



**A section of Tutoed Courses
to help develop you in
your working life**

**From ½ day to 1 day,
and more
Organised as required.**

Our Selection of Courses : Delivered by Experienced Tutors

The following courses have been selected to help develop and support you in your working life. The courses here provide you with skills and tools that are generic to any workplace or job role.

- Delivered in groups of 10 or more
- Onsite or at nearby GMB offices
- In most case these courses can be adapted to suit your needs

To request or specify an interest in any of these course, please get in contact with any of the Learning Team, these courses are only arranged once we have a sufficiently interested number of people:

- zena.chandler-burnell@gmb.org.uk
- vincent.board@gmb.org.uk



Communicating with Confidence (in the workplace)

The course developed and delivered by the very experienced Jos Andrews offers you a range of useful skills which will help in your personal and working life especially in discussions, meetings, disciplinary meetings and presentations. It provides you with the tools necessary to build your self-esteem and self-confidence allowing you to be the best you can be when working and communicating with others.

We will cover:

- Getting your voice and ideas heard - preparation and planning
- Getting to know yourself and know your audience
- Getting people on your side
- Active listening – and learning from it
- Communication = Confidence
- Dealing with feedback – good and bad

This is a 4 hour course that involves some verbal participation within the group. Ideally held face-to-face although an online version can be arranged. Following this course it is recommended that you then undertake the follow on, How to Influence People Course.

How to Influence People

The second course delivered by Jos Andrews. How we communicate with others and how others communicate with us can make a big difference to the outcome of any intended interaction and / or meeting. Having the knowledge in advance of ‘what makes people tick’ can make a big difference to your working and personal life.

This course looks at how to deal with different people in different ways...the difference between ‘cats’ and ‘dogs’ *[to be explained!]*

It provides you with a range of practical skills which will help you in all work situations that require you to interact with others; including meetings, presentations, and job interviews.

We will cover:

- Why ‘dogs’ and ‘cats’...
- How do I recognise ‘dogs’ and how do I recognise ‘cats’?
- Strategies to deal with ‘dogs/cats’
- Establishing & building workplace relationships
- Getting your message over

There will be time at the end of the session to work through issues specific to your workplace/job role.

Again, this is a 4 hour course that involves some verbal participation within the group. Ideally held face-to-face although an online version can be arranged. It is recommended that you would have already completed the Communicating with confidence in the workplace course first.

Building your Workplace Voice

Does the thought of delivering a talk, presentation or speech fill you with dread? This course will provide you with the tools and confidence to do so... without dread.

With simple tips and tricks to help you structure what you want to say and, if necessary, to prepare the materials to accompany it.

And, as practice makes perfect – plus helps with nerves, there will opportunities to ‘have a go’!

We will cover:

- Presentation styles to suit you and your audience
- Know your material -Structuring your presentation
- Use of support materials/props/timing
- Try it out – the importance of rehearsing
- Hints and tips for the day
- Taking questions
- Giving and receiving feedback
- Managing your nerves

Again, this is a 4 hour course (with Jos Andrews) that involves some verbal participation within the group. This course is only available face-to-face.

CV Writing Workshop – Part 1

Never had a CV, but need one for that promotion, change of career direction or new job? If so, then this course is for you. Here you will learn all the basics of how to make a CV from scratch including discovering the key skills you have that could be useful in a new job or career.

The aim of the course is to support you to write a CV from scratch. We'll cover:

- Preparation notes to write your CV
- Understand the transferable skills you already have
- Getting the basics right
- Key mistakes to avoid
- Writing a CV from layout to final format

CV Writing Workshop – Part 2

So many CV writing courses will let you leave with a ‘one size fits all’ version that may or may not suit your needs. This course gives you a personalised approach with the support to help you update and expand your CV to make it stand out in the job market.

We'll cover:

- CV formats and what's right for you
- Targeting your CV to the job role
- Developing and tailoring your profile and key skills
- Detailing your career history and achievements
- Updating and futureproofing your CV

The following four Menopause related courses are delivered in partnership with the Menopause Team and (Tutor) Jayne Woodman

Managing Your Menopause – General Awareness

(Duration: up to 90 minutes)

- Facts and figures which illustrate the current menopause situation.
- Explanation of the menopause, the related symptoms and potential solutions.
- Managing the menopause medical profession.
- The importance of self-care and self-care considerations.
- Case studies.
- What we can all do to improve the menopause situation.
- Signposting menopause resources.

Menopause Awareness at Work: for Managers and Team Leaders

(Duration: up to 90 minutes)

- Facts and figures which illustrate the current menopause situation.
- Explanation of the menopause and the related symptoms and how (if untreated) they can affect the workplace.
- The business case for engaging with the menopause at work.
- The legal situation.
- Case studies.
- How to develop organisational awareness.
- Menopause policy discussion
- How to develop a culture to support menopause at work (menopause cafes and menopause champions etc).
- Signposting menopause resources.

Menopause Awareness: for Men Supporting Women

(Duration: up to 90 minutes)

- Facts and figures which illustrate the current menopause situation.
Explanation of the menopause, the related symptoms, and potential solutions.
Case studies.
- How to have positive menopause conversations.
What you can do to support those you love and care about
- Practical tips.
- Signposting menopause resources.

Thriving Through Mid-Life and Beyond: A workshop for Women & Men

(Duration: up to 90 minutes)

- Context: the mid-life experience for men and women.
- Considerations and types of health scenarios.
- Self-care and the significance of time for thinking.
- How to carve out time...a discussion.
- Examples of joy, purpose and adventure.
- How to use mid-life as a positive platform for moving forward.
- Signposting resources.

Mental Health & Wellbeing Toolkit

This unique course has been developed and is delivered by Helen Jones (Psychologist) to enhance and protect mental health and wellbeing. The programme provides participants with a 'toolkit' of techniques and strategies that decrease stress and anxiety, increase resilience, coping and wellbeing.

- Already delivered extensively to Members in the Care Sector and more recently in manufacturing and large construction sites.
- The normal programme is a series of 4 x two-hour sessions delivered once a week for 4 weeks, although versions of this have been adapted for a 1-day session

Equality & Diversity Training

Delivered by 'Diverse Cymru' who offer a wide range of equality, diversity and inclusion training including:

- Equality, diversity and inclusion awareness (across all characteristics and groups)
- Unconscious bias awareness
- Equality Impact Assessments
- Trans, Gender Identity, and Gender Expression awareness
- Sexual orientation awareness
- Disability equality awareness
- Cultural awareness
- Hate crime awareness

Each of these courses is generally a ½ day course (3 to 3 ½ hours including breaks). Full day sessions combining 2 topics in one day can also be arranged

These courses can be bespoke and can be tailored to both your organisation and any specific learning outcomes.

Interested?

To express an interest for any of these courses, or for further details of them, please use the contact details below.

Get in touch using the details below



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