



To be the partnership of first choice towards employment

surrey@work

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

Course Programme – Autumn 2008

Date	Course	Facilitator	Venue	Cost
16 th SEPTEMBER 9.30am to 4.30pm	PLAN, DESIGN & DELIVER BACK TO WORK COURSES	Jane Cattermole	Four S Development & Training Centre – Cobham	SSE Members £74 Non Members £82
23 rd September 9.30am to 4.30pm	DIVERSITY IN THE WORKPLACE	Jackie Macklin	White Lodge Resource Centre – Chertsey	SSE Members £74 Non Members £82
2 nd OCTOBER 9.30am to 4.00pm	EMPLOYMENT SUPPORT ALLOWANCE	Surrey Welfare Rights	Four S Development & Training Centre – Cobham	SSE Members £80 Non Members £88
14 th OCTOBER 9.30am to 4.30pm	ASPERGER SYNDROME & EMPLOYMENT	Hendrickx Associates	White Lodge Resource Centre Cherstey	SSE Members £80 Non Members £88
20 th OCTOBER 9.30am to 4.30pm	“BRAND YOU”	Hedley Finn	Four S Development & Training Centre – Cobham	SSE Members £90 Non Members £100
13 th NOVEMBER 9.30am to 4.30pm	INTRODUCTION TO SUPPORTED EMPLOYMENT	Karl Burgess	White Lodge Resource Centre – Chertsey	SSE Member £74 Non Members £82
24 th to 28 th November 9.30am to 4.30pm FIVE DAY COURSE	TRAINING IN SYSTEMATIC INTRUCTION & SUPPORTED EMPLOYMENT	Dr Mark Kilsby & Alan Morgan	Runnymede Centre – Cherstey	SSE Members & Non Members £575

For further information or to reserve places on any of the courses complete the APPLICATION FORM and return it to surrey@work, 39 Marlborough Drive, Weybridge, Surrey, KT13 8PA or email d.barrett90@ntlworld.com



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surrey@work Courses – Autumn 2008

<p>Plan, Design & Deliver Back to Work Courses – 16th September – 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 look at aims and objectives, provide an introduction to group dynamics, how to work with challenging “clients”, learning styles and how to work with them, content, structure and teaching materials</p>	<p>Diversity in the Workplace – 23rd September - Full day The course is designed to support professionals working within employment support organisations to understand legislation and be compliant and to understand that diversity is not a tick box exercise but is about the ability to raise the challenge and share knowledge. The delegates will discuss equality legislation and explore the impact of race, gender, sexual orientation, age, and religion etc. Delegates will also gain an understanding of some of the issues faced by people using services</p>
<p>Employment Support Allowance – 2nd October – Full day This full day course facilitated by Surrey Welfare Rights will give delegates a thorough understanding of the new Employment Support Allowance. The course will cover the rules of entitlement, the revised test for incapacity for work, how to meet the conditions for ongoing entitlement and how current incapacity claimants are affected by the reforms. Delegates should have a basic understanding of benefits as this is not an introductory course</p>	<p>Asperger Syndrome & Employment – 14th October - Full day 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 at 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.</p>
<p>Brand You” 20th October – Full day How do YOU and YOUR organisation look to your customers? The course will help delegates look at how to market and brand what you do. It will explore what you and your service look like to employers and stakeholders. It will provide through practical exercises examples of good and bad branding and marketing and provide you with ideas on how to improve your organisations and and your own image</p>	<p>Introduction to Supported Employment 13th November – 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</p>
<p>Training in Systematic Instruction in Supported Employment 24th to 28th November – FIVE DAYS 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</p>	<ul style="list-style-type: none"> • 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.



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COURSE APPLICATION FORM – Autumn 2008

Please photocopy form and use one for each participant

Table with 4 columns: Course Name, Cost Member, Cost Non Member, Closing Date. Rows include courses like 'Plan, Design & Deliver Back to Work Courses', 'Diversity in the Workplace', etc.

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

Mobile Telephone:

ORGANISATION:

ROLE:

DIETARY REQUIREMENTS:

All training venues are accessible for people with limited mobility. Any concerns about access or participation, should be discussed before booking telephone 0845 650 2638. Cheques should be payable to "Surrey Supported Employment" and sent with the completed application form and remittance to: surrey@work 39 Marlborough Drive, Weybridge, Surrey KT13 8PA or email to : d.barrett90@ntlworld.com

If you require an invoice please tick the box

Invoice address if different to above:

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