

Staff Training

Children's Centre Specialists



Community Involvement

Accredited by the Open College Network 

Aim

To explore ideas and techniques to engage with the community and enhance involvement.

Course Content

Assessing the level of involvement
Potential barriers to involvement
Creating an environment to encourage involvement
Methods of engagement
Maintaining involvement
Devising a plan to enhance involvement.

Duration One day followed by another half day.

Cost

Individuals
£225 + VAT per person
Please contact us for dates.

In-house training

£995 + travelling costs + VAT for up to 12 people.

Effective Funding Applications

Aim

To increase the likelihood of successful funding applications.

Course Content

Initial funding research
A realistic approach
Types of funding
Submitting a budget
Getting the process right
Essential components of a good application
Practice writing a funding application.

Duration One day

Cost

Individuals
£175 + VAT per person
Please contact us for dates.

In-house training

£695 + travelling costs + VAT for up to 15 people.

Representing a Community

Accredited by the Open College Network 

Aim

To enhance the skills required for effective representation.

Course Content

The role and function of the community representative
Skills required for representation
The environment in which we are making representation
Techniques for effective representation
Developing an action plan to enhance the role of the representative

Duration One day followed by another half day.

Cost

Individuals
£225 + VAT per person
Please contact us for dates.

In-house training

£995 + travelling costs + VAT for up to 12 people.

Engaging with Teenage Parents

Aim

To consider the challenges faced by teenage parents and ways in which we can effectively engage with them.

Course Content

The facts about teenage parents
Understanding the needs of teenage parents
Clarifying the potential barriers
Methods of engaging
Retaining involvement
Devising a plan to enhance future involvement.

Duration One day

Cost

Individuals
£175 + VAT per person
Please contact us for dates.

In-house training

£695 + travelling costs + VAT for up to 15 people.

Counselling Skills in the Workplace

Aim

To provide an introduction to counselling skills for individuals to use in the workplace.

Course Content

Understanding counselling skills
The use of counselling skills
Identify and demonstrate 'active listening' skills
Reflect on the ways to help individuals 'move on'
Using counselling skills in the workplace.

Duration One day

Cost

Individuals
£175 + VAT per person
Please contact us for dates.

In-house training

£695 + travelling costs + VAT for up to 15 people.

Train the Trainer

Aim

To summarise the basic skills required to design and deliver effective training sessions in the workplace.

Course Content

Planning and designing training
Recognising different learning styles
Considering various training methods
Presentation skills
Dealing with conflict and problems
Practical ideas and examples

Duration One day

Cost

Individuals
£175 + VAT per person
Please contact us for dates.

In-house training

£695 + travelling costs + VAT for up to 15 people.

Assertiveness in the Workplace

Aim

To clarify assertiveness techniques and provide strategies to become more assertive.

Course Content

Understanding assertiveness
Assertive, aggressive and passive behaviour
Enhancing assertive behaviour
Saying 'no'
Ways to overcome conflict and disagreements
Using assertiveness moving forward

Duration One day

Cost

Individuals
£175 + VAT per person
Please contact us for dates.

In-house training

£695 + travelling costs + VAT for up to 15 people.

Managing Volunteers

Aim

To enable your organisation to plan and implement a volunteer programme.

Course Content

Planning your volunteer programme
Recruiting volunteers
Training and supervision
Retaining volunteers
Volunteer and staff relations
Action planning

Duration One day

Cost

Individuals
£175 + VAT per person
Please contact us for dates.

In-house training

£695 + travelling costs + VAT for up to 15 people.



01372 275123

info@academytraining.uk.com

The course overall was excellent. I was engaged throughout and I have gained a lot of information and useful tips that I can adopt with immediate effect.

Pauline Green Community Involvement Officer –
Sure Start Smethwick, Uplands and Londonderry

Excellent!

Sumerjit Ram, Programme Manager
–Highfields Children's Centre