

Training Program 2016

WEEK ONE

INDUCTION & REGISTRATION

- Health and Safety
- Safe Guarding
- Equal Opportunities
- Initial assessment
- Information Advice and Guidance Interview
- Individual Learning Plan
- Action Planning
- learning style assessment
- RDUK Policy & Procedures

WEEK TWO

EMPLOYABILITY

- Self Marketing
- Job Search Skills & Interview Techniques
- Business Communication skills
- The Recruitment Process
- Basic IT
- Basic Sales and Marketing
- Young people in Business
- Benefit Advice (inc. Working Tax credit)
- Employment Law
- Time Management
- The World of Work

WEEK THREE

HEALTH AND WELL-BEING

- The Importance of Food & Hygiene
- Dealing with What We Eat
- Everyday Fitness
- Why We need a Balanced Diet
- Buying food and understanding Sell by Dates
- What is meant by Healthy Options?
- Home Economics i.e. learning to cook a fresh meal
- How to live on a low food budget

WEEK FOUR

COMMUNITY AWARENESS

- Knowing your Environment
- Building Relationships, why my borough?
- Developing Community Initiatives
- Helping to Reduce Crime in the community
- Community Policing and You
- Caring for and understanding the Elderly
- Community working with Parents

WEEK FIVE

FINANCIAL MANAGEMENT

- How to Budget your Everyday Living
- Dealing with Council Tax & Rent Arrears
- Choosing & Opening your first Bank Account
- Understanding your Payslip
- Short-term to Long-term Budgeting
- Student Finance & Taking Out a Loan
- Financing a Small Business
- Home Budgeting

WEEK SIX

THE ARTS: MUSIC, PHOTOGRAPHY, RADIO. DRAMA

- Exploring different areas of creativity
- Radio Production and Presentation
- Music Production
- Defining Arts through photography
- Defining Arts through Drama

WEEK SEVEN

CULTURAL DIVERSITY

- Defining Culture
- Multi-culturalism
- Where do You fit it?
- What is Ethnicity and how it affects you
- Building relationships within your community
- Family life in a multi-cultural society: covering historical, traditional, beliefs and customs.

WEEK EIGHT

STARTING YOUR OWN BUSINESS

- Starting a business on a low income
- Your business idea
- Research and Development
- Cash flow forecast
- Defining your unique selling point
- Understanding branding
- Profit and loss and Taxation.

WEEK NINE

END OF TRAINING

- Final Individual Assessment
- Social Evening
- Planning
- Presentation of Certificates of Attendance

