

Tenant and Leaseholder

# Training Programme

April 2016 - March 2017





**Left to right back row:** Sonia Godoy, Lynn Horwood, Jacque Smith, Anne Woodley

**Left to right front:** Tracey Thomson, Lucy Muldowney

## **This brochure provides details of free training courses and workshops that are available to all NPH tenants, leaseholders and members of their households.**

You can book your place on your chosen course(s) or workshop(s) by emailing [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or telephoning **01604 837 836**. You can also download a booking form from our website via [www.northamptonpartnershiphomes.org.uk/training](http://www.northamptonpartnershiphomes.org.uk/training).

If you would like a paper copy of the booking form, please contact us and we will post one out to you to complete and return. Please post your paper booking form back to Northampton Partnership Homes, The Guildhall, St Giles Square, Northampton, NN1 1DE. An electronic copy of this brochure is available at [www.northamptonpartnershiphomes.org.uk/learn-something-new](http://www.northamptonpartnershiphomes.org.uk/learn-something-new).

A booking request from you does not guarantee a place on any course or workshop. The Customer Engagement Team will confirm your place on your chosen course in writing at least 14 days prior to the course commencing. If you do not receive written confirmation, you have not been successful in securing a place and your name will be added to a waiting list for the next available course. Joining instructions will be sent out to you at least 7 days prior to the course commencing, detailing the date, time and venue of your chosen course or workshop, along with any other information that you need to know.

You will be asked to sign a Learning Agreement at the start of each course or workshop, which sets out our expectations of you as a learner and what you can expect from us, as a training provider. In addition to this, you will be asked to complete a feedback form after you have attended your course or workshop. Your feedback is important, as it allows us to continually improve and expand the training opportunities that we make available to you.

### **What is included?**

- Free refreshments (on most courses)
- All courses and workshops will be delivered in plain language

- Hand-outs and other materials (available in a variety of formats to meet your individual needs)

### **What's not included?**

- Lunch on all-day courses (you will need to bring a packed lunch)
- Pens and notebooks (please bring your own)

### **Expenses:**

For courses or workshops provided by the Customer Engagement Team, it may be possible for you to get help with out-of-pocket expenses, such as childcare and transport costs. For more information on what and how you can claim please contact the Customer Engagement Team [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or on **01604 837 836**.

### **Meeting your needs:**

Please let us know if you have any support needs at the time of booking onto a course or workshop. We aim to meet all of your learner needs to enable you to fully participate and get the best from our courses and workshops.

### **Cancellations:**

If you are unable to attend a course or workshop for any reason, you must let the Customer Engagement Team know as soon as possible. This will enable your place to be offered to another applicant. If you have been granted a place, please be aware that it will be your responsibility to notify the Customer Engagement Team if you are not going to attend. If you book places on a variety of courses and fail to attend, then the Customer Engagement Team reserve the right to refuse any future applications for training from you. If you need to cancel your place on a course or workshop please contact the Customer Engagement Team by email [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or call **01604 837 836**.

# I want to...

## Improve my **employability**

### Level 2 Emergency First Aid at Work (Accredited)

**Provided by: Northampton County Council**

This qualification demonstrates that an individual can undertake the role of the First Aider in the Workplace, and can be relied upon by employers to satisfy the due diligence requirements of the Health and Safety Executive. Successful completion of this course will result in gaining knowledge and skills that have been identified by the HSE for the safe, effective and prompt treatment of injuries and illness in the workplace.

**There are three dates to choose from:**

**Date:** Tuesday 21st June 2016

**Time:** 9:30am – 4:30pm

**Venue:** Leicester Street Community Hub, off Barrack Road, NN1 3RS

**Date:** Thursday 20th October 2016

**Time:** 9:30am – 4:30pm

**Venue:** James Lewis Court Community Hub, Cherry Orchard, NN3 2TH

**Date:** Wednesday 18th January 2017

**Time:** 9:30am – 4:30pm

**Venue:** Nene Drive Community Hub, Kings Heath, NN5 7NQ

### Skills4Work

**Provided by: Options Training**

A three-week programme of workshops to help increase your success in getting the job that you want. The programme covers: Career Management, CV Workshop & Interview Skills.

#### Skills4Work - Programme 1:

**Date:** May 4th, 11th & 18th 2016

**Time:** Wednesdays 9:30am - 11:30am

**Venue:** Options Training, 1st Floor, 60 Gold St, Northampton, NN1 1RS

#### Skills4Work - Programme 2:

**Date:** September 14th, 21st & 28th 2016

**Time:** Wednesdays 9:30am-11:30am

**Venue:** Options Training, 1st Floor, 60 Gold St, Northampton, NN1 1RS

### Job Clubs

NPH and Nene Valley Rotary are working in partnership to deliver Saturday morning Job Clubs. If you would like to attend or would like more information please contact the Customer Engagement team on **01604 837836** or email **participation@northamptonpartnershiphomes.org.uk**



#### How to book a course:

Download a booking form by visiting our website at **northamptonpartnershiphomes.org.uk/training**



Alternatively, contact the Customer Engagement Team on email **participation@northamptonpartnershiphomes.org.uk** or call **01604 837 836**

## Level 2 Emergency Paediatric First Aid (Accredited)

**Provided by: Northampton County Council**

This qualification demonstrates that an individual can undertake the role of the Paediatric First Aider if they are in a position that has responsibility for the welfare of infants and children.

**There are three dates to choose from:**

**Date:** Wednesday 13th July 2016

**Time:** 9:30am – 4:30pm

**Venue:** Nene Drive Community Hub, Kings Heath, NN5 7NQ

**Date:** Wednesday 16th November 2016

**Time:** 9:30am – 4:30pm

**Venue:** The Liburd Community Hub, Kingsthorpe, NN2 7SB

**Date:** Wednesday 22nd February 2017

**Time:** 9:30am – 4:30pm

**Venue:** Nene Drive Community Hub, Kings Heath, NN5 7NQ

## Level 2 Award in Understanding Health Improvement (Accredited)

**Provided by: Ingredients4Health**

The aim of this course is to provide learners with a knowledge and understanding of the principles of promoting health and wellbeing.

**There are three dates to choose from:**

**Date:** Tuesday 10th May 2016

**Time:** 10am-4:30pm

**Venue:** Goldcrest Court Community Hub, Goldings, NN3 8XJ

**Date:** Wednesday 14th September 2016

**Time:** 10am-4:30pm

**Venue:** Nene Drive Community Hub, Kings Heath, NN5 7NQ

**Date:** Tuesday 22nd November 2016

**Time:** 10am-4:30pm

**Venue:** Montague Crescent Community Hub, Lodge Farm, NN5 7RG

## Level 2 Award in Food Safety in Catering (Accredited)

**Provided by: Northampton County Council**

This course is aimed at individuals looking to work or already working within the food production and manufacturing industries. Learners will be able to satisfy legal requirements by taking this course for the food catering industry.

**There are three dates to choose from:**

**Date:** Thursday 21st April 2016

**Time:** 9:30am – 4:30pm

**Venue:** Leicester Street Community Hub, off Barrack Road, NN1 3RS

**Date:** Thursday 8th September 2016

**Time:** 9:30am – 4:30pm

**Venue:** Goldcrest Court Community Hub, Goldings, NN3 8XJ

**Date:** Wednesday 15th March 2017

**Time:** 9:30am – 4:30pm

**Venue:** Nene Drive Community Hub, Kings Heath, NN5 7NQ

# I want to...

## Learn **new life skills**

### Managing Conflict

**Provided by: People Tree Training**

This course highlights the different ways people communicate and shows you how to manage your own reactions to the way that others behave.

**There are two dates to choose from:**

**Date:** Wednesday 8th June 2016  
**Time:** 9:30am-4:30pm  
**Venue:** The Liburd Community Hub,  
Kingsthorpe, NN2 7SB

**Date:** Monday 3rd October 2016  
**Time:** 9:30am-4:30pm  
**Venue:** Nene Drive Community Hub,  
Kings Heath, NN5 7NQ

### Healthy Eating on a Budget

**Provided by: Ingredients4Health**

The aim of this course is to increase a learner's understanding of basic nutrition principles, increase menu planning skills, improve skills in creating and create balanced healthy meals on a budget.

**There are three dates to choose from:**

**Date:** Wednesday 27th April 2016  
**Time:** 10am-1:30pm  
**Venue:** Nene Drive Community Hub,  
Kings Heath, NN5 7NQ

**Date:** Tuesday 28th June 2016

**Time:** 10am-1:30pm

**Venue:** Leicester Street Community Hub,  
off Barrack Road, NN1 3RS

**Date:** Tuesday 11th October 2016

**Time:** 10am-1:30pm

**Venue:** Goldcrest Court Community Hub,  
Goldings, NN3 8XJ

### Cat Care & Information

**Provided by: Northampton Cats Protection (Diana Johnson)**

This talk will provide a brief history of the Cats Protection, details of the Northampton Cats Protection Branch and advice on general cat care (both physical and emotional).

**Date:** Wednesday 4th May 2016

**Time:** 10am-11am

**Venue:** Nene Drive Community Hub,  
Kings Heath, NN5 7NQ



#### How to book a course:

Download a booking form by visiting our website at [northamptonpartnershiphomes.org.uk/training](http://northamptonpartnershiphomes.org.uk/training)



Alternatively, contact the Customer Engagement Team on email [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or call **01604 837 836**

# I want to...

## Improve my wellbeing

### Stress Management

**Provided by: Ingredients4Health**

This course aims to develop your skills in managing change. You will develop skills and strategies to deal with stressful events in a more positive manner and therefore improve your quality of life when change happens.

**There are three dates to choose from:**

**Date:** Wednesday 18th May 2016

**Time:** 1pm-4pm

**Venue:** Bouverie House Community Hub, Hardingstone, NN4 6EG

**Date:** Tuesday 5th July 2016

**Time:** 1pm-4pm

**Venue:** Montague Crescent Community Hub, Lodge Farm, NN5 7RG

**Date:** Tuesday 1st November 2016

**Time:** 1pm-4pm

**Venue:** Goldcrest Court Community Hub, Goldings, NN3 8XJ

### Assertiveness

**Provided by: People Tree Training**

This workshop will show you how to make your point and get your needs met, whilst respecting others. You will also learn how to protect your personal boundaries using a toolkit of assertive phrases.

**There are three dates to choose from:**

**Date:** Tuesday 3rd May 2016

**Time:** 10am-1pm

**Venue:** Montague Crescent Community Hub, Lodge Farm, NN5 7RG

**Date:** Tuesday 14th June 2016

**Time:** 10am-1pm

**Venue:** Bouverie House Community Hub, Hardingstone, NN4 6EG

**Date:** Tuesday 18th October 2016

**Time:** 10am-1pm

**Venue:** Goldcrest Court Community Hub, Goldings, NN3 8XJ

### Confidence Blocks

**Provided by: People Tree Training**

What is confidence? What does a lack of confidence cost you? This workshop will help you to develop strategies to increase your confidence in a range of situations.

**There are three dates to choose from:**

**Date:** Tuesday 19th April 2016

**Time:** 10am-1pm

**Venue:** Montague Crescent Community Hub, Lodge Farm, NN5 7RG

**Date:** Tuesday 7th June 2016

**Time:** 10am-1pm

**Venue:** Bouverie House Community Hub, Hardingstone, NN4 6EG

**Date:** Tuesday 4th October 2016  
**Time:** 10am-1pm  
**Venue:** Goldcrest Court Community Hub,  
Goldings, NN3 8XJ

**Date:** Thursday 26th May 2016  
**Time:** 10am-1pm  
**Venue:** James Lewis Court Community Hub,  
Cherry Orchard, NN3 2TH

**Date:** Tuesday 20th September 2016  
**Time:** 1pm-4pm  
**Venue:** Leicester Street Community Hub,  
off Barrack Road, NN1 3RS

**Date:** Thursday 26th January 2017  
**Time:** 10am-1pm  
**Venue:** The Liburd Community Hub,  
Kingsthorpe, NN2 7SB

## Mental Health First Aid

**Provided by: Northampton County Council**

This workshop is delivered by an accredited trainer from Mental Health First Aid England. It will provide information on a range of mental health issues and give guidance on how to recognise that somebody may be developing poor mental health.

**There are three dates to choose from:**

# I want to...

## Develop my professional meeting skills

### Chairing Skills

**Provided by: Engage Associates**

Good chairing skills enable meetings to work well by allowing discussion and decision making. This workshop covers the principal aspects of chairing a meeting and includes practical tasks such as introducing an agenda item, summing up, and dealing with difficult individuals. The role of the Chair outside of the meeting will also be considered.

**Date:** Thursday 9th June 2016  
**Time:** 10am-3pm  
**Venue:** George Nutt Community Hub,  
Far Cotton, NN4 8JP

**Date:** Thursday 6th October 2016  
**Time:** 10am-3pm  
**Venue:** James Lewis Court Community Hub,  
Cherry Orchard, NN3 2TH



#### How to book a course:

Download a booking form by visiting our website at [northamptonpartnershiphomes.org.uk/training](http://northamptonpartnershiphomes.org.uk/training)



Alternatively, contact the Customer Engagement Team on email [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or call **01604 837 836**

## Note Taking & Report Writing

**Provided by: Engage Associates**

The course is designed as a very practical approach to the key tasks of note taking and report writing that panel members will need to develop. It is aimed at panel members who may be taking notes in meetings, interviews or while researching topics in scrutiny.

**Date:** Thursday 23rd June 2016

**Time:** 10am-2pm

**Venue:** George Nutt Community Hub,  
Far Cotton, NN4 8JP

**Date:** Thursday 20th October 2016

**Time:** 10am-2pm

**Venue:** Goldcrest Court Community Hub,  
Goldings, NN3 8XJ

## Secretarial Skills

**Provided by: Engage Associates**

This course is designed to ensure that tenants taking on the secretarial role in meetings are aware of their responsibilities for record keeping (minutes in particular), preparing agendas with a Chairperson and dealing with correspondence.

**Date:** Thursday 16th June 2016

**Time:** 10am-1pm

**Venue:** George Nutt Community Hub,  
Far Cotton, NN4 8JP

**Date:** Thursday 13th October 2016

**Time:** 10am-1pm

**Venue:** James Lewis Court Community Hub,  
Cherry Orchard, NN3 2TH

## Speaking with Confidence

**Provided by: Engage Associates**

The course is designed to help increase your confidence with public speaking. You will explore ideas around body language, tone of voice, clarity of ideas, preparing in advance and the principles of assertiveness.

**There are three dates to choose from:**

**Date:** Thursday 19th May 2016

**Time:** 10am-1pm

**Venue:** James Lewis Court Community Hub,  
Cherry Orchard, NN3 2TH

**Date:** Thursday 15th September 2016

**Time:** 10am-1pm

**Venue:** The Liburd Community Hub,  
Kingsthorpe, NN2 7SB

**Date:** Thursday 23rd February 2017

**Time:** 10am-1pm

**Venue:** Goldcrest Court Community Hub,  
Goldings, NN3 8XJ



# I want to...

## Learn about **computers and the internet**

### Beginner's ICT

**Provided by: We are Digital**

This 'first-steps' beginners' course will help those who have never used a computer before (or used it only lightly) to understand and enjoy the benefits that a computer and the Internet can offer. The course guides learners step-by-step through the very basics of using a computer and getting started with Microsoft Word.

#### Course 1:

**Date:** Mondays: 9th, 16th, 23rd & 31st May 2016 (4 week course)

**Time:** 10am-12:30pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

#### Course 2:

**Date:** Mondays: 12th, 19th, 26th September & 3rd October 2016 (4 week course)

**Time:** 10am-12:30pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

#### Course 3:

**Date:** Mondays: 6th, 13th, 20th & 27th February 2017 (4 week course)

**Time:** 10am-12:30pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

### Intermediate ICT

**Provided by: We are Digital**

This intermediate course is perfect for anyone who has completed the Beginner's ICT training course, or for those that have some computing experience and are ready to improve their skills, abilities and confidence. You will need to be familiar with using a mouse, keyboard and desktop before starting this course.

#### Course 1:

**Date:** Mondays: 6th, 13th, 20th & 27th June 2016 (4 week course)

**Time:** 10am-12:30pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

#### Course 2:

**Date:** Mondays: 31st October, 7th, 14th & 21st November 2016 (4 week course)

**Time:** 10am-12:30pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

#### Course 3:

**Date:** Mondays: 6th, 13th, 20th & 27th March 2017 (4 week course)

**Time:** 10am-12:30pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ



#### How to book a course:

Download a booking form by visiting our website at [northamptonpartnershiphomes.org.uk/training](http://northamptonpartnershiphomes.org.uk/training)



Alternatively, contact the Customer Engagement Team on email [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or call **01604 837 836**

## Getting confident Online

**Provided by: Abington Centre of Education**

This course utilises a range of pre-designed online courses through the 'Learn My Way' online portal, helping to build your confidence online. You can work at your own pace through each module, gradually moving up levels of difficulty with full tutor support. The courses you can complete include: Starting Online, Online Basics, Online Plus and Making the Most of Your Computer.

**Date:** Fridays: 16th September, 23rd September, 30th September, 7th October, 14th October, 21st October, 28th October & 4th November 2016 (8 week course)

**Time:** 2pm-4pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN

# I want to...

## Improve my English and Maths

### Maths Online

**Provided by: Abington Centre of Education**

This is a pre-designed online course for increasing knowledge and skills in basic mathematics. This course is designed for learners to work in a group, but at their own individual speed with tailored tuition.

**Course 1:**

**Date:** Thursdays: 5th May, 12th May, 19th May & 26th May 2016 (4 week course)

**Time:** 10am-12pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN

**Course 2:**

**Date:** Tuesdays: 10th January, 17th January, 24th January & 31st January 2017 (4 week course)

**Time:** 2pm-4pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN

### Brushing up your Maths

**Provided by: Abington Centre of Education**

This is a classroom-based basic mathematics course. The course will cover: number order, simple adding and taking away, measuring, percentages and fractions.

**Course 1:**

**Date:** Thursdays: 16th June, 23rd June, 30th June & 7th July 2016 (4 week course)

**Time:** 10am-12pm

**Venue:** Goldcrest Court Community Hub, Goldings, NN3 8XJ

**Course 2:**

**Date:** Tuesdays: 13th September, 20th September, 27th September & 4th October 2016 (4 week course)

**Time:** 5pm-7pm

**Venue:** Montague Crescent Community Hub, Lodge Farm, NN5 7RG

## English Online

### Provided by: Abington Centre of Education

Learners will work through a pre-designed online course which will teach the basics of the English Language. Course content will include: word sounds, spelling, word meaning and grammar.

#### Course 1:

**Date:** Tuesdays: 10th May, 17th May, 24th May & 31st May 2016 (4 week course)

**Time:** 10am-12pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN

#### Course 2:

**Date:** Fridays: 3rd February, 10th February, 17th February & 24th February 2017 (4 week course)

**Time:** 2pm-4pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN

## Brushing up your English

### Provided by: Abington Centre of Education

Brushing up on your English skills could help you in many ways - filling in forms more easily, improving your CV or covering letter for a job, understanding instruction booklets, helping with homework or just reading bedtime stories.

#### Course 1:

**Date:** Tuesdays: 21st June, 28th June, 5th July & 12th July 2016 (4 week course)

**Time:** 10am-12pm

**Venue:** Montague Crescent Community Hub, Lodge Farm, NN5 7RG

#### Course 2:

**Date:** Fridays: 11th November, 18th November, 25th November & 2nd December 2016 (4 week course)

**Time:** 5pm-7pm

**Venue:** James Lewis Court Community Hub, Cherry Orchard, NN3 2TH

## ESOL (English for Speakers of Other Languages) Online

### Provided by: Abington Centre of Education

This is a pre-designed suite of online courses for beginners of ESOL (English for speakers of another language). You will learn basic English language rules, vocabulary and grammar. Learners will take an initial assessment to identify their personal learning level and needs.

#### Course 1:

**Date:** Thursdays: 8th September, 15th September, 22nd September & 29th September 2016 (4 week course)

**Time:** 2pm-4pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN

#### Course 2:

**Date:** Mondays: 6th March, 13th March, 20th March & 27th March 2017 (4 week course)

**Time:** 5pm-7pm

**Venue:** Abington Centre of Education, 149a Stimpson Avenue, Abington, Northampton, NN1 4JN



### How to book a course:

Download a booking form by visiting our website at [northamptonpartnershiphomes.org.uk/training](http://northamptonpartnershiphomes.org.uk/training)



Alternatively, contact the Customer Engagement Team on email [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or call **01604 837 836**

## ESOL (English for Speakers of Other Languages) for Beginners

**Provided by: Abington Centre of Education**

This is a classroom-based course for ESOL (English for speakers of another language) beginners, which will teach you basic English language rules, vocabulary and grammar. Course themes include: conversation, vocabulary building, grammar, listening and punctuation. Each learner will take an initial assessment to identify their personal learning level and needs.

### Course 1:

**Date:** Mondays: 6th June, 13th June, 20th June & 27th June 2016 (4 week course)

**Time:** 10am-12pm

**Venue:** Blackberry Lane Community Hub, Briar Hill, NN4 8QU

### Course 2:

**Date:** Fridays: 13th January, 20th January, 27th January & 3rd February 2017 (4 week course)

**Time:** 5pm-7pm

**Venue:** James Lewis Court Community, Cherry Orchard, NN3 2TH

I want to...

Learn more **about NPH**

### NPH Services & Website

**Provided by: NPH (Hannah Bensusan, Communications and Website Team Leader)**

This course will provide an overview of NPH services and a guided tour of the NPH website.

**Date:** Tuesday 21st June 2016

**Time:** 11am-12pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

**Date:** Monday 10th October 2016

**Time:** 11am-12pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

**Date:** Tuesday 7th February 2017

**Time:** 11am-12pm

**Venue:** Eastfield Close Community Hub  
IT Suite, Duston, NN5 6TJ

### NPH Tenant Rights & Responsibilities

**Provided by: NPH (Darren Berwick, Tenancy Services Manager)**

This course will provide an overview of your rights and responsibilities as a tenant of Northampton Partnership Homes, with time for questions.

**Date:** Wednesday 25th May 2016

**Time:** 10am-12pm

**Venue:** Nene Drive Community Hub,  
Kings Heath, NN5 7NQ

**Date:** Thursday 10th November 2016

**Time:** 2pm-4pm

**Venue:** Leicester Street Community Hub,  
off Barrack Road, NN1 3RS

## Introduction to Customer Engagement

**Provided by: NPH (Cam Whyld, Head of Customer Engagement & Communications)**

These sessions will provide an overview of NPH Customer Engagement, explain the importance and value of getting involved and take you through the variety ways that you can get engage with us.

**Date:** Wednesday 6th July 2016  
**Time:** 10am-12pm  
**Venue:** Eastfield Close Community Hub, Duston, NN5 6TJ

**Date:** Wednesday 19th October 2016  
**Time:** 2pm-4pm  
**Venue:** Bouverie House Community Hub, Hardingstone, NN4 6EG

# I want to...

## Learn about **managing money**

### Managing Your Money

**Provided by: Northampton Borough Council**

This Workshop aims to give you the tools to manage your own finances. You will learn how to create a successful budget, as well as how to manage your outgoings to ensure that you can minimise the risk of debt.

**Date:** Thursday 7th April 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 5th May 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 2nd June 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 7th July 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 4th August 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 6th October 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 3rd November 2016  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Date:** Thursday 2nd February 2017  
**Time:** 10am-12pm  
**Venue:** Court Room, Guildhall, NN1 1DE

**Date:** Thursday 2nd March 2017  
**Time:** 10am-12pm  
**Venue:** Jeffrey Room, Guildhall, NN1 1DE

**Sessions may be cancelled and rolled over from month to month depending on learner numbers.**



#### How to book a course:

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Alternatively, contact the Customer Engagement Team on email [participation@northamptonpartnershiphomes.org.uk](mailto:participation@northamptonpartnershiphomes.org.uk) or call **01604 837 836**

# A bit about...

## The course providers



### People Tree Training

People Tree Training is a UK training provider delivering a range of training courses, bespoke programme design and NLP coaching. They help both individuals and organisations to grow and change.

Sally Foan is an intuitive and inspirational coach and trainer and a qualified Master Practitioner in Neuro Linguistic Programming (NLP), with many years' experience. Her facilitative style helps delegates relax, enjoy and participate in their own development which results in the best sort of change; one that lasts. Sally delivers a range of courses for NPH under the People Tree Training umbrella.

[www.peopletreetraining.co.uk](http://www.peopletreetraining.co.uk)

### Ingredients4Health

### Ingredients4Health

Faye Baxter is the lead trainer under the Ingredients4Health umbrella. Faye is an experienced nutritional therapist and is also a qualified teacher and trainer, specialising in Nutrition, Food Science, Health & Wellbeing & Food Safety.

[www.northamptonshirenutritionist.co.uk](http://www.northamptonshirenutritionist.co.uk)



### We are Digital

We are Digital provide computer skills training through its national network of tutors. The basic and intermediate ICT workshops aim to give learners the tools to get online, create documents, browse the internet, set up email and use it, fill in forms such as Universal Credit, pay bills, shop safely, find a job and interact with family and friends.

[www.we-are-digital.co.uk](http://www.we-are-digital.co.uk)



### Abington Centre of Education

Abington Centre of Education (A.C.E) is a self-funded Community Interest Company with a small team of six tutors specialising in Maths, English and ICT. A.C.E. have eight years' experience of teaching English as a foreign language, 20 years' experience of teaching ICT and 10 years' experience of teaching maths, both with large companies and local authorities. A.C.E. is a UK Online Centre that provides both structured pre-designed online courses and more traditional classroom lessons.

[www.acenorthants.co.uk](http://www.acenorthants.co.uk)



## Northamptonshire County Council (Learn2b & Neighbourhood Learning)

Northamptonshire County Council provides a range of Adult Learning courses across across the county, including courses in art, psychology, photography, English, maths and languages. Courses are delivered at a variety of community venues.

[al-supportservices@northamptonshire.gov.uk](mailto:al-supportservices@northamptonshire.gov.uk)



## Engage Associates

Engage Associates is an independent network of experienced trainers and resident involvement consultants working together with the vision of engaging people for positive change in social housing and neighbourhoods. The Associates are based in England in the North East, North West and the Midlands and deliver services to clients throughout England and Wales. Engage has three key consultants in the network, including Tim Morton, who is the lead trainer for NPH.

[www.engageassociates.org](http://www.engageassociates.org)



## Options

Options specialises in providing quality, bespoke training. They are functional skills and apprenticeship specialists and have built a first-rate reputation amongst job candidates and employers across the UK for quality, results and customer service excellence.

Options believe in developing skills and workplace learning that will help employees, and those looking for jobs, become more effective and efficient in the long-term. Options deliver a completely bespoke service and offer nationally-recognised courses in the workplace or at their own Northamptonshire-based training centre.

[www.optionstraining.co.uk](http://www.optionstraining.co.uk)



## Northampton Borough Council

The Money Advice Team at Northampton Borough Council proactively assists people struggling with priority debts to ensure that they do not suffer from the severe consequences of non-payment. The team help with budgeting skills and assisting people in creating sustainable payment arrangements towards their debtors. With Universal Credit already being rolled out across Northampton, the team believe it is vital to equip tenants with the budgeting skills required to ensure that they can manage their finances effectively and avoid debt related issues.

[moneyadvice@northampton.gov.uk](mailto:moneyadvice@northampton.gov.uk)

# Further Information

For further information about tenant and leaseholder training contact the Customer Engagement Team:

Northampton Partnership Homes,  
The Guildhall, St Giles Square, Northampton NN1 1DE

t: **01604 837 836**

e: **participation@northamptonpartnershiphomes.org.uk**

This information can be made available in other languages and formats upon request by contacting us on **0300 330 7003**

## Polish

Informacje te mogą być dostępne w różnych językach i różnym formacie poprzez skontaktowanie się z nami **0300 330 7003**

## Russian

Эта информация имеется по просьбе на других языках и форматах - пожалуйста обратитесь к нам по номеру **0300 330 7003**

## Somali

Macluumaadkani waaxaad ku heli kartaa luqooyin iyo habab kale haddii aad dalbato adigoo nagala soo xiriiraayo **0300 330 7003**

## Bengali

এই তথ্য আমাদের উপর যোগাযোগ করে অনুরোধ করে ভিত্তিতে অন্য ভাষায় এবং বিন্যাসে উপলব্ধ করা যাবে **0300 330 7003**

## Lithuanian

Šitą informaciją galima gauti kitomis kalbomis ir kitais formatais, jeigu paprašysite ir paskambinsite mums **0300 330 7003**

## Turkish

Burada yer alan bilgileri Türkçe olarak ve diğer formatlarda da edinebilirsiniz. Bunun için lütfen şu numaraya telefon ederek isteğinizi bize bildirin **0300 330 7003**

## Contact us:

Northampton Partnership Homes, The Guildhall, St Giles Square,  
Northampton NN1 1DE

t: **01604 837 836** e: **participation@northamptonpartnershiphomes.org.uk**

Keep an eye on  
our website for  
additional courses  
and training events  
that we may  
make available!



## Large print?

If you would like a version of this brochure in large print please call **0300 330 7003**



**NORTHAMPTON  
PARTNERSHIP HOMES**