



Nottingham City Homes' Tenant Academy training programme – 9 June 2021 onwards (Details correct as of 09/06/2021)
FREE training for Nottingham City Homes' Tenant and members of community groups who support our neighbourhoods

PRE BOOKING ESSENTIAL To book please email involved@nottinghamcityhomes.org.uk, call 0115 7469100 to request a call back. Selected courses can be booked by using the Eventbrite links provided or by visiting the main NCH Eventbrite page at: <https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233>

Theme	Course name:	Classroom/ online	Day of the week	Date/s:	Time:	Description:
Digital and IT skills	Clicksilver Connections	Online – one to one telephone support	Wednesday	Rolling 4 weeks programme	12noon to 1pm for 4 weeks	For anyone who needs a hand with technology and feeling isolated from connected with others online. You'll be matched up with a mentor who'll support you on a one to one basis over a 4 week. Access to a smart phone, laptop or PC required. Contact us for a referral.
Digital and IT skills	Connected2 – For tenants living in the Clifton and Meadows area	Online – one to one telephone support	Flexible	Ongoing programme	Flexible	Connected2 supports people living in the Meadows and Clifton to engage with the digital world through one to one telephone support.
Health and safety/Community	Level 2 Food Safety and Hygiene for catering	Online	Flexible – course takes around 2 hours at your own pace	Flexible	Flexible	Opportunity to complete an accredited qualification in Food safety.

Health and safety	One day Emergency First aid, Pediatric first aid (2 days) and full first aid (3 days) training	Classroom based	Regular dates once Covid-19 restrictions allow	Dates and times to be confirmed	Dates and times to be confirmed	Email involved@nottinghamcityhomes.org.uk to express an interest
Volunteering and Volunteer Management (delivered by NCVS)	How to take minutes	Online (Zoom)	Tuesday	15/06/2021	10.30am to 12.30pm	Are you acting as secretary or note taker, or do you need to record meetings? Learn how to take effective minutes and make your task easier.
Employability (delivered by NCH)	Interview Skills	Online (Zoom)	Tuesday	15/06/2021	12noon to 1pm	This bite-size session will focus on how to prepare for an interview, using tips such as the STAR technique to help build confidence. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Employability (delivered by NCH)	Build a great CV!	Online (Zoom)	Thursday	17/06/2021	11am to 12noon	Don't miss it! 60 minute webinar exploring what it takes to create a great CV to help you get the interview for the job you want. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Confidence building	Building Confidence course	5 - 7 Brideway Centre, The Meadows, NG2 2JD	Monday	21/06/2021, 6 week programme running until 26/07/2021	1pm to 3.30pm	This 6 week Nottingham College course will: <ul style="list-style-type: none"> • Explore self-confidence, self-knowledge and awareness, self-reliance and self-belief and how they are connected. • Identify personal strategies to develop confidence Apply a range of problem solving approaches to deal with real life issues.

						<ul style="list-style-type: none"> • Develop communication strategies to apply assertive language and engage with others confidently in a variety of situations. • Explore the skills needed for success and how to effectively plan personal confidence goals for the future.
Employability (delivered by NCH)	Women in Construction Taster Day	Classroom - Nottingham Skills Academy Carlton Road, Nottingham	Tuesday	22/06/2021	10am to 3pm	Women and men are welcome to come and get a taste of the different trades, including bricklaying, joinery, and block paving. Book online at: https://www.eventbrite.co.uk/e/women-in-construction-taster-day-tickets-146560206523 or email employability@nottinghamcityhomes.org.uk
Employability (delivered by NCH)	Interview Skills	Online (Zoom)	Tuesday	22/06/2021	12noon to 1pm	This bite-size session will focus on how to prepare for an interview, using tips such as the STAR technique to help build confidence. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Volunteering and Volunteer Management (delivered by NCVS)	Introduction to the role of Board or Committee Secretary	Online (Zoom)	Tuesday	22/06/2021	6pm to 7pm	The Board or Committee Secretary is one of the principal roles in a charity or community organisation, yet there are few courses on the subject. In this one-hour online session you will learn why it is so important and that it is definitely not just about taking minutes.
Volunteering and Volunteer Management (delivered by NCVS)	Writing Opportunities to attract Volunteers	Online (Zoom)	Wednesday	23/06/2021	10am to 11am	A new one-hour online session to help your volunteer role descriptions stand out, ensuring you attract enthusiastic volunteers.

Volunteering and Volunteer Management (delivered by NCVS)	Top Tips for Writing Funding Applications	Online (Zoom)	Wednesday	23/06/2021	1pm to 2.15pm	For organisations and community groups who are new to applying for funding, or for those in need of a refresher. Relevant for groups applying for COVID-19 funding and recovery support as well as other general funding.
Equality and Diversity	Deaf Awareness and basic sign language	Online (Zoom)	Thursday	24/06/2021	9.30am to 12.30pm	This engaging online workshop will provide you with an understanding of the barriers deaf and hard of hearing face and basic every day signs https://nchdeafawareness.eventbrite.co.uk
Employability	Women in Construction - WiC2 LIVE	Eastglade Road, NG5	Tuesday	29/06/2021	10am to 2pm	Come and join us at Eastglade which is a brand new housing development building new homes for tenants and residents of Nottingham City Homes. There will be an opportunity to do a site visit / tour of the site plus hear talks from women and men who are involved in the building scheme and their input plus hear about their journeys into construction. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Safeguarding Adults*	Online (Zoom)	Tuesday	06/07/2021	10.30am to 1.45pm	An online course giving a basic understanding of roles and responsibilities in the safeguarding of adults and how to respond to concerns.
Volunteering and Volunteer Management (delivered by NCVS)	Essentials of Volunteer Management	Online (Zoom)	Wednesday	07/07/2021	10am to 11am	This one-hour online session looks at methods that have proved to be effective in volunteer leadership, including the best ways to plan, involve, support and retain volunteers.

Volunteering and Volunteer Management (delivered by NCVS)	Mental Health Aware	Online (Zoom)	Monday	19/07/2021	11am to 3.30pm	Delivered by a registered Mental Health First Aid England (MHFA) Instructor, this introductory course will raise awareness of mental health issues and gives initial guidance on how to support people who may be experiencing mental ill health.
Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Safeguarding Children and Young People*	Online (Zoom)	Wednesday	21/07/2021	10:30am to 1.45pm	An online course giving a basic understanding of roles and responsibilities in the safeguarding of children and young people and how to respond to concerns.
Volunteering and Volunteer Management (delivered by NCVS)	Trustee Refresher Course	Online (Zoom)	Wednesday	21/07/2021	5.30pm to 7.30pm	This two-hour online session is intended for trustees who have completed our 'Being a Trustee' course and want to further develop their involvement and awareness of trustee duties.
Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Health & Safety and Risk Assessments	Online (Zoom)	Tuesday	27/07/2021	10.30am to 12.30pm	This new two-hour online session will explain the basics of health and safety, then take you through the process of carrying out a risk assessment in an organisational environment.
Employability (delivered by NCH)	Interview Skills	Online (Zoom)	Tuesday	27/07/2021	12noon to 1pm	This bite-size session will focus on how to prepare for an interview, using tips such as the STAR technique to help build confidence. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Volunteering and Volunteer Management (delivered by NCVS)	Addressing the Barriers to Volunteering	Online (Zoom)	Wednesday	28/07/2021	10am to 11am	In this one-hour online session, we will identify some of the barriers that potential volunteers face to becoming involved in your organisation and share ideas to remove these barriers.

Family fun and learning	Grow, Cook and Play sessions	Bulwell Forest Gardens	Monday	02/08/2021	10.30am to 2pm	Fun, outdoor activities including tree climbing, den building, crafts and cook activities. Every Monday during August. Pre booking essential. Email involved@nottinghamcityhomes.org.uk
Volunteering and Volunteer Management (delivered by NCVS)	Safeguarding Children Designated Lead Person*	Online (Zoom)	Tuesday	03/08/2021	10.30am to 1.45pm	An online course giving a basic understanding of the roles and responsibilities of the Designated Safeguarding Lead Person.
Family fun and learning	Grow, Cook and Play sessions	Bulwell Forest Gardens	Monday	09/08/2021	10.30am to 2pm	Fun, outdoor activities including tree climbing, den building, crafts and cook activities. Every Monday during August, pre booking essential. Email involved@nottinghamcityhomes.org.uk
Volunteering and Volunteer Management (delivered by NCVS)	Being a Trustee: what does it mean?	Online (Zoom)	Wednesday	11/08/2021	10.30am to 12.30pm	This two-hour online session covers the basic information for all trustees, whether you are new to the role or long-established.
Family fun and learning	Grow, Cook and Play sessions	Bulwell Forest Garden	Monday	16/08/2021	10.30am to 2pm	Fun, outdoor activities including tree climbing, den building, crafts and cook activities. Every Monday during August, pre booking essential. Email involved@nottinghamcityhomes.org.uk

Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Volunteers and the Law	Online (Zoom)	Wednesday	18/08/2021	10am to 12.15pm	A two-hour online course for Leaders of Volunteers to start to develop an understanding of some of the legal requirements that relate to your volunteering programme.
Employability	Build a great cv!	Online (Zoom)	Wednesday	18/08/2021	11am to 12noon	Don't miss it! 60 minute webinar exploring what it takes to create a great CV to help you get the interview for the job you want. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Family fun and learning	Grow, Cook and Play sessions	Bulwell Forest Garden	Monday	23/08/2021	10.30am to 2pm	Fun, outdoor activities including tree climbing, den building, crafts and cook activities. Every Monday during August, pre booking essential. Email involved@nottinghamcityhomes.org.uk
Volunteering and Volunteer Management (delivered by NCVS)	Trustees' Safeguarding Responsibilities	Online (Zoom)	Tuesday	24/08/2021	10.30am to 11.45am	An interactive online session for Trustees (or members of Management Committees) of organisations whose activities put them in contact with vulnerable adults or children.
Employability (delivered by NCH)	Interview skills	Online (zoom)	Tuesday	24/08/2021	12noon to 1pm	This bite-size session will focus on how to prepare for an interview, using tips such as the STAR technique to help build confidence. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk

Volunteering and Volunteer Management (delivered by NCVS)	Dealing with Conflict in your Volunteer Programme	Online (Zoom)	Wednesday	08/09/2021	10am to 11am	This one-hour online session aims to share some ideas about how best to deal with the inevitable disagreements, personality clashes and conflicts that arise from time to time among a team of volunteers.
Employability (delivered by NCH)	Interview skills	Online (Zoom)	Tuesday	21/09/2021	12noon to 1pm	This bite-size session will focus on how to prepare for an interview, using tips such as the STAR technique to help build confidence. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
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Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Safeguarding Children and Young People*	Online (Zoom)	Thursday	07/10/2021	10.30am to 1.45pm	An online course giving a basic understanding of roles and responsibilities in the safeguarding of children and young people and how to respond to concerns.
Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Safeguarding Adults*	Online (Zoom)	Wednesday	13/10/2021	10.30am to 1.45pm	An online course giving a basic understanding of roles and responsibilities in the safeguarding of adults and how to respond to concerns.

Volunteering and Volunteer Management (delivered by NCVS)	Mental Health Aware	Online (Zoom)	Tuesday	19/10/2021	10.30am to 3pm	Delivered by a registered Mental Health First Aid England (MHFA) Instructor, this introductory course will raise awareness of mental health issues and gives initial guidance on how to support people who may be experiencing mental ill health.
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Volunteering and Volunteer Management (delivered by NCVS)	How to take minutes	Online (Zoom)	Thursday	04/11/2021	11am to 1pm	Are you acting as secretary or note taker, or do you need to record meetings? Learn how to take effective minutes and make your task easier.
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Volunteering and Volunteer Management (delivered by NCVS)	Introduction to Volunteers and the Law	Online (Zoom)	Wednesday	10/11/2021	10 am to 12.15 pm	A two-hour online course for Leaders of Volunteers to start to develop an understanding of some of the legal requirements that relate to your volunteering programme.
Employability (delivered by NCH)	Interview skills	Online (Zoom)	Wednesday	17/11/2021	12noon to 1pm	This bite-size session will focus on how to prepare for an interview, using tips such as the STAR technique to help build confidence. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
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Volunteering and Volunteer Management (delivered by NCVS)	Setting up a social enterprise	Online (Zoom)	Wednesday	08/12/2021	10am to 12noon	What is the right structure for your organisation? This new two-hour online session will explain your options and provide you with some useful tips to help you through the process of registration and beyond.
Employability	Build a great cv!	Online (Zoom)	Tuesday	14/12/2021	11am to 12noon	Don't miss it! 60 minute webinar exploring what it takes to create a great CV to help you get the interview for the job you want. Book online at https://www.eventbrite.co.uk/o/nottingham-city-homes-17262315233 or email employability@nottinghamcityhomes.org.uk
Language Skills	Conversation groups for improving your English	Online via Zoom	Mondays, Wednesday and Fridays 10am to 11am, Wednesday	Rolling programme	10am to 11am, 2pm to 3pm and 5pm to 6pm	For those that want to practice their English in a supportive group. The group is suitable for adults with Intermediate English language level or above.

			2pm to 3pm, Thursday 5pm to 6pm			Book a session online at: https://www.nottinghamcitylibraries.co.uk/conversation-groups-for-improving-your-english/
Language skills	Language Café	Online via Zoom	Mondays	Rolling programme	2pm to 3pm	Meet up online for an informal language exchange and a fun way to learn new languages or practice your teaching skills. Languages available: English, Spanish and Vietnamese. Book a session online at: https://www.nottinghamcitylibraries.co.uk/language-cafe/
Digital skills	Introduction to Facebook - bite sized video	Online - Bite sized video	N/A	N/A	N/A	2 short videos exploring getting set up on Facebook and interacting with NCH on Facebook. https://nottinghamcityhomes.org.uk/section/get-involved/your-skills/introduction-to-facebook/
Healthy eating	Healthy eating - spiced bean chilli and orange and lemon cornmeal cake	Online - video	N/A	N/A	N/A	Produced by our friends at Healthy Eating Solutions, these recipes are as delicious as they are healthy and low-cost. Visit: https://nottinghamcityhomes.org.uk/section/get-involved/your-skills/healthy-eating/

Please note that some classroom based sessions may be affected by current Covid-19 restrictions. Sessions may need to be rescheduled as a result but expressions of interest will still be taken.

- *** Introduction to Safeguarding Adults** All safeguarding training delivered by our NCVS Safeguarding Lead, Celina Adams, is endorsed either by the Nottingham City Safeguarding Children Board or by the Nottingham City Safeguarding Adult Board. You will receive a certificate of participation once you have completed the training.

Need some help using Zoom and Microsoft Teams?

Then check out our handy how to guides at <https://nottinghamcityhomes.org.uk/section/get-involved/your-skills/virtual-meetings-and-training/>

Further details:

- Tenant Academy page: <https://nottinghamcityhomes.org.uk/section/get-involved/your-skills/>

Have you signed up to our e-newsletter yet?

We'd love to keep in touch will you about our latest Tenant Academy training, employability support and involvement opportunities.

Sign up [here](#) to be added to our monthly Tenant and Leaseholder Involvement e-mailing lists.

You can unsubscribe at any time and view our full privacy policy [here](#).