

Digital Inclusion

- **Learn all the basics of Zoom:** How to use Zoom to access online learning.
- **Understand how to work in a business environment:** This is essential for those seeking employment to learn the basics of working in an office, including use of technology and software.
- **Get to grips with Apps/Online Safety:** Learn how to use technology including mobile phones/tablets and Zoom.
- **Money Matters:** Switching Energy Tariffs/Access Online Banking and Staying safe online.

Personal Development for Life and Work  
Building confidence and developing a positive mind-set for life and the workplace

- **STEPS:** STEPS is a confidence building course that encourages you to set goals. You will improve your self-esteem and find ways to think differently about life and work.
- **The LAB Project:** Improve your confidence and employability skills. The LAB Project online is 12 sessions over 3 weeks, combining team working, confidence building and communication skill.
- **Progress yourself:** This course is designed to consider life goals and how to get there. Looking at different training, courses and employment opportunities to get you on the path to your dream job or lifestyle.
- **Work it Out:** Feel isolated or haven't got a voice? This short course will empower you to be more assertive and feel more confident.
- **LAB Wellbeing:** Practical steps to improve wellbeing. Based on NEF's five ways to wellbeing: Connect, Be Active, Take Notice, Keep Learning and Give. This course will help participants take the first steps to a more positive future
- **Health & Wellbeing – C19 Befriending** Feeling isolated and not sure how to manage during the Coronavirus pandemic? Befrienders will call you and help you to structure your day and help you feel more positive.

- **Food Hygiene** - Gain an in-depth knowledge of food hygiene requirements within the food industry as well as embedding nutrition for healthy living. Learners will complete level 1 or level 2 food hygiene certificate which will enable them to gain employment or volunteering roles.
- **Steps To Success** – online mindfulness from the comfort of your home - Over 6 weeks why not learn a series of stress busting techniques and boost your mental resilience. This mindful living programme supports positive health and well-being.

Cooking & Lifestyle choices

- **Come Dine with Us:** You will study the basics of healthy eating, cooking and nutrition.
- **£1 meals:** Learn about meals that can be cooked on a tight budget
- **Fit4Life:** This course will enable you to improve your fitness, confidence and feelings of well-being by taking part in physical activities.
- **Bread and Budget:** Learn how to make bread and how to manage on a budget.

Volunteering

- **Preparing for Volunteering and Mentoring:** This course will help you develop skills towards volunteering and employability and how to stay safe.
- **Mentoring:** An introduction to mentoring to enable you to support young people and adults to develop their confidence and plan for the future, impacting and supporting others within the community.

Family Learning

- **It's all about Me!**  
**New parents** – routines, relationships, child development and First Aid.  
**Children's Behaviour** - What do we class as challenging behaviour? How can we diffuse situations? Things I can do to make my family life easier and more manageable.  
**Family's Mental Health** - What is mental health compared to mental illness. What can cause mental health problems? Your role and looking after you. What can we do to help us to help others?
- **Reading Friends – Supporting reading at home.** This course supports struggling readers in primary or secondary schools. You will be given strategies and techniques to encourage and develop reading skills.
- **Phonics:** An introduction to Phonics, how they work and help your child to read
- **Maths Mates:** Understanding KS2 Maths and helping your child at home

## Timetable

Provider	Course Name	Theme	Course Reference Number	Day	Start date	Finish date	Start time	Finish time
Crosland Moor Community Learning Centre	Get to Grips with Zoom	Digital	CM1920024	Wednesday	24/06/20	24/06/20	10.30	11.30
Crosland Moor Community Learning Centre	Intro to IT	Digital	CM1920031	Tuesday & Friday	02/06/20	15/06/20	10.30	11.30
Crosland Moor Community Learning Centre	Get to Grips with Zoom	Digital	CM1920035	Wednesday	10/06/20	10/06/20	10.30	11.30
Crosland Moor Community Learning Centre	Get to Grips with Zoom	Digital	CM1920036	Wednesday	08/07/20	08/07/20	10.30	11.30
Crosland Moor Community Learning Centre	Get to Grips with Zoom	Digital	CM1920037	Wednesday	22/07/20	22/07/20	10.30	11.30
Paddock Community Trust	Get to Grips with Zoom	Digital	PA1920021	Monday	01/06/20	01/06/20	13.00	14.00
Kirklees Success Centre	Reading Friends - Supporting and engaging your child in books	Family Learning	FL1920016	Tuesday	02/06/20	07/07/20	14.00	14.40
Kirklees Success Centre	Phonics Workshop	Family Learning	FL1920019	Wednesday	03/06/20	17/06/20	11.00	11.40
Kirklees Success Centre	Maths Mates helping your KS2 child at home	Family Learning	FL1920022	Wednesday	03/06/20	17/06/20	14.00	14.40
Kirklees Success Centre	Reading Friends Phonics Workshop	Family Learning	FL1920024	Wednesday	03/06/20	17/06/20	11.00	11.40
Provider	Course Name	Theme	Course Reference Number	Day	Start date	Finish date	Start time	Finish time

Kirklees Success Centre	Maths Mates helping your KS2 child at home	Family Learning	FL1920026	Tuesday	23/06/20	07/07/20	14.00	14.40
S&H Training	Family First Aid	Family Learning	SA1920016	Monday, Wednesday & Friday	18/06/20	23/06/20	13.00	15.00
S&H Training	Mental Health First Aid for ourselves and adult family members	Family Learning	SA1920018	Wednesday & Friday	17/06/20	24/06/20	09.30	11.00
S&H Training	It's All About Me- Understanding Children's Behaviour and my Emotions at this time	Family Learning	SA1920022	Tuesday & Thursday	18/06/20	29/06/20	09.30	11.00
S&H Training	Mental Health First Aid to help support our children	Family Learning	SA1920030	Wednesday, Thursday, Friday	15/07/20	17/07/20	09.30	11.00
S&H Training	Supporting my children and teenagers 'challenges and behaviours at this time	Family Learning	SA1920031	Monday	01/07/20	22/07/20	09.30	11.30
S&H Training	Supporting my children and teenagers 'challenges and behaviours at this time	Family Learning	SA1920034	Wednesday, Thursday, Friday	15/07/20	17/07/20	13.00	15.00
Crosland Moor Community Learning Centre	Progress Yourself	Personal Development - Confidence & Wellbeing	CM1920018	Tuesdays & Thursdays	04/06/20	16/06/20	13.00	14.00
Crosland Moor Community Learning Centre	Work it Out - Skills for confidence and positivity	Personal Development - Confidence & Wellbeing	CM1920020	Monday	08/06/20	29/06/20	13.15	14.30
Provider	Course Name	Theme	Course Reference Number	Day	Start date	Finish date	Start time	Finish time
Crosland Moor Community Learning Centre	Progress yourself	Personal Development - Confidence & Wellbeing	CM1920034	Tuesdays & Thursdays	30/06/20	09/07/20	13.00	14.00

Crosland Moor Community Learning Centre	Work it Out - Skills for confidence and positivity	Personal Development - Confidence & Wellbeing	CM1920038	Monday	29/06/20	20/07/20	13.15	14.30
Fusion	Fit4Life	Personal Development - Confidence & Wellbeing	SH1920015	Wednesday	03/06/20	24/06/20	10.00	11.00
Fusion	Come Dine With Us	Personal Development - Confidence & Wellbeing	SH1920016	Tuesday & Thursday	16/06/20	25/06/20	10.30	11.45
Fusion	One Pound Meals	Personal Development - Confidence & Wellbeing	SH1920017	Friday	19/06/20	10/07/20	10.30	11.30
Fusion	Bread & Budget Workshop	Personal Development - Confidence & Wellbeing	SH1920018	Tuesday	30/06/20	30/06/20	13.30	14.30
Fusion	Bread & Budget Workshop	Personal Development - Confidence & Wellbeing	SH1920019	Tuesday	07/07/20	07/07/20	13.30	14.30
Kirklees Success Centre	Steps to Thinking Straighter (Useful Thinking Skills and Techniques)	Personal Development - Confidence & Wellbeing	FL1920023	Wednesday	01/06/20	01/07/20	13.30	14.45
Kirklees Success Centre	Steps to Thinking Straighter (Useful Thinking Skills and Techniques)	Personal Development - Confidence & Wellbeing	FL1920025	Tuesday	16/06/20	14/07/20	14.00	15.15
<b>Provider</b>	<b>Course Name</b>	<b>Theme</b>	<b>Course Reference Number</b>	<b>Day</b>	<b>Start date</b>	<b>Finish date</b>	<b>Start time</b>	<b>Finish time</b>
Paddock Community Trust	Health & Wellbeing - Befriending and support during C19	Personal Development - Confidence & Wellbeing	PA1920018	Mon-Fri	Personalised Sessions via phone calls and video sessions as needed			
Paddock Community Trust	Personal Confidence with English (suitable for ESOL learners)	Personal Development - Confidence & Wellbeing	PA1920022	Tuesday	09/06/20	23/06/20	11.00	12.00

Paddock Community Trust	Personal Confidence with English (suitable for ESOL learners)	Personal Development - Confidence & Wellbeing	PA1920025	Friday	03/07/20	17/07/20	13.00	14.00
Paddock Community Trust	Personal Confidence with English (suitable for ESOL learners)	Personal Development - Confidence & Wellbeing	PA1920026	Monday	08/07/20	19/07/20	10.00	11.00
Proper Job	LAB Wellbeing	Personal Development - Confidence & Wellbeing	PJ1920017	Tuesday, Wednesday, Thursday & Friday	09/06/20	26/06/20	10.30	12.30
Sport Works (In partnership with Mindful Me)	Steps to Success - online mindfulness	Personal Development - Confidence & Wellbeing	SW1920003	Monday	22/06/20	27/07/20	10.30	11.30
Sport Works (In partnership with Mindful Me)	Steps to Success - online mindfulness	Personal Development - Confidence & Wellbeing	SW1920004	Wednesday	24/06/20	29/07/20	19.00	20.00
Crosland Moor Community Learning Centre	Working in an office - Office skills course	Personal Development - Employability	CM1920019	Tuesday & Thursdays	02/06/20	11/06/20	10.30	11.20
Crosland Moor Community Learning Centre	Food Hygiene	Personal Development - Employability	CM1920025	Wednesday & Fridays	10/06/20	19/06/20	13.00	14.00
<b>Provider</b>	<b>Course Name</b>	<b>Theme</b>	<b>Course Reference Number</b>	<b>Day</b>	<b>Start date</b>	<b>Finish date</b>	<b>Start time</b>	<b>Finish time</b>
Crosland Moor Community Learning Centre	Food Hygiene	Personal Development - Employability	CM1920028	Wednesday & Fridays	01/07/20	10/07/20	13.00	14.00
Crosland Moor Community Learning Centre	Food Hygiene	Personal Development - Employability	CM1920029	Wednesday & Fridays	15/07/20	17/07/20	13.00	14.00
Crosland Moor Community Learning Centre	Working in an office - Office skills course	Personal Development - Employability	CM1920032	Tuesday & Thursdays	23/06/20	02/07/20	10.30	11.20
Crosland Moor Community Learning Centre	Working in an office - Office skills course	Personal Development - Employability	CM1920033	Tuesday & Thursdays	07/07/20	16/07/20	10.30	11.20

Paddock Community Trust	Volunteer Safety	Personal Development - Employability	PA1920023	Friday	12/06/20	26/06/20	13.00	14.00
Paddock Community Trust	Volunteer Safety	Personal Development - Employability	PA1920024	Tuesday	30/06/20	14/07/20	11.00	12.00
Kirklees Success Centre	Peer Mentoring for Wellbeing	Volunteering	FL1920021	Fridays	19/06/20	17/07/20	10.00	11.15

[Enrol Here](#)



Call **01484 221000** (ask for Skills Work) or email [Adult.Learning@kirklees.gov.uk](mailto:Adult.Learning@kirklees.gov.uk)