

To take part on this course you must be aged 19+ and Hertfordshire residents.

For information regarding fees please refer to your fees document attached

Course Title: How to be assertive	Tutor: Siobhan	Course Fee: £10.00
Time: 19.00-21.30	Days: Tuesday	Venue: Online via Zoom
Start date: 04/06/2024	End Date: 09/07/2024	Half Term: W.C: 27/05/2024

Learners per Group:

This course will have no more than 20 learners.

How will I learn?

This course is taught online. To access these online activities, you will need a tablet, laptop or computer with a microphone and preferably a webcam.

- ✓ You will be sent the details about how to access your Zoom Classroom by email at least the day before your course is due to start. **This is NOT to be shared with anyone**
- ✓ Course paperwork will be emailed to you as an attachment. ILPs will need to be completed on a weekly basis and returned to your tutor.
- ✓ If you do not attend the first two sessions and let the team know, your classroom place WILL be offered to someone else.
- ✓ If you must arrive late or leave early, please ensure your teacher is aware.

This course will teach you to:

- Identify your communication style and learn to adapt it to different contexts.
- Use the VAR technique (validate, assert & reinforce) to clearly communicate your needs whilst maintaining good relations.
- Research 2 ways of how to say "no" and feel confident about it.

Support:

- If you feel you require further support, please speak to your teacher.

Information Advice & Guidance:

- Once you have completed our course you will have the opportunity to progress. You can arrange to speak to our Careers Advisor who will provide you with impartial, quality assured and up to date information. They can help you with writing your CV, finding employment, or finding further training.
- If you prefer, you can request a volunteer application form to do some voluntary work, or you can enrol on another course.

Potential Progression Routes:

- Further Learning
- Voluntary Work
- Exploring Career Opportunities

Useful Numbers & emails:

WWC: 01923 816229 Courses Mobile: 07508180147
 Manager Email: dirin@watfordwomenscentre.org.uk
 Careers Advisor Email: smita@watfordwomenscentre.org.uk