

LIFE SKILLS ENHANCEMENT PROGRAMME

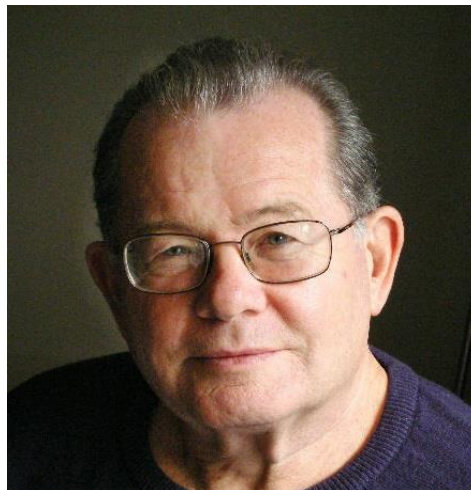
Open to all Residents of London Borough of Richmond Upon Thames (LBRUT) and/or who are receiving support from any organisation based within the Borough.

This free course will run from Saturday January 18th through to Saturday April 4th 2020 inclusive. Funded by London Borough of Richmond Upon Thames, it's designed for clients to enhance their life skills and to enjoy a more productive and rewarding life through improving interpersonal relationships, job opportunities and social and professional interactions. The format is interactive and there will be lots of opportunities for clients to share personal experiences for the benefit of themselves and the group as a whole.

VENUE - THE ETNA CENTRE, 13 ROSSLYN ROAD, TW1 2AR

To find out more or to enrol, please use the contact form here

<http://www.rocbase.org.uk/contact/>



The Course Tutor is Anton Smith, an experienced businessman, counsellor and group facilitator. Anton's experience in the field of personal and group development is considerable. He's built successful businesses on the basis of supporting people to reach their full potential. You can now gain from this experience in both your work and personal life by enrolling on this course, conceived by Anton from his recognition of how positive personal change can change people's lives for the better.

COURSE OUTLINE - WEEKS 1- 12, 2020

Week 1 - Enrolment and Introductory Session - Saturday 18th January.

- a. The course format and topics covered
- b. Introductions/ice breaker
- c. Sharing Experiences
- d. Difficulties Encountered
- e. Aspirations
- f. General discussion

Week 2 -Goal Setting - Saturday 25th January

- a. Importance of achieving desirable outcomes in building self-esteem and positive self-image.
- b. Setting ACHIEVABLE and REALISTIC goals.
- c. Action plans.
- d. Devising a step by step pathway, by working back from the goals set.
- e. Assessing the “what ifs”
- f. Undertaking self-care - Goal-setting/weekly planning to include aspects of leisure and relaxation - doing estimable things

EXERCISES: Create a plan for how goals will be achieved?

Review, summarise.

Week 3 - Managing Uncertainty and Rejection - Saturday 1st February

- a. Building resilience through perseverance and maintaining positive attitudes
- b. The realism and management of rejection - Catastrophe or Growth Potential?
- c. Acting unconditionally and without expectations/predictions/projections of either positive or negative outcomes

Week 4 - Communications - Saturday 8th February

- a. Elements of communication - Active Listening; Exploration and unpacking statements; Providing and receiving clarity; Authenticity
- b. Communication techniques - reflecting, paraphrasing, summarising, challenging
- c. Body language
- d. Assertiveness
- e. Overcoming fear - What is the fear about?
- f. Scenarios for Session 5 Roleplays - Some of these will involve job interviewing
- g. Managing Bullying

Week 5 - Roleplay Session - Saturday 15th February

- a. What has been learned to date and how will learners put it into practice in the roleplays
- b. Groups of 3 - 2 person interaction plus an observer - 20 mins per interaction
- c. Feedback - how did it feel? What were positives? What could have been done differently?

Week 6 - Mid- Course Review - Saturday 22nd February

- a. What has been learned?
- b. What has been put into practice outside of the course - examples?
- c. General course discussion and sharing of learning and experiences?

Week 7 - Written, Verbal and Numeracy Skills - Saturday 29th February

NB any group member who has a difficulty in these areas that the course doesn't cover will be referred to an appropriate, specialist organisation.

- a. Open sharing session about difficulties experienced
- b. What strategies have been used to overcome difficulties?
- c. Specialist organisations

Week 8 - Presentation Skills 1 - Saturday 7th March

- a. Each group member chooses a topic they would like to talk about for 10 minutes, for instance a special interest/hobby, particular passion, experience etc, but nothing controversial or political. The purpose is to speak with clarity and authority, overcome any fear of being themselves or making “mistakes” and, through enthusiasm, benefit from positive responses which can then be carried through to their lives in general and in any given situation. It also helps in them getting used to being enthused by who they are
- b. Group Feedback

Week 9 - Putting Writing and Presentation Skills into Practice - Saturday 14th March

- a. General communications - letter writing, emailing, social media
- b. Specific communications - CV writing; Writing to official bodies (eg complaining to a utility provider); Legal involvements;

Week 10 - Presentation Skills 2 - Saturday 21st March

Opportunity for group members to repeat session 8 and put into practice what they learned from their first presentations

Week 11 - Personal Assets, Vulnerabilities, Weaknesses and Self-Acceptance - Saturday 28th March

Personal Balance Sheets - Whilst self-esteem building is a thread throughout the course, this is a formal identification exercise to help clients see themselves in a positive light

Week 12 - Summary/Plenary Session/Course Outcomes/Feedback and Next Steps - Saturday 4th April