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Email: tedproject@nottinghamwomenscentre.com

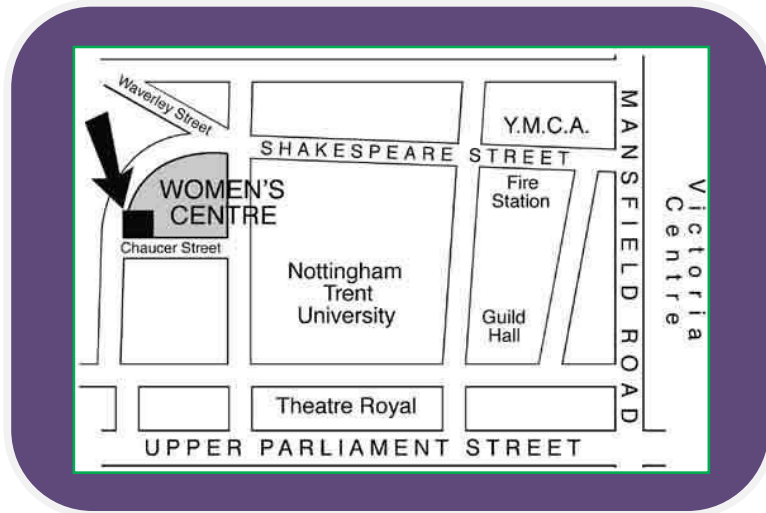
Or: training@nottinghamwomenscentre.com

Telephone: 0115 941 1475

Charity Registration 1105837

Company Limited by Guarantee 5113835

Registered in England & Wales



**Open Day  
Tuesday 5<sup>th</sup>  
January  
10am - 12pm**

**Nottingham  
Women Centre**

**Course Booklet  
Autumn / Winter  
2009 - 2010**



Welcome to Nottingham Women's Centre Course Booklet  
Autumn/Winter 2009.

As well as information on our courses you will find out about the various projects we have available, including Women into Work, which can help you gain confidence as well as valuable skills. There is also information on our range of volunteer opportunities, as well as how to take care of yourself with our Wellbeing / Alternative Therapy sessions.

The centre also has several support groups that are run by outside organisations that use Nottingham Women's Centre as a meeting place.

## About Us

Since it first opened in 1971 Nottingham Women's Centre's aim is to provide a safe, women only environment for women to come. Our main role is to help women build self confidence, either by addressing issues affecting them or by taking part in courses or training programmes.

Nottingham Women's Centre is also host to several women's organisations – Women's Aid, Rape Crisis and Roshni.

*Our goal is to help women achieve their aims and provide a welcoming environment in which to do it.*

## Enrolment

To enrol in any of the courses, or get advice about which courses are suitable for you, please contact Nottingham Women's Centre on 0115 941 1475 or email: [tedproject@nottinghamwomenscentre.com](mailto:tedproject@nottinghamwomenscentre.com) / [training@nottinghamwomenscentre.com](mailto:training@nottinghamwomenscentre.com)

Please be aware the courses may fill up quickly so book in advance to avoid disappointment.

Alternatively just pop down to Nottingham Women's Centre between the hours of 9 am – 5 pm (Monday to Friday) and we can answer any queries / enrol you in courses.

If you are in receipt of benefits or on low income, please remember to bring proof of this when enrolling.

Here at Nottingham Women's Centre we offer a wide range of volunteering opportunities including helping in the children's daycare / crèche, admin / reception work, gardening and lots more.

Alternatively, if you have something you would like to do / or offer, please let us know and we will try and respond to your ideas.

**This is your centre and we welcome your involvement.**

If you are interested please contact us at Nottingham Women's Centre 0115 941 1475 or email us at [admin@nottinghamwomenscentre.com](mailto:admin@nottinghamwomenscentre.com)

## Children's Day Care /Crèche

Nottingham Women's Centre has children's daycare / crèche facilities for 6 month – 5 year olds.

If you have any questions or would like to book a place please contact 07904884418 or 0115 941 1475.

## Recognise and Improve your Skills

Do you want to update your skills? Have you recently been made redundant? Would you like to get into work or volunteering?

Nottingham Women's Centre has a variety of projects, including **Flexible Routeways / Response to Redundancy**. Our projects will support you all the way from enrolment into training and beyond by:

- Helping you to identify your training needs via Information, Advice and Guidance sessions.
- Enrolling you onto appropriate training courses
- Helping you with CV writing
- Supporting you with Interview preparation
- Arranging taster sessions and work placements
- Arranging Volunteer placements
- And much more

If you gain employment, we will support you for 3 – 6 months.

If you are interested please contact reception at the Nottingham Women's Centre.

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help to improve? This  
with a chance to gain a  
qualification when you are ready. The class is small, friendly and NOT like  
school.

**Start Date: Roll on / Roll off**

**Time: Wednesday 10:00 am – 12:00 pm / 1:00 pm – 3:00 pm / 3:00pm –  
5:00pm** (additional dates will be added if required)

**Cost: Free**

## Building Self Confidence

This course covers some aspects of assertiveness but the emphasis is on inner confidence rather than behaviour. The kind of topics it covers are: looking for strengths and best points, body language, positive thinking, being confident with people and practical strategies to be confident.

**Start Date: Monday 18<sup>th</sup> January 2010**

**Time & Course Duration: 12:30 pm – 3:00 pm for 6 weeks**

**Cost: £50.00** (if not on benefits / or on NWC Project)

## Pamper Sessions

Reflexology and aromatherapy/Swedish massage sessions running on alternate weeks. The sessions last approx 1 hour. If you are interested please book in advance at reception.

**Day & Time: Tuesday 10:00 am – 2:30 pm**

**Cost: Donation**

## Tai Chi / Chi Kung

Promotes mental clarity and a healthy body. No booking required.

**Day & Time: Wednesdays 11:00 am – 12:30 pm**

**Cost: Donation**

## Yoga

Promotes good health and well being. No booking required.

**Day & Time: Tuesdays 1:00 pm – 3:00 pm during term time.**

**Cost: Donation**

## Reiki

We offer Reiki as a complimentary treatment and not a course, with each session lasting approx. 45mins. If you are interested please book in advance at reception.

**Day & Time: Wednesday 2:00 pm – 4:00 pm. Sessions are ongoing.**

**Cost: Donation**

## ive Therapy

Women's Centre is  
alternative therapy

sessions.

If you have any enquiries or wish to book about any of these sessions  
please let reception know.

## Women's Support Group

Working in partnership with Nottingham Women's Centre, the aim of the  
Women's Support Group is to create a warm, friendly and informal  
atmosphere which provides mutual support and trust to women living in  
Nottingham and the surrounding areas.

Women attending the group will be encouraged to develop their own  
programme of events and activities.

**Start date: Thursday 10<sup>th</sup> September 2009**

**Time: 11:00am – 2:00 pm**

## Skincare and Make Up Classes

Learn a basic skincare routine as well as tips and tricks for applying make  
up with Sakeena. The sessions last approx 2 hours.

If you are interested please enquire at reception.

**Day & Time: Thursday 11:00 am – 1:00 pm**

**Cost: Free**

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## CLAiT

This course will equip you with the basic range of transferable skills  
necessary to meet the demands of the modern workplace. You are  
required to achieve three units: the core unit covers file management  
and word processing to provide initial skills in operating a typical  
computer workstation; the further two units will allow you to develop  
skills in spreadsheets and database applications.

**Start Date: Tuesday 13<sup>th</sup> October 2009**

**Time & Course Duration: 12:30 pm – 3:30 pm for 20 weeks**

**Cost: £224.00** (if not on benefits / or on NWC Project)

## Computing for Beginners

For complete beginners to using the computer. Get learners used to  
using: word processing software, the keyboard, the mouse, and the  
Windows screens. This is a non accredited course.

**Start Date: Friday 15<sup>th</sup> January 2010**

**Time & Course Duration: 10:00 am – 12:00 pm for 10 weeks**

**Cost: £40.00** (if not on benefits / or on NWC Project)

## NOCN Computing for Beginners

For complete beginners to using the computer. Get learners used to  
using: word processing software, the keyboard, the mouse, and the  
Windows screens. This is an accredited course.

**Start Date: Wednesday 13<sup>th</sup> January 2010**

**Time & Course Duration: 9:30 am – 12:30 pm for 15 weeks**

**Cost: £95.00 plus £15.00 Exam Fee** (if not on benefits / or on NWC Project)

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an understanding of  
s to be able to deal

with depression more effectively. The course is not about stopping depression, but it is about strategies that help. Students need to be at a stage where they are able to take on new information and deal with talking in a group environment.

**Start Date: Monday 8<sup>th</sup> March 2010**

**Time & Course Duration: 9:30 am – 12:00pm**

**Cost: £50.00** (if not on benefits / or on NWC Project)

## Coping with Everyday Stress

**NEW FOR 2010:** This course looks at how stress can affect everybody. It involves lots of different strategies for relieving stress including relaxation techniques, lifestyles changes and challenging thinking. The course is suitable for everyone who feels under pressure and reaching boiling point!

**Start Date: Monday 8<sup>th</sup> March 2010**

**Time & Course Duration: 12:30 pm – 3:00 pm for 8 weeks**

**Cost: £50.00** (if not on benefits / or on NWC Project)

## Open Day / Enrolment Day

The open day / enrolment day is a good chance to come to Nottingham Women's Centre to enquire about any courses, enrol in any courses and to have a look around the centre. We offer free pamper sessions throughout the day, which proved a big hit at the last open day.

Although dates have not been confirmed as yet, our next open day will be on the **5<sup>th</sup> January 2010 between 10 am – 12 pm**. Please keep an eye out for posters / signs around the centre.

Alternatively, if you would like to be put on our mailing list where we will send you up to date course flyers and events happening in the centre please and let the ladies on reception know.

**Email : [admin@nottinghamwomenscentre.com](mailto:admin@nottinghamwomenscentre.com)**

**Phone : 0115 941 1475 (office hours)**

**In Person : Office hours (9:00 am – 5:00 pm)**



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...asic computer

knowledge.

**Start Date / Time & Course Duration / Cost: T.B.A**

## Introduction to Tap Dancing

Improve your fitness levels whilst having fun learning the basic steps of tap dancing. Wear sensible shoes or trainers.

**Start Date: Postponed until further notice**

**Time & Course Duration: 1:00 pm – 3:00 pm for 9 weeks**

**Cost: £32.00** (if not on benefits / or on NWC Project)

## Textiles

Soft furnishings and practical design.

**Start Date: Wednesday 13<sup>th</sup> January 2010**

**Time & Course Duration: 1:00 pm – 3:00 pm for 15 weeks**

**Cost: £95.00** (if not on benefits / or on NWC Project)

## Introduction to Teacher Training Course

Please call to register your interest in this course.

**Start Date / Time & Course Duration / Cost: T.B.A**

## Crystal Therapy

A six week course for those wishing to learn how to use crystals in their everyday life and home environment. We will be looking at Crystals in the home, Crystal Nets, Crystal Essences, Crystal Elixirs, Crystals for Children and Crystals for specific health conditions.

It is a follow on course for those completing the Introduction to Crystals.

**Start Date: Monday 22<sup>th</sup> February 2010**

**Time & Course Duration: Monday 10:00 am – 1:00 pm for 6 weeks**

**Cost: £3 donation per class**

## BCS IT User Skills (ECDL Essentials) Roll on / off

**ECDL Essentials** is a level one qualification and has been designed to give users a basic introduction to computing with relevant skills in using the basic tools required for an IT user today.

**Start Date: Roll on / Roll off**

**Time: Thursday 9:30 am – 12:30 pm / Tuesday 9:30 am – 12:30 pm**

**Cost: Free** (if on NWC Project)

## Introduction to using Email & the Internet

A basic course into how to surf the worldwide web, search for information on the Internet and find your favourite websites.

**Start Date: Monday 22<sup>nd</sup> February 2010**

**Time & Course Duration: 10:00 am – 12:30 pm for 3 weeks**

**Cost: Free**



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## Catering

## Food and Mood

**NEW FOR 2010:** There is increasing evidence that our diet and nutrition not only has an impact on our physical wellbeing but on our mental wellbeing as well.

This course explores the relationship we have with food and provides ideas of how we can improve our diet to improve our mood. There will also be the opportunity to sample healthy snacks.

**Start Date: Monday 18<sup>th</sup> January 2010**

**Time & Course Duration: 9:30 am – 12:00 pm for 6 weeks**

**Cost: £50.00** (if not on benefits / or on NWC Project)

## Introduction To Getting That Job

Four week workshop to prepare you for your job interviews.

The course will include:

23/02/10 & 02/03/10	1&2: Cover Letter writing, completing an application form, CV.
09/03/10	3. Preparing for an interview.
16/03/10	4. Mock Interview.

**Start Date: Tuesday 23<sup>rd</sup> February for 4 weeks**

**Time: 10:00 am - 12:30 pm**

**Cost: Free**

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## Holistic Therapies

**NEW FOR 2010:** A simple introduction to the safe use of a variety of Holistic Therapies which will include: Awareness of holistic practices, the use of essential oils, reflexology & how to apply simple techniques, Indian Head Massage, meditation techniques.

**Start Date: Thursday 14<sup>th</sup> January 2010**

**Time & Course Duration: 10:00 am – 12:00 pm for 10 weeks**

**Cost: £40** (if not on benefits / or on NWC Project)

## Kick Start Your Life

**Students must have completed the initial Goals and Motivation Course.**

The course will look at identifying time wasters in your lives and habitual areas causing distractions and stumbling blocks that affect and deter change. Once identifying what needs to change, it will then look at tools that will assist with how to implement change. It will enable the individual, once in a stronger place of security, to look at ownership.

**Start Date: Monday 11<sup>th</sup> January 2010**

**Time & Course Duration: 10:00 am – 12:00 pm for 11 weeks**

**Cost: £50.00** (if not on benefits / or on NWC Project)

## Life Coaching Skills

Please call to register your interest in this course.

**Start Date / Time & Course Duration / Cost: T.B.A**

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