursday 20 May 2010

Employment Law

Tuesday 25 May 2010

Aspergers Syndrome and Employment

Tuesday 1 June – Friday 4 June 2010

Training in Systematic Instruction

Thursday 3 June and Friday 4 June 2010

Mental Health Awareness

Wednesday 9 June 2010

Neuro Diversity and Employment

Thursday 10 June 2010

10 Minute CBT

Wednesday 16 June and Thursday 17 June 2010

Mental Health First Aid

Tuesday 22 June 2010

Project Design for Funding Proposals

Wednesday 24 June 2010

Supported Employment: Introduction to Job Coaching

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

Tuesday 11 May 2010

Plan, Deliver Back to Work Training

White Lodge Centre, Chertsey 1 full day

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 eight years and is an experienced trainer and counsellor.

Tuesday 18 May 2010

Introduction into Supported Employment

White Lodge Centre, Chertsey 1 full day

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 20 May 2010

Employment Law

White Lodge Centre, Chertsey 1 full day

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.

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Tuesday 25 May 2010

Aspergers Syndrome and Employment

White Lodge Centre, Chertsey 1 full day

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.

Tuesday 1 June – Friday 4 June 2010

Training in Systematic Instruction

Runnymede Centre, Addlestone 3.5 days

The facilitators on this course, Alan Morgan and 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 – including 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.

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Thursday 3 June and Friday 4 June 2010

Mental Health Awareness

White Lodge Centre, Chertsey 2 full days

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 9 June 2010

Neuro Diversity and Employment

White Lodge Centre, Chertsey 1 full day

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.

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Thursday 10 June 2010

10 Minute CBT

White Lodge Centre, Chertsey 1 full day

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 16 June and Thursday 17 June 2010

Mental Health First Aid

White Lodge Centre, Chertsey 2 full days

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 22 June 2010

Project Design for Funding Proposals

White Lodge Centre, Chertsey 1 full day

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.

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Wednesday 24 June 2010

Supported Employment: Introduction to Job Coaching

White Lodge Centre, Chertsey 1 full day

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, number 4691567
Registered Office: White Lodge Centre, Holloway Hill, Chertsey, Surrey, KT16 0AE

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Application Form

Please copy this form and use one for each participant.

I wish to attend the following courses (please tick as required):

Course	Member	Non-Member	✓	Closing Date
Plan, Deliver Back to Work Plan 11 May 2010 – Full Day	£79.00	£87.00	<input type="checkbox"/>	07/04/2010
Introduction to Supported Employment 18 May 2010 – Full day	£79.00	£87.00	<input type="checkbox"/>	14/04/2010
Employment Law 20 May 2010 – Full day	£130.00	£143.00	<input type="checkbox"/>	16/04/2010
Aspergers Syndrome and Employment 25 May 2010 – Full day	£92.00	£101.00	<input type="checkbox"/>	21/04/2010
Training in Systematic Instruction 1-4 June – 3.5 days	£436.00	£480.00	<input type="checkbox"/>	27/04/2010
Mental Health Awareness 3 and 4 June 2010 – 2 days	£162.00	£178.00	<input type="checkbox"/>	28/04/2010
Neuro Diversity and Employment 9 June 2010 – Full day	£92.00	£101.00	<input type="checkbox"/>	04/05/2010
10 minute CBT 10 June 2010 – Full day	£152.00	£167.00	<input type="checkbox"/>	05/05/2010
Mental Health First Aid 16 and 17 June 2010 – 2 days	£146.00	£161.00	<input type="checkbox"/>	11/05/2010
Project Design for Funding Proposals 22 June 2010 – Full day	£129.00	£142.00	<input type="checkbox"/>	10/05/2010
Job Coaching 24 June 2010 – Full day	£76.00	£84.00	<input type="checkbox"/>	13/05/2010

Telephone the SSE information line on **0845 650 2638** if you wish to apply for a course after the closing date as places may still be available.

Name:

Address:

Telephone: Email:

Mobile:

Organisation: Role:

Dietary requirements:

Cheques should be payable to "Surrey Supported Employment" and sent with the completed application form and remittance to: Surrey Supported Employment, White Lodge, Holloway Hill, Chertsey, Surrey KT16 0AE

Email to: carol@surreyemploy.org.uk

Do you require an invoice? **YES / NO** (delete as required)

Invoice address if different to above:

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TERMS: CANCELLATION MUST BE GIVEN IN WRITING. IF A CANCELLATION IS RECEIVED AFTER THE COURSE CLOSING DATE THE FULL COURSE FEE MUST BE PAID. SUBSTITUTE PARTICIPANTS WILL BE ACCEPTED.