

Poole Adult Learning

FREE !!! COURSES FOR VOLUNTEERS

Please indicate the number of volunteers who might be interested in attending the following courses.

Course Title	How many?	Course Title	How many?
Building Self-esteem		IT – longer accredited course	
Book-keeping		IT – Web Design	
C&G Certificate in Adult Learning Support		IT - Word	
Chairing a meeting		Minute Taking	
Confidence Building		Manual Handling	
Confidentiality		Mental Health Awareness	
Constitution Writing		Overdose Awareness	
Counselling Skills		Preparing to Teach (PTLS - 10 weeks 3 hrs/ week)	
Deaf Awareness		Presentation Skills	
Dealing with Challenging Behaviour		Risk Assessment	
Debt Management		Sign Language	
Disability Awareness		Skills for Life – Literacy	
Equality & Diversity		Skills for Life – Numeracy	
Fitness & Relaxation		Steps to Employment	
Food Hygiene		Stress Management	
Fundraising and Bid Writing		Total Communication	
Health & Safety		Understanding Substance Abuse	
How to tackle bullying		Working with Teenagers	
IT – E-mail		Writing a CV	
IT – Excel		Writing a newsletter	

Name of main contact: _____

Organisation: _____

Address: _____

E-mail: _____ Phone: _____

General comments (eg days not possible, suggestions for courses etc)

Please return to Vicky Ashley ASAP at v.ashley@poole.gov.uk or to Poole Adult Learning, Oakdale Centre, Wimbourne Road, Poole, BH15 3DL. You can also phone me on 01202 262354 or 07779 880706.