

# FREE TENANT TRAINING PROGRAMME 2009-10

Name.....  
 Address.....  
 Telephone Number.....

**Please contact a Community Liaison Officer if you are interested in any of the FREE TRAINING below or you can contact the Community Liaison Team on:**

**Telephone: 01302 862292; Fax: 01302 862720**

**E-mail: [community.liaison@stlegerhomes.co.uk](mailto:community.liaison@stlegerhomes.co.uk)**

Date	Time	Course	Please tick ✓	Venues *See below
07 Apr 09	9.15 – 15.00	Spreadsheets for Beginners		CHC
09 Apr 09	9.15 – 15.00	Newsletter Writing		CHC
15 Apr 09	9.15 – 15.00	Internet Skills		CHC
21 Apr 09	9.15 – 15.00	Website Design		CHC
23 Apr 09	9.15 – 15.00	Family Finance		SAH
29 Apr 09	9.15 – 15.00	Basic ICT		CHC
06 May 09	9.15 – 15.00	Intermediate ICT		CHC
07 May 09	9.15 – 15.00	Citizenship		BC
13 May 09	9.15 – 15.00	Advanced Equal Opportunities		TRC
19 May 09	9.15 – 15.00	Fundraising Part 1		SAH
28 May 09	9.15 – 15.00	Coping with Retirement		SAH
02 Jun 09	9.15 – 15.00	Personal Finance		TRC
03 Jun 09	9.15 – 15.00	Running Effective Meetings		TRC
09 Jun 09	9.15 – 15.00	Minute Taking		TRC
10 Jun 09	9.15 – 15.00	Skills Passport		TRC
09 Jul 09	9.15 – 15.00	Fundraising Part 2		SAH
28 Jul 09	9.15 – 15.00	Local Government		TRC
18 Aug 09	9.15 – 15.00	Fundraising Part 3		CHC
25 Aug 09	9.15 – 15.00	Skills Passport		TRC

08 Sep 09	9.15 – 15.00	Fundraising Part 1		TRC
29 Sep 09	9.15 – 15.00	Child Welfare		TRC
06 Oct 09	9.15 – 15.00	Local Government		TRC
13 Oct 09	9.15 – 15.00	Citizenship		TRC
27 Oct 09	9.15 – 15.00	Fundraising Part 2		TRC
18 Nov 09	9.15 – 15.00	Confidence Building/ S Esteem		TRC
19 Nov 09	9.15 – 15.00	Website Design		CHC
1 Dec 09	9.15 – 15.00	Family Finance		TRC
9 Dec 09	9.15 – 15.00	Spreadsheets for Beginners		CHC
12 Jan 10	9.15 – 15.00	Fundraising Part 3		CHC
20 Jan 10	9.15 – 15.00	Internet Skills		CHC
10 Feb 10	9.15 – 15.00	Basic ICT		CHC
17 Feb 10	9.15 – 15.00	Newsletter Writing		CHC
17 Mar 10	9.15 – 15.00	Confidence Building /S Esteem		TRC
23 Mar 10	9.15 – 15.00	Minute Taking		TRC

**\*FMH = Friends Meeting House; CHC = Carr House Centre SAH = Salvation Army Hall; TRC = Tenants and Residents Centre; BC = Boughen Centre**

Other courses are available such as:

Making the Most of Later Life  
 Food Safety in Catering, Level 2  
 Basic Equal opportunities  
 Mystery Shopping  
 DIY Skills (Bentley Training Centre)  
 First Aid  
 Committee Skills

Basic English and Maths (AFCL)  
 Monitoring after Grants  
 Healthy Living  
 Horticulture  
 Asylum Seeker Awareness  
 Good Living/Good Housekeeping  
 Equality and Diversity Awareness

## Translation Available

1 ترجمہ موجود است

4 可提供翻譯

7 Доступен (Есть) перевод

10 可提供翻譯

13 अनुवाद उपलब्ध है

2 نیچے نامدادین کہ نوسراؤ کانی نیوہ ودرنگیرین

5 Çeviri mümkün

8 الترجمة متوفرة

11 অনুবাদের ব্যবস্থা রয়েছে।

3 Tradução Disponível

6 ترجمہ دستیاب ہے

9 Përkthimi në dispozicion

12 Traduction Disponible

Large print, Braille and audio available