



Thurrock ACE
PARTNERSHIP



**Active
Citizen
Entitlement**

To book a place simply call
0800 783 7733

The training sessions in this booklet will be held at :

Grays Adult Education Centre, Richmond Road, Grays.

Thurrock Learning Shop, Old Post Office, George St, Grays.

Do you feel you have something to offer your community and
want to get more involved?

Why not 'Take Part' - as there is something for everyone!

Find out more about Take Part, ACE and **ngage** at the

ngage CHRISTMAS FUN NIGHT

15th December at Civic Hall , Blackshots from 4 -7pm

Come along and have some fun and mince pies!!

For more information please contact **ngage**:

Tel: 01375 389893

e-mail: ace@ngagethurrock.org.uk

ACE website: www.thurrockace.org.uk

or **ngage website:** www.ngagethurrock.org.uk

FREE Training Programme

Sept—Dec 2010

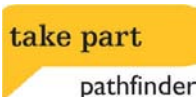
GET ACTIVE... GET INVOLVED

'On a Learning Curve' is a FREE training programme for voluntary and community groups and residents in Thurrock.

The aim is to support groups and individuals in becoming more active in their community.

Look inside to see what is on offer...

Simply call
0800 783 7733



Thurrock Pathfinder is managed by Thurrock Council. It forms part of the Take Part Pathfinder programme which is funded by the Department for Communities and Local Government and managed by the Community Development Foundation.

Helping you to get Involved

<p>Understanding Parliament? Thurs 9th Sept, 12.30pm-3.00pm Thurs 16th Sept, 12.30pm-3.00pm Thurs 30th Sept Visit to Parliament Learning Shop, Grays code OUTA4LO1</p>	<p>This is a 2 part introduction to how Parliament works and how to engage with Parliament and explains the new Coalition government . With a tour of the Houses of Parliament included.</p>
<p>What do School Governors Do? Fri 24th Sept,10.00am -12.00pm Grays AEC, code NLA5A03</p> <p>Remember—You must book!!</p>	<p>Are you interested in the education of children and young people? Come along if you want to find out more about what is involved in being a school governor.</p>
<p>Understanding & Influencing Thurrock Council's Budget Mon 4th Oct, 7.00pm - 9.00pm Grays AEC, code NLA1Z01 or Thurs 14th Oct,12.30pm - 3.00pm Grays AEC, code NLA4L01</p> <p>Remember—You must book!!</p>	<p>Explore how the Council sets its budget and agrees how it will spend YOUR money. Discover how residents can get involved and influence the budget setting process.</p>
<p>What does a Councillor do & how are decisions made? Mon 1st Nov, 7.00pm-9.30pm Grays AEC, code NLA1Z02 or Tues 30th Nov, 9.30am-12.00pm Grays AEC, code NLA2A05</p>	<p>Understand the role of a Cllr & how residents can work with their Cllr to get things done. Also covers how decisions are made within Thurrock Council and the role of Cllrs in that process.</p>
<p>How to Influence Local Decisions Mon 8th Nov, 7.00pm - 9.30pm Grays AEC code NLA1Z03 or Tues 23rd Nov, 9.30am-12.00pm Grays AEC, code NLA2A04</p> <p>Remember—You must book!!</p>	<p>Understand how residents can influence decisions made by Thurrock Council. Includes processes such as overview & scrutiny, petitions, questions at council meetings etc.</p>
<p>Step into Business Mon1st/Fri 3rd/Wed 8th Dec 10.00am - 4.00pm, Grays AEC code NLA3D01</p> <p>Remember—You must book!!</p>	<p>A 3 day course which covers all you need to know to start up your new business including planning, tax, legal requirements as well marketing and advertising tips.</p>

Personal & Life Skills

<p>Speak up for Yourself !! Friday 8th Oct,10.00am -12.00pm Grays AEC, code NLA5A04</p> <p>Remember—You must book!!</p>	<p>Are you afraid to speak up at the doctors, at the school or the bank? Learn to gain skills to speak up with more confidence.</p>
<p>Introduction to Assertiveness Tues 19th Oct,1.00pm - 3.00pm Grays AEC, code NLA3L01</p> <p>Remember—You must book!! Freephone 0800 783 7733</p>	<p>This introductory course will identify the skills of assertiveness and offer opportunities to practise: Listening to yourself, be assertive and saying 'no'.</p>
<p>Introduction to NLP (Neuro Linguistic Programming) Tues 9th Nov, 1.00pm – 3.00pm Grays AEC, code NLA3L02</p> <p>Remember—You must book!!</p>	<p>An introduction to NLP as an effective way to communicate. It will offer opportunities to look at how we can use language to increase the likelihood that both we and others are heard.</p>
<p>What is Volunteering? Tues 12th Oct,10.30am -12.30pm Learning Shop, Grays Code OUTA2A01</p> <p>Remember—You must book!!</p>	<p>Want to find out more about volunteering? Listen to a life long volunteer about what it is really like to volunteer? Come along for an informal chat and find out more. It could be for you!</p>
<p>How to Deal with Conflict in your Community. Fri 15th Oct ,9.30am - 4.30pm Grays AEC, code NLA5D01</p> <p>Remember—You must book!!</p>	<p>Fed up with neighbours getting worked up over parking, noise, dogs, music, littering, ball kicking or young people hanging about? Learn how to restore the peace with this excellent course.</p>

Please note: You MUST book the courses, if you have not booked then you will not be allowed to attend the course.

**Please book now on
0800 783 7733**

Remember No Booking– No Course!!

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Improve your Organisation

<p>RSPH Level 2 in Health & Safety in the Workplace Thurs 7th Oct, 9.30am - 4.00pm Grays AEC, code NLA4D01</p> <p>Remember—You must book!! Freephone 0800 783 7733</p>	<p>Accredited course which covers legislation, risk assessment, manual handling, the workplace and equipment, welfare etc. THIS COURSE IS FOR MEMBERS OF VOLUNTARY OR COMMUNITY GROUPS ONLY.</p>
<p>Understanding Diversity (Board Game) Tues 19th Oct, 10.00am - 12.00pm Grays AEC, code NLA2A03</p> <p>Remember—You must book!! Freephone 0800 783 7733</p>	<p>Using a board game, each of its players are invited to assume the identity of someone from a different faith and experience how that person may feel.</p>
<p>RSPH Level 2 in Food Safety Fri 12th Nov, 9.30am - 4.00pm Grays AEC, code NLA5D02</p> <p>Remember—You must book!! Freephone 0800 783 7733</p>	<p>Accredited course which covers legislation, food safety, hygiene hazards, temperature control, food handling, food storage, etc. THIS COURSE IS FOR MEMBERS OF VOLUNTARY OR COMMUNITY GROUPS ONLY.</p>
<p>First Aid Appointed Persons Fri 10th Dec, 9.30am - 1.30pm Grays AEC, code NLA5A05</p> <p>Remember—You must book!! Freephone 0800 783 7733</p>	<p>This will include what to do in an emergency, cardio-pulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding. THIS COURSE IS FOR MEMBERS OF VOLUNTARY OR COMMUNITY GROUPS ONLY.</p>

Can't find what you are looking for?

If so, tell us and we may be able to include it in our next programme. We are also able to provide some training sessions direct to groups such as Committee Skills, Running Effective Meetings, becoming a Charity.....just let **ngage** know

Improve your Computer Skills

<p>Word Processing 2007 for Beginners Mon 13th Sept, 12.30am - 3.00pm 5 week course code BUSA1L01</p>	<p>Feel confident with using Word 2007. Learn to create letters, labels, documents etc. Remember—You must book!</p>
<p>Mail Merge with Confidence Tues 14th Sept, 9.30am - 12.00pm Grays AEC, code NLA2A01 6 week course</p>	<p>For those who want to be able to use the Mail Merge feature in Word. Includes data sources, tables, creating labels etc.</p>
<p>Computers for Beginners Thurs 16th Sept, 9.30am - 12.00pm Grays AEC, code NLA4A01 6 week course</p>	<p>Never used a computer before? Learn to use a mouse, key board, send emails and surf the internet with confidence!</p>
<p>Designing with Word 2007 Fri 17th Sept, 9.30am - 12.00pm Grays AEC, code NLA5A01 6 week course</p>	<p>Increase confidence in desktop publishing features using Word 2007. Gain skills to be able to produce a range of documents.</p>
<p>First Steps to Internet & Email 5 week course</p> <p>Phone 0800 783 7733 to book.</p>	<p>Courses are held on the geton2geton bus at various locations across Thurrock. Please phone to book and find the best location for you.</p>
<p>Excel 2007 for Beginners Tues 2nd Nov, 9.30am - 12.00pm Grays AEC, code NLA2A02 6 week course</p>	<p>Explore the basic functions of spreadsheets. Includes creating a table, basic formulae, functions, formatting options and charts.</p>
<p>Find Your Way on the Computer Fri 5th Nov, 9.30am - 12.00pm Grays AEC, code NLA 5A02 6 week course</p>	<p>Learn how to understand the use of files, folders and password protection on your computer. Remember-You must book</p>
<p>Power point 2007 for beginners Thurs 4th Nov, 9.30am - 12.00pm 6 week course</p>	<p>Feel confident in creating a presentation. Includes layout, formatting, text, graphics manipulation and animation.</p>

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Thurs 9th Sept x 3 weeks	Understanding Parliament?	12.30pm - 3.00pm	Learning Shop, Grays	OUTA4LO1
Mon 13th Sept x 5 weeks	Word Processing 2007 For Beginners	12.30pm - 3.00pm	GO2GO Bus-Corringham	BUSA1L01
Tues 14th Sept x 5 weeks	First Steps to Internet & Email	9.30pm -12.00pm	GO2GO Bus-Bulphan Village	BUSA2A01
Tues 14th Sept x 5 weeks	First Steps to Internet & Email	1.00pm -2.30pm	GO2GO Bus -East Tilbury	BUSA2L01
Tues 14th Sept x 6 weeks	Mail Merge with Confidence	9.30am -12.00pm	Grays AEC	NLA2A01
Wed 15th Sept x 5 weeks	First Steps to Internet & Email	1.00am - 2.30pm	GO2GO Bus - Chafford Hundred	BUSA3L01
Wed 15th Sept x 5 weeks	First Steps to Internet & Email	9.30am -12.00pm	GO2GO Bus -Ockendon Village	BUSA3A01
Thurs 16th Sept x 5 weeks	First Steps to Internet & Email	9.30am -12.00pm	GO2GO Bus -Tilbury	BUS4A01
Thurs 16th Sept x 6 weeks	Computers for Beginners	9.30am - 12.00pm	Grays AEC	NLA4A01
Fri 17th Sept x 6 weeks	Designing with Word	9.30am - 12.00pm	Grays AEC	NLA5A01
Fri 17th Sept x 5 weeks	First Steps to Internet & Email	9.30am -12.00pm	GO2GO Bus	BUSA5A01
Fri 24th Sept	What Do School Governors Do?	10.00am -12.00pm	Grays AEC	NLA5A03
Mon 4th Oct	Understanding & Influencing Thurrock Councils Budget	7.00 pm - 9.30pm	Grays AEC	NLA1Z01
Thurs 7th Oct	RSPH Level 2 Health & Safety in the Workplace	9.30 am - 4.30pm	Grays AEC	NLA4D01
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Tues 9th Nov	Introduction to NLP	1.00pm - 3.00pm	Grays AEC	NLA3L02
Fri 12th Nov	RSPH Level 2 in Food Safety in Catering	9.30am - 4.30pm	Grays AEC	NLA5D02
Tues 23rd Nov	How to Influence Local Decisions	9.30am - 12.00pm	Grays AEC	NLA2A04
Tues 30th Nov	What does a Cllr do & how are decisions made?	9.30am - 12.00pm	Grays AEC	NLA2A05
Wed 1st/3rd/8th Dec	Step into Business (3 day course)	10.00m - 4.00pm	Grays AEC	NLA3D01
Fri 10th Dec	First Aid Appointed Persons	9.30am - 1.30pm	Grays AEC	NLA5A05