

# Course Information Sheet

Skills Masterclass



**DE14E51H**

<b>Venue</b> 📍 Devonport Library	<b>Start Date</b>	4 Oct 2024 09:30
	<b>End Date</b>	4 Oct 2024 12:30
	<b>Fee</b>	£0
	<b>Materials</b>	£0

[OCSW DE14E51H Skills Masterclass \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

Boost your skill set in a few hours! This interactive workshop equips you with valuable skills for working in the care or volunteer sector. It is perfect if you are unsure of your skill set or transferable skills.

## Course Description:

This intensive Skills Masterclass workshop equips you with the foundational skills and knowledge needed to thrive in the care and volunteer sector. Through an interactive session, practical exercises, and group discussions, you'll gain valuable communication, problem-solving, and interpersonal skills. Learn how to build rapport, manage challenging situations, and provide effective support to others. This workshop is ideal for anyone interested in working in care, volunteering, or simply looking to enhance their personal skill set.

## What will I learn?

The workshop will cover a range of essential skills through interactive activities:

- **Effective Communication:** Develop strong communication skills for active listening, clear expression, and building rapport.
- **Problem-solving & Conflict Resolution:** Learn strategies for approaching challenges constructively and navigating conflict situations.
- **Interpersonal Skills:** Build confidence in interacting with others, fostering empathy, and providing emotional support.

- **Time Management & Prioritization:** Gain practical techniques for managing time effectively and prioritising tasks efficiently.
- Take a range of online tests to see what transferable skills you have.

### **How will I be assessed?**

- **Formative assessment:** Active participation in discussions, online tests will provide opportunities to practise and receive feedback on your skills development.
- **Summative assessment:** Completion of a short reflection paper outlining key takeaways and how you plan to apply your learnings.

### **Who is this course for?**

This course is designed for anyone interested in working in the care or volunteer sector, including:

- Those considering a career change
- Volunteers wanting to enhance their skills
- Individuals interested in personal development
- Seeking employment
- Updating CV and want to consider your skill set

### **Progression Opportunities:**

This workshop is a springboard for further exploration of specific care and volunteer skills. Consider enrolling in a range of courses.

### **Career or Job Enhancement Pathways:**

- Care Assistant (with further qualifications)
- Support Worker
- Volunteer Coordinator
- Community Outreach Worker

**How do I enrol?**

The quickest way to enrol is online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk), simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

**How will the course be delivered?**

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

**Will I need to practise outside the classroom?**

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

**How will I know I'm making progress?**

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

**What will I need?**

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

**Please note:**

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

