

# training February-April 2012

## Courses in Manchester

Back on Track, 4<sup>th</sup> Floor, Swan Buildings, 20 Swan St, Manchester. M4 5JW

Tue 21 Feb 2012	9.45-4.00	<b>Introduction to benefit changes</b> £40
Fri 9 Mar 2012	9.45-1.00	<b>Supporting people into employment</b> £25
Fri 23 Mar 2012	9.45-4.00	<b>Introduction to mentoring</b> (accredited) £60
Tue 27 Mar 2012	9.45-4.00	<b>Introduction to benefit changes</b> £40
Fri 30 Mar 2012	9.45-1.00	<b>Supporting people into employment</b> £25
Fri 20 Apr 2012	9.45-1.00	<b>Working with ex-offenders</b> £25

## Courses in Bolton

The Bolton Hub, Bold St, Bolton. BL1 1LS.

Wed 14 Mar 2012	9.45-1.00	<b>Mental health awareness</b> £25 *
Thu 26 Apr 2012	9.45-1.00	<b>Working with ex-offenders</b> £25 *

\* these courses are free for Bolton residents

**Back on Track** is a charity working with disadvantaged adults in Greater Manchester. We also offer low cost training in our areas of expertise to workers/volunteers from other agencies.

[www.backontrackmanchester.org.uk](http://www.backontrackmanchester.org.uk)

### Comments from previous participants:

*'good handouts, great networking opportunity'*  
*'feel much more confident in my job role'*  
*'well organised – great trainers'*  
*'excellent all-round introduction to the topic'*  
*'really good to get my head round the terminology'*

## **Introduction to benefit changes** (one day) £40

This one day course will focus particularly on changes to sickness benefits, though it will also look at other recent and forthcoming changes to other welfare benefits. The course will explain how people on incapacity benefits are being reassessed for their benefits, and the stages in the work capability assessment. There will be plenty of opportunity to ask questions.

The course will enable you to:

- Understand the process of the work capability assessment
- Understand how the benefits reassessment is working in practice
- Give information to people about the possible outcomes of reassessment
- Identify some other ways in which welfare benefits are changing

## **Supporting people into employment - introductory** (half day) £25

This introductory level course will look at employability and supporting people to move towards employment. The course will cover: facts and figures about employment; barriers to employment; and a range of approaches to supporting people into employment.

The course will enable you to:

- Describe what is meant by 'employability'
- Identify some key sources of information and support relating to employment in Manchester
- Have a conversation with a client about their journey towards employment

## **Introduction to mentoring** (one day- accredited) £60

Mentoring is being increasingly used as a way of providing informal support to help others achieve change or work towards goals. This one-day course is an introductory course for people who are new to mentoring – no prior knowledge necessary! The course is primarily aimed at those who are interested in becoming a mentor, but will also be a useful introduction if you are thinking about using mentoring approaches in your project. The course is accredited and will lead to one OCN unit in 'Introduction to Mentoring' at level 2.

This course will enable you to:

- Describe what mentoring is and what it isn't
- Describe some of the key qualities and skills of a mentor
- Work in a non-judgmental way within an informal mentoring relationship
- Identify your own self-development needs in order to be a successful mentor

## **Working with ex-offenders - introductory** (half day) £25

One in four adults of working age in the UK have a criminal record. Research shows that offenders are less likely to reoffend if they are able to access mainstream services and opportunities. This half day course is an opportunity to find out more about working with clients who are ex- offenders, for those who are new to this area.

The course will enable you to:

- Understand terms such as 'offender', 'probation', 'on licence', 'breach' etc
- Understand the support and constraints in place for offenders in the community
- Work in a safe and empowering way with ex-offenders in your own context
- Be able to handle a conversation if a client brings up their criminal record

## **Mental health awareness - introductory** (half day) £25

One in four adults will experience mental health problems during their lifetime. This half-day course is an opportunity to find out more about mental health and mental illness. It is an introductory course and is aimed at workers or volunteers who are not working in a specific mental health setting, but who would like to have a better understanding of mental health.

The course will enable you to:

- Understand key terms used in relation to mental health and mental illness
- Describe different kinds of mental health problem
- Identify different levels of help and support related to mental health
- Be able to discuss mental health issues and services with clients



## training – booking form

Places must be booked and paid for in advance of the course. Please fill in a separate form for each attendee, and send the booking form to Andrew Goodwin at:

*Back on Track, 4<sup>th</sup> Floor, Swan Buildings, 20 Swan St, Manchester. M4 5JW.*

*Tel 0161 834 1661. Fax 0161 834 0041. Email [andrew@backontrackmanchester.org.uk](mailto:andrew@backontrackmanchester.org.uk)*

Name of attendee:.....

Organisation:.....

Address:.....

.....

Phone:.....Email:.....

Any access requirements?.....

Booking made by (name):.....Date:.....

Title of course	Date	Cost
Total cost		

- I enclose payment of £....., made payable to 'Back on Track'   OR  
 Please invoice my organization for the total cost above and send the invoice to:

Name for invoice:.....

Address:.....

.....Phone:.....

Invoice must be paid in full before the course commences.

**Data protection:** Back on Track will put your details onto a database for the purposes of administering our training courses efficiently. We will not disclose your information to a third party. You have the right to see the information stored about you on our database, and to challenge or change any information stored about you on our database. We may send you information about relevant future training from Back on Track – please contact us if you would prefer not to receive this information.