







Specialist and Technical Staff

Librarian

Course Title and Outline	Training Provider
<p>Support Work in Schools OCR Level 2 & 3 TDA Funded A new qualification for anyone working in a support role in school. The course consists of a range of optional units to suit most work roles. Courses can be arranged for groups at any suitable location by arrangement.</p>	 <p>Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/</p>
<p>Support work in Schools Level 2 & Level 3 Fully funded Date – November 2008 – July 2009 – Timings and day to suit candidates – Based at Leigh Academy These qualifications aim to develop candidates skills and knowledge in a practical way that is relevant to work context.</p>	 <p>Kent & Medway Training Tel: 01322 620518 Website: www.kmtraining.org.uk Email: jwi@leighacademy.org.uk</p>
<p>Communicate with Ease Course Fee - £150 per delegate 1 day Course The course offers you techniques to reclaim natural confidence and communicate effectively with others.</p>	 <p>Learning & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271</p>

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<p>Improve your memory through Mind Maps Course Fee - £150 per delegate 1 Day Course This course has been designed to improve your memory using both mind mapping and other techniques. A mind map is an essential tool for creative and effective work performance. It condenses information to key words and visual images, enabling a large amount of information to be recorded on one sheet of paper. There are many uses of maps, including note-taking, problem-solving, prioritising, memory enhancement, presentation and report structure, project management, decision-making, analytical thinking and time management.</p>	 <p>Learning & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271</p>
<p>Information Governance Workshops Course Fee - £40 per delegate – 1 Day only (09.00 – 15.30) This course includes current legislation, Data Protection Act and the Freedom of Information Act, will present major challenges for all public sector agencies in the next few years. As an organisation which works with very sensitive information about people's personal lives. Dates and venues – 17 September 2008 – Ashford North Holiday Inn 19 November 2008 – East Malling Research Centre 14 January 2009 – Aylesham Community Project 16 March 2009 – Ashford North Holiday Inn Delegates should not have attended this workshop previously. Places will be on a first-come-first-served basis up to a maximum of 35 delegates per workshop.</p>	 <p>Learning & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271</p>
<p>Business Writing Skills Course Fee - £150 – One Day Course This course is intended to help develop staff who will be required to write basic reports for Managers</p>	 <p>Learning & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271</p>

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<p>Support Work in Schools (SWiS) KEY aims to ensure that we find the most cost-effective solution. One of our Marketing & Development Advisors will discuss the best option for you. Support Work in Schools training is often Free to access for both employers and learners. Courses are run regularly throughout the year, they do not depend on term-times so have flexible start dates. The location can be chosen from one of our five training centres across Kent. The Support Work in Schools Certificate is an excellent way to enhance the skills of staff providing pupil support in a wide variety of roles.</p>	<div data-bbox="1800 309 2007 400" data-label="Image"> </div> <p>Key Training Services Freephone: 0800 731 4297 Email: keytrainingservices@kent.gov.uk Website: www.keytrainingservices.org.uk</p>