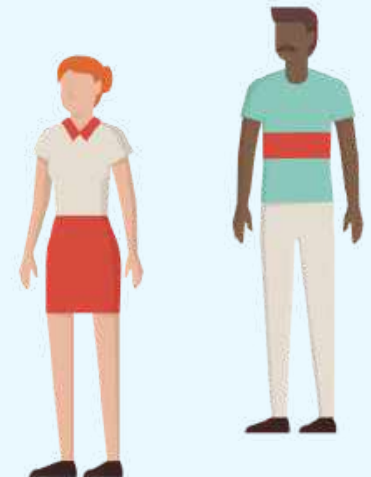




Work Place Prospectus

Autumn/Winter Term 2020

NOW
Me!



Welcome to the Autumn/Winter 2020 edition of our Work Place Prospectus, the last of the calendar year.

We have really enjoyed delivering our sessions online over the lockdown period and have been pleasantly surprised at how well this has been received and how effective they have been.

Due to the uncertainty surrounding the easing of lockdown restrictions, this prospectus will run online until further notice. We hope to have a clear idea of the way forward and when we might be able to hold our sessions in person soon, and as soon as we are able, we will return to face to face delivery.

These workshops are exclusively for our members, volunteers and staff and aim to provide an opportunity to learn and develop skills and confidence - when the time is right for you.

Our aim is to provide a balance in terms of learning skills associated with applying for work and creative and wellbeing activities designed to enrich our lives and promote good mental health. We hope this will instil a good work/life balance for all involved, whichever stage of the journey you are on.

Each workshop or series of sessions will be led by staff and volunteers: groups will be small and welcoming. Learning styles and needs will always be taken in to account. If you have any questions about delivery methods or need to notify us of an adjustment you may need, please don't hesitate to contact us and we will be happy to have a chat and see what we can do to help.

We are currently using Zoom to deliver our online sessions and the feedback so far has been really positive. We can assist anyone who hasn't used Zoom before to get set up ready for a session.

Zoom Guidelines

We want you all to have a positive and safe experience whilst accessing our sessions through Zoom. Essentially you are letting us all into your home so there are a few considerations to make;

- Consider what is in the view of the camera and make sure you are comfortable with everyone seeing, both in terms of your attire and what is in your surroundings.
- Consider editing your name if you do not want your full name to be displayed on screen.
- Respect the privacy of your fellow attendees by ensuring anyone else in your household cannot listen to the content of the sessions, particularly at things like the drop-in where we may be discussing things personal to us. Do not disclose what has been discussed to anyone else.
- Ensure children are safeguarded by not allowing them to be visible on screen. If you need to attend to your children/pop out of the session, make sure you know how to mute yourself and hide your video if necessary.
- Allow everyone the time and space to speak and always respect the views and opinions of others.
- Give consideration to what you say - do not talk about anybody who is not present, avoid using offensive language or including subject matter that others may find challenging or inappropriate.

Don't worry about remembering all of this, we will recap for you at the beginning of each session.

Health and Wellbeing

Focus on Wellbeing

This is a six week programme with a set schedule covering sleep, nutrition, exercise, mindfulness and emotional wellbeing. Learners will create a self-care toolkit that works for them as individuals and have the option once the six sessions are completed to migrate to a exclusive peer led online (and hopefully in person soon) group for ongoing support and accountability.

The Work Place Drop-In

Because we are currently unable to allow access to The Work Place (our fabulous drop-in facility) in person, we have created these weekly drop-in sessions in order to give our members the opportunity to maintain connections and feel supported and inspired by each other. Each week sees a small group gather on Zoom to chat about a variety of topics. The sessions are relaxed and welcoming and we would love you to join us. Attend as many weeks as you like - no obligation, just drop in!

Digging for Health

You may have seen the exciting news that we recently announced - we now have an allotment! The benefits of being outdoors, taking part in physical activities and learning about how to grow our own food will be huge and we can't wait to get started. These sessions will be your chance to get some fresh air, pitch in and help if you can and meet up with likeminded members, volunteers and staff to make those much missed social connections.

Digital Skills

Getting the most out of Social Media/Staying Connected

Now more than ever, we rely on technology to keep us connected with friends, family, colleagues, hobbies - the list goes on. Using sites such as Zoom has now become commonplace as our homes turn into offices, music venues and virtual meeting places. If, like many of us, you are still trying to work out the best way to keep connected, this workshop aims to explain your options and help you to understand how to use the different sites and platforms effectively.

We also look at how to effectively use social media platforms such as Facebook, Instagram and Twitter for business and leisure. Find a new hobby, keep track of local events or stay in touch with family and friends - we can show you how.

Staying Safe Online

Whether you are an experienced internet user or just starting out, this workshop gives valuable information you can use to keep yourself and your personal information safe online.

Effective Jobsearch Online: Tips and Tricks

Tired of browsing through the same old jobs sites in the same way? This workshop gives you ideas about where to look for work, how to use your time spent online productively and how to increase your chances of spotting that ideal job.

Applying for Work

Secure Your Dream Job

A two part workshop looking at how to sell yourself effectively on paper. A good CV and well written cover letter will determine whether you advance to the interview stage or not. Whatever stage you are at and whether or not you already have a CV, there will be some useful info and tips for everyone.

Tell Me About Yourself

Often the first question an employer will ask at interview, if you are not prepared this can be one of the hardest questions to answer effectively. What do they want to know? How do I know how much to say? Do I mention my interests outside of work? This workshop helps you to think about what to say and how to say it, relating it all to the area of work you are (going to be) applying for.

Competency Based Questions

One way of an employer working out how you might perform in their role is to ask you questions that require you to provide an example of a time when you have performed a certain task successfully in the past, whether as part of a job or in your personal life. Having practice at these types of questions will alleviate some of the pressure when it comes to preparing for an interview. We show you how to structure your answers to make things easier for you to keep on track.

Applying for Work

Hired? You Decide: Mock Interview Demonstration

This one is always good fun - we stage a mock interview and ask you to watch as if you were part of the interview panel. Most of us don't get the chance to see things from the interviewers point of view so this provides a unique opportunity to spot things that the interviewee does well and things that maybe aren't so good!

Vocational Training

The Care Certificate

Developed by Health Education England, Skills for Care and Skills for Health, the Care Certificate is an identified set of standards that health and care professionals adhere to in their daily working life.

The Care Certificate is made up of 15 Standards, taught one per week. As the course is run continuously on a cycle, you can join at any time.

Upon completion of the Care Certificate you will have the recognised skills and knowledge to enable you to obtain roles within the field of Health and Social Care.

The Arts

Make Some Noise!

Our weekly music group where everyone is welcome - any instrument, any voice, any level.

A mixture of practising songs (with a view to performing when we are all able to get together after lockdown), general discussion and sharing of songs and ideas. We share different styles and types of music so whatever genre of music you enjoy, new members are always welcome.

Creative Writing

A five-week course to help you learn how to write like a pro. Each week we look at examples of writers' work: what their style is like and how they do what they do.

Topics will include writing about one person; meeting others; describing places; and snappy paragraphing. You get the chance to practice all of these before ending by writing your own opening to a novel. You also have an opportunity to write a short story for publication in Working Together later in the year. This is a friendly course which values all creativity.

How do I sign up?

If you would like to apply for any of the workshops please email hello@workingforhealth.co.uk stating which sessions you are interested in.

You will then be notified by email if you have a place on the session(s) you have requested.

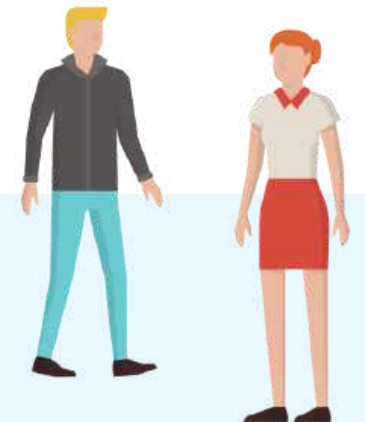
The timetables for all of the workshops are on the following pages.

Places will be allocated on a first come, first served basis. If you can no longer attend a session please let us know as soon as possible so that we can allocate your place to someone else.

Links to the sessions are usually sent out by email the day before they take place.

We hope you enjoy our new prospectus and look forward to seeing you (virtually) very soon.

The Working for Health Team



2020

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Care Certificate Equality & Diversity 10-12	16 'The Work Place' Prop-in 2-3	17	18 Make Some Noise! 12.30-1.30 Focus on Wellbeing 1 2-3.30	19
20	21	22 Care Certificate Person Centred Working 10-12 Creative Writing 1 2-3.30	23 Secure Your Dream Job: Part One 11-12.30 Prop-in 2-3	24 Digging for Health 10-12	25 Make Some Noise! 12.30-1.30 Focus on Wellbeing 2 2-3.30	26
27	28	29 Care Certificate Privacy & Dignity 10-12 Creative Writing 2 2-3.30	30 Secure Your Dream Job: Part Two 11-12.30 Prop-in 2-3			



2020

October

S M T W T F S

				1 Digging for Health 10-12	2 Make Some Noise! 12.30-1.30 Focus on Wellbeing 3 2-3.30	3
4	5	6 Care Certificate Fluids & Nutrition 10-12 Creative Writing 3 2-3.30	7 Staying Safe Online 11-12.30 Drop-in 2-3	8 Digging for Health 10-12	9 Make Some Noise! 12.30-1.30 Focus on Wellbeing 4 2-3.30	10
11	12	13 Care Certificate Health & Safety 10-12 Creative Writing 4 2-3.30	14 Effective Jobsearch 11-12.30 Drop-in 2-3	15 Digging for Health 10-12	16 Make Some Noise! 12.30-1.30 Focus on Wellbeing 5 2-3.30	17
18	19	20 Care Certificate Handling Information 10-12 Creative Writing 5 2-3.30	21 Tell me about Yourself 11-12.30 Drop-in 2-3	22 Digging for Health 10-12	23 Make Some Noise! 12.30-1.30 Focus on Wellbeing 6 2-3.30	24
25	26	27	28	29	30	31

HALF TERM



2020

November

S	M	T	W	T	F	S
1	2	3 Care Certificate Mental Health 10-12	4 Social media 11-12.30 Drop-in 2-3	5 Digging for Health 10-12	6 Make Some Noise! 12.30-1.30 Focus on Wellbeing 1 2-3.30	7
8	9	10 Care Certificate Learning Disabilities & Dementia 10-12	11 Competency Based Qs 11-12.30 Drop-in 2-3	12 Digging for Health 10-12	13 Make Some Noise! 12.30-1.30 Focus on Wellbeing 2 2-3.30	14
15	16	17 Care Certificate Understand Your Role 10-1	18 'The Work Place' Drop-in 2-3	19 Digging for Health 10-12	20 Make Some Noise! 12.30-1.30 Focus on Wellbeing 3 2-3.30	21
22	23	24 Care Certificate Personal Development 10-1	25 Mock Interview Demo 11-1 Drop-in 2-3	26 Digging for Health 10-12	27 Make Some Noise! 12.30-1.30 Focus on Wellbeing 4 2-3.30	28
29	30					



2020

December

S	M	T	W	T	F	S
		1 Care Certificate Safeguarding Adults 10-1	2 Effective Jobsearch 11-12.30 Prop-in 2-3	3 Digging for Health 10-12	4 Make Some Noise! 12.30-1.30 Focus on Wellbeing 5 2-3.30	5
6	7	8 Care Certificate Safeguarding Children 10-12	9 'The Work Place' Prop-in 2-3	10 Digging for Health 10-12	11 Make Some Noise! 12.30-1.30 Focus on Wellbeing 6 2-3.30	12
13	14	15 Care Certificate Communication 10-1	16 'The Work Place' Festive Prop-in 1pm onwards	17 Digging for Health 10-12	18 END OF TERM	19
20	21	22	23	24	25	26
27	28	29	30	31		

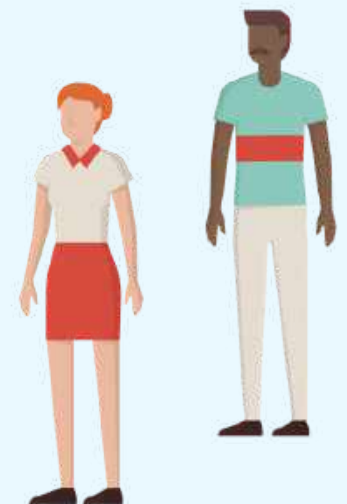




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