

COURSE DIRECTORY OCT–NOV 2007

LONE WORKING

Friday 19 October, 9.30-1pm £20
The Winchester Centre

- Assess the risks to personal safety
- Identify means of reducing risk to personal safety
- Plan strategies to maximise personal safety;
- Promote awareness; confidence and self protection
- Encourage research, education and training, to reduce personal vulnerability
- Identify potential danger areas, and propose practical ways of meeting them

EQUALITY / DIVERSITY

Wednesday 31 October, 10.00-1pm £20
The Winchester Centre

- Do you know the difference between equal opportunities and diversity?
- Can you list the 7 main pieces of equal opportunities legislation?
- How can you move from having a policy to putting it into practice?

An interactive Workshop which includes:-

- Definitions
- Language/Communication
- Positive discrimination/inclusion
- Cultural/social diversity
- Key legislation
- Working through your organisations Equal Opportunities Policy
- Local support agencies/groups

KEEPING YOUR VOLUNTEERS

Tuesday 6 November, 9.30-3pm FREE
The Winchester Centre

For those responsible for co-ordinating/managing volunteers. Looks at aspects of best practice in attracting, supporting and valuing volunteers.



EXCEL IMPROVERS

DAY 1—Tuesday 13 November
DAY 2—Tuesday 20 November
9.30am- 1pm, £40pp for the 2 days
KAYAC Centre, Winchester

The Excel Improvers course has been created for those of you who wish to develop your skills in using Excel to assist you with basic accounting and data analysis. On **Day 1 (Tuesday 13 November)**, we will be recapping on functions and formulas, formatting a worksheet and ensuring that you understand the basics, before moving on to **Day 2 (Tuesday 20 November)**, where we will be working with charts, managing workbooks and working with lists (Excel as a database).

In order for you to achieve the desired learning objectives, it is imperative that you attend both sessions.

DAY 1—TUESDAY 13 NOVEMBER

- Checking / Recapping The Basics
- Basic Functions and More on Formulas
- Formatting a Worksheet
- Revision

DAY 2—TUESDAY 20 NOVEMBER

- Creating and Working with Charts
- Managing Your Workbooks
- Working with Lists (Excel as a Database)
- Revision

DEAF AWARENESS

Wednesday 28 November
9.30am-12.30pm, £20
The Winchester Centre

This foundation course demonstrates how deafness and attitudes to deafness affect communication. Deafness is mostly invisible, so you will discover how to recognise deafness and how to support communications when required. One in seven people in UK are deaf or hard of hearing so this need is never far away. The deaf / hard of hearing tutor will highlight actions to help reduce discrimination.

Objectives

- ◆ Understand how deafness and attitudes to deafness affect communication
- ◆ Identify main groups of deaf people and the methods of communication they use / prefer
- ◆ Understand actions which can help reduce discrimination

For details on any of our courses please contact Melissa Fletcher our **WACA Learning** Administrator

on **01962 848032** or **Email: mfletcher@waca.org.uk**

http://www.waca.org.uk/Projects/WACA_Learning/Learning.html

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