**Online / distance learning**

Lincolnshire County Council funded Adult Learning, online provision – May – July 2020

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| **Provider** | **Course Offer** | **Cost & Requirements** | **Contact details** |
| **3CATS**  **(LCC funded courses)** | **Full range of Level 1 & 2** IAB manual and computerised bookkeeping and payroll qualification courses  Bookkeeping skills enhancement courses (stock valuations and year end accounts)  Refresher training in Sage or commercial software  Software can be provided to enable the learner to complete their computerised bookkeeping or payroll studies. | May to July 2020  Learners would have to commit to 5 hours study per week  (this includes attending a video class once a week along with independent study) | [www.3cats.org.uk](http://www.3cats.org.uk)  Tel: 07860 927635  Email: [nelsonde@globalnet.co.uk](mailto:nelsonde@globalnet.co.uk) |
| **CLIP**  **(LCC funded courses)** | **Level 2 Certificates in:**  Principles of Customer Service Preparing to Work in Adult Social Care  Principles of Working with Individuals with Learning Disabilities  Information, Advice or Guidance  Principles of Business Administration  Equality and Diversity  IT User Skills  **L1 Awards in:**  Health and Safety Awareness  Mental Health Awareness  Introduction to Health, Social Care and Children’s and Young People’s Settings  CV Writing  IT User Skills | May to July 2020 | [www.cliplearning.com](http://www.cliplearning.com/)  Tel: 01673 843489  Email: [info@cliplearning.com](mailto:info@cliplearning.com) |
| **First College**  **(LCC funded**  **courses)** | **Introductory courses:**  Food Safety and/or Food Allergen Refresher  Health and Safety in the Workplace  Introductory ICT  Introductory Email, Word and/or Internet  Online Safety including GDPR  Mental Health Awareness  Marketing and Social Media Awareness  Basic Mobile Devices  Basic Word Processing  Basic Email  **Level 1**  Principles of Customer Service  Certificate in ICT (85 hours)  **Level 2**  Food Safety and Hygiene for Catering (8 hours course with external examination)  Principles of Customer Service World Host  Certificate in ICT (125 hours**)**  Certificate in Principles of Business Administration (120 hours**)** | May to July 2020  Free of charge | [**www.firstcollegelincs.co.uk**](http://www.firstcollegelincs.co.uk)  Email: [**Sarah.milburn@firstcollegelincs.co.uk**](mailto:Sarah.milburn@firstcollegelincs.co.uk)  Tel: Sheila on 07958 805445 |
| **RHG Consult**  **(LCC funded courses)** | **Webinars:**  **Leading Teams remotely series**  Session 1 – Coaching for Managers  Session 2 – How to effectively manage teams remotely  Session 3 – An introduction to function leadership  Session 4 – Leading people during a crisis  **Excel for Business Series**  Session 1 – Setting up Excel for success  Session 2 – Constructing simple formulas  Session 3 – Advanced formulas  Session 4 – Pivot tables & advanced formulas  **Assertiveness & Confidence Building**  Personal skills inventory  Assertiveness /aggressiveness / submissiveness  **CV & Interview Skills**  Up to date CV advice  Promoting transferable skills  Tailoring CVs for specific jobs  Successful interview techniques  Job search ideas & planning  **Introduction to Project Management**  Project lifecycle  Projects v business as usual  Measuring project outcomes  Using Gantt charts  Risks and Issues  Project software  **Mindfulness**  Techniques to reduce stress & anxiety  Boost your concentration and wellbeing  Breathing, relaxation and coping mechanisms  Self-realisation to strengthen resilience  **Personal Planning & Organisational Skills**  Organising personal time  Schedules and milestones  Planning tasks and actions  Manage emails  Personal planning software  **Start your own business**  Generating business ideas  Funding and finance  Legal entities of business  Accounts and HMRC  Marketing, advertising & social media  **Writing with clarity**  Communicate effectively in writing  Grammar refresher  Apply principles of effective writing  Reviewing and proof reading text | Free of charge  2-3 pm  5th May  12th May  19th May  26th May  10-11.30 am  7th May  14th May  21st May  28th May  09:30 – 15:00  **Webinar dates:**  14th May 2020  18th June 2020  16th July 2020  09:30 – 15:00  **Webinar dates:**  1st June 2020  25th June 2020  30th July 2020  09:30 – 15:00  **Webinar dates:**  27th April 2020  12th May 2020  14th July 2020  23rd July 2020  09:30 – 15:00  **Webinar dates:**  28th April 2020  26th May 2020  9th June 2020  7th July 2020  09:30 – 15:00  **Webinar dates:**  21st May 2020  3rd June 2020  2nd July  09:30 – 15:00  **Webinar dates**  29th April 2020  27th May 2020  29th June 2020  8th July 2020  09:30 – 15:00  **Webinar dates**  13th May 2020  4th June 2020 | Email: [info@rhgconsult.co.uk](mailto:info@rhgconsult.co.uk)  Tel: 0345 603 931 |
| **Riverside Training (Gainsboro')**  **(SKA Ltd.)**  **(LCC funded courses)** | **Introduction to British Sign Language and understanding hearing loss**  Online training - 10 hours  This course will help you understand ways to manage communication with people who have hearing loss.  Learn how to use sign language to communicate and hold brief conversations.  The course material will be adapted to vocabulary for each person for example, the care, retail, education sector.  **The skilled helper - an introduction to the skills needed to be a counsellor, support worker, coach or mentor**  Online training - 10 hours  This course will help you understand the skills needed to work with people in a support role.  Learn how to effectively listen, and process information to work through to an action plan.  You will look at the ethics involved within each role and professional qualifications required.  The course material will be adapted for each person for example, the care, education or health sector  **How to manage your anxiety and negative thoughts**  Online training - 10 hours  This course will look at what anxiety and how thoughts and behaviours differ.  We look at the internal messages you keep in your mind and how to re-write them.  We use your own personal experiences in the course so a conversation with the tutor ahead of the starting is necessary.  **Home harmony - Effective communication in the home**  Online training - 10 hours  This course will help you understand the dynamics of effective communication.  You will learn how personality types impact on the way people listen and respond.  The course material will show tips and techniques of managing conflict before it happens.  We will adapt the course material for each person and their own household, including the ederly relatives and teens  **Workplace conflict - Effective communication in the workplace**  Online training - 10 hours  This course will help you understand the dynamics of effective communication.  You will learn how personality types impact on the way people listen and respond.  How the different generations values and behaviours can be misunderstood in the workplace.  The course material will show tips and techniques of managing conflict before it happens.  We will adapt the course material for each person and their workplace culture and sector  **Adulting - the 19+ guide to breaking out and changing perceptions**  Online training - 10 hours  Moving emotionally into adulthood can be challenging.  Although you've gained many skills and knowledge, you are still carrying around the perceptions of you as a young person.  How can you break the mould of negative behaviours, challenge (effectively) perceptions that people have and learn how to create a new brand of you !  **Winning ways - How confidence can be calm, yet strong**  Online training - 10 hours  Being more confident is not about faking it.  It's not about being artificial.  This course will look at the person who you are and work with that and turn your core self into a confident self.  We will look at the life scripts you carry with you and how, if challenged you can re-write them to be strong in your own world. | Free of charge  May to July | Tel: 01427 677277  Email: [enquiries@riverside-training.org.uk](mailto:enquiries@riverside-training.org.uk) |
| **Train4**  **(LCC funded)** | A full range of nationally recognised  qualifications delivered on-line with support from fully qualified professionals, where you can learn at your own pace with an individual qualification.  Alternatively join one of our part time 3 week virtual classrooms which offer you a fast track route into either the Construction or Security industries.  **3 week Construction Course**  Our construction programme, in conjunction with our employer partners offers you a fast track route to the industry by providing a fully funded CSCS green card and an introduction to a recruiting employer at the end of the course.  **Qualification overview:**   * *Level 1 Basic Construction Skills* * *Level 1 Health and Safety in a Construction Environment* * *Entry 2 Personal and social Development*   **3 Week Security Course**  Our security programme, in conjunction with our employer partners offers you a fast track route to the industry by providing a fully funded SIA License and an introduction to a recruiting employer at the end of the course.  **Qualification overview:**   * *Level 2 Door Supervisor* * *Level 2 Event Security Operative* * *Entry 2 Personal and social Development*   Individual Level 2 qualifications, self-facilitated with support from one of our fully qualified tutors:-   * Level 2 Certificate in Preparing to Work in Adult Social Care * Level 2 Certificate in Understanding Data Protection and Data Security * Level 2 Certificate in Understanding Nutrition and Health * Level 2 Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings * Level 2 Certificate in Understanding Retail Operations * Level 2 Certificate in Awareness of Mental Health Problems * Level 2 Certificate in Understanding Safeguarding and Prevent * Level 2 Certificate in Principles of Team Leading | May to July | Tel: 01522 420245  Email:  [adminteam@train4.me.uk](mailto:adminteam@train4.me.uk) |

**Updated 6th May 2020**