

2021 Spring Courses

Arts and Crafts

Jewellery Making

This exciting course will introduce you to the specialist tools and techniques of basic jewellery making

Fee: £30.00 / Reduced Fee: £24.00

20 April (Ref: 10046) 13:00 - 15:00 (5 Weeks)

16 June (Ref: 10294) 13:00 - 15:00 (5 Weeks)

Computers and the internet

Computers for Absolute Beginners

Do you feel that you are being left behind in this computer age? Would you like to learn how to use a computer?

Fee: FREE

10 May (Ref: 10284) 10:00 - 12:00 (Mon - Fri)

10 June (Ref: 10301) 13:00 - 15:00 (5 weeks)

Get Going on the Internet

Do you feel that there is so much to learn about the internet? Do you need help to make you become a confident 'surfer'?

Fee: FREE

17 May (Ref: 10305) 10:00 - 12:00 (Mon - Fri)

08 June (Ref: 10349) 10:00 - 12:00 (5 weeks)

Introduction to Email

By the end of the course you will be able to keep safe and secure when using emails, send and open emails and attachments, print and delete emails, file your emails into newly created folders and find previously sent emails. You must already have a Gmail account.

Fee: FREE

21 April (Ref: 10057) 10:00 - 12:00 (5 weeks)

16 June (Ref: 10303) 13:00 - 15:00 (5 weeks)

Basics of Email workshop

This workshop will teach you how to create your own Gmail account and give you an overview of email and its uses. This workshop is suitable for people who have never used email before but you do need to be able to use a keyboard and mouse.

Fee: FREE

27 July (Ref: 10282) 10:00 - 12:00

27 July (Ref: 10282) 13:00 - 15:00

Introduction to Microsoft Office

This is an introductory and taster course only. By the end of the course you will be able to name and know the functions of Microsoft Word, PowerPoint, Excel and Publisher. You need to be able to use a keyboard and mouse to do this course.

Fee: FREE

08 June (Ref: 10277) 13:00 - 15:00 (5 weeks)

Introduction to Microsoft Word workshop

Are you a 'rusty' typist? Are you a budding author who would like to get their words down in print? Or would you simply like to learn how to do word processing?

Fee: FREE

25 May (Ref: 10278) 10:00 - 12:00

25 May (Ref: 10279) 13:00 - 15:00

Introduction to Microsoft PowerPoint workshop

Would you like to know how to create a captivating slide presentation? Do you want to present information creatively and professionally? Then Microsoft PowerPoint is the perfect tool for you!

Fee: FREE

20 July (Ref: 10280) 10:00 - 12:00

20 July (Ref: 10281) 13:00 - 15:00

Introduction to Spreadsheets using Microsoft Excel

Do you need to organise your finances electronically? Would you like to learn how to use Microsoft Excel to create spreadsheets?

Fee: FREE

22 April (Ref: 10215) 13:00 - 15:00 (5 weeks)

16 June (Ref: 10302) 10:00 - 12:00 (5 weeks)

Advanced Spreadsheets using Microsoft Excel

This is a follow on course from our Introduction to Spreadsheets using Microsoft Excel course.

Fee: FREE

21 April (Ref: 10037) 13:00 - 15:00 (5 weeks)

Family Learning and Parenting

Developing Mindfulness and Self-esteem in your Children

Mindfulness is about developing self - awareness, coping skills and self - acceptance as well as improving self - control, managing emotions and increasing focus and attention.

Fee: FREE

25 May (Ref: 10350) 10:00 - 12:00

Helping your Child get a Better Night's Sleep

If your child is having difficulty sleeping during these troubling times come and find out some tips and hints to help them get a better night's sleep.

Fee: FREE

11 May (Ref: 10315) 10:00 - 12:00

Reducing Stress and Anxiety in your Children

Just like adults, children and young people feel worried and anxious at times. However, if your child's stress and anxiety is starting to affect their wellbeing, they may need some help - especially during these difficult times!

Fee: FREE

27 April (Ref: 10313) 10:00 - 12:00

Parent Power

Need help and advice on managing your child's behaviour? Come and have a chat to our child behaviour professional.

Fee: FREE

27 April (Ref: 10307) 13:00 - 14:30 (5 weeks)

08 June (Ref: 10320) 10:00 - 12:00 (5 weeks)

Family Learning - Digital Safety Workshop

Family Learning workshop to help parents keep their child safe online

Fee: FREE

18 May (Ref: 10317) 10:00 - 12:00

Get Ready for School - English

Do you have a child starting school in September? Would you like some tips and advice on preparing your child for their new adventure? We will look at strategies and activities to help them begin this exciting learning journey with an English theme.

Fee: FREE

08 June (Ref: 10337) 13:00 - 14:30

29 June (Ref: 10338) 13:00 - 14:30

Get Ready for School - Math

Do you have a child starting school in September? Would you like some tips and advice on preparing your child for their new adventure? We will look at strategies and activities to help them begin this exciting learning journey with a Math theme.

Fee: FREE

15 June (Ref: 10339) 13:00 - 14:30

06 July (Ref: 10340) 13:00 - 14:30

Health and Happiness

Confidence Building

Learn how to de-stress and give your confidence a boost.

Fee: FREE

21 April (Ref: 10044) 13:00 - 15:00 (5 weeks)

27 April (Ref: 10288) 10:00 - 12:00 (Online - 5 weeks)

07 June (Ref: 10319) 10:00 - 12:00 (5 weeks)

Confidence for Work Workshop

This workshop will focus on the process of self-reflection and self-development required in preparation for the workplace. This includes communication skills, working in a team, challenging oneself, personal presentation and developing resilience.

Fee: FREE

27 July (Ref: 10295) 10:00 - 15:00

Confidence to make Change Workshop

Feeling stuck? Confident for Change will help you gain insight and techniques to start your journey for change in a positive and supportive way.

Fee: FREE

28 July (Ref: 10327) 10:00 - 15:00

Developing Mindfulness and Self-Esteem for Adults

Mindfulness is about developing self - awareness, coping skills and self - acceptance as well as improving self - control, managing emotions and increasing focus and attention.

Fee: FREE

10 May (Ref: 10329) 10:00 - 12:00

Emotional Freedom Techniques (ETF)

EFT is a practical self-help method involving using the fingers to gently tap on the body's acupuncture points along the meridian lines of Chinese medicine. It is often referred to as 'EFT tapping' or simply as 'Tapping'. The therapeutic effects of this technique are recognized around the world. EFT tapping can help with anxiety, weight loss issues, pain, stress, and many other issues

Fee: FREE

01 June (Ref: 10289) 10:00 - 12:00

Mindfulness

Mindfulness involves simple breathing methods, guided relaxation techniques and a variety of other practices. This will help relax the body and mind which in turn helps reduce stress.

Fee: FREE

02 June (Ref: 10291) 10:00 - 12:00

Moodfood

We all love food. Knowing what foods, we should and shouldn't be eating can be really confusing, especially when it feels like the advice changes regularly. However, evidence suggests that as well as affecting our physical health, what we eat may also affect the way we feel. After the session you will receive details of recipes including Mood Food covered in the session.

Fee: FREE

01 June (Ref: 10290) 13:00 - 15:00

Reducing Stress and Anxiety for Adults

We all feel worried and anxious at times. However, if your stress and anxiety is starting to affect your wellbeing, you may feel you need some help - especially during these difficult times!

Fee: FREE

26 April (Ref: 10328) 10:00 - 12:00

Sleep Easy

Sleep is an essential function that allows your body and mind to recharge, leaving you refreshed and alert when you wake up. Healthy sleep also helps the body remain healthy and stave off diseases. Without enough sleep, the brain cannot function properly. This can impair your abilities to concentrate, think clearly, and process memories

Fee: FREE

17 May (Ref: 10311) 10:00 - 12:00

02 June (Ref: 10292) 13:00 - 15:00

Relaxation and Wellbeing

Improve the quality of life by learning relaxation techniques.

Fee: FREE

21 April (Ref: 10040) 10:00 - 12:00 (5 weeks)

15 June (Ref: 10293) 10:00 - 12:00 (5 weeks)

Relaxation & Aromatherapy workshop

Herbs have a wide range of healing properties. Come along to this fun, free workshop to find out more and to make bath infusions and foot soaks to try at home.

Fee: FREE

24 May (Ref: 10312) 10:00 - 12:00

Accredited Courses to improve your skills

NCFE Level 1 Award in Employability Skills

The object of this qualification is to help the learner develop, enhance their skills required for the working environment and develop their confidence and motivation for employment.

Fee: FREE

12 July (Ref: 10286) 10:00 - 15:00 (1 week over 4 sessions)

RSPH Level 2 Award in Food Safety and Hygiene

The objective of the Level 2 Award in Food Safety and Hygiene is to cover the principles of food hygiene for food handlers working in either a catering or retail environment. It is a valuable freestanding qualification that is also suitable for learners and employees engaged in other food based vocational training and employment. Fee remission may be available subject to individual circumstances.

Fee: £30.00 / Reduced*: FREE

24 May (Ref: 9892) 09:00 - 16:30

28 June (Ref: 9893) 09:00 - 16:30

Introduction to Health and Social Care

The object of this qualification is to help the learner develop, enhance their skills required for the working environment and develop their confidence and motivation for employment.

Fee: FREE

12 July (Ref: 10286) 10:00 - 15:00 (1 week over 4 sessions)

Apprenticeships

We are proud to be delivering Portsmouth City Council's apprenticeships for Business Administration and Customer Service. Available jobs are listed on the Portsmouth City Council website.

Visit www.portsmouth.gov.uk and search for jobs.

From January 1st 2021 we are now able to offer all of our computer courses for free.