

BUSINESS EMPOWERMENT PROGRAMME - BUSINESS SKILLS	
Course Code	BEP/016 08
Venue	Douglas Valley Children's Centre (Lunch not Provided)
Course Sessions & Time	30/01/2008 Start Time 0930 - End Time 1630 06/02/2008 Start Time 0930 - End Time 1630
Target Audience	Early Years Worker
Course Aims	Week One Monitoring Income and Expenditure, Cash Flows and Achieving long term sustainability. Week Two Creative Marketing, Customer focussed marketing, Operational Plans, Course Aims: This course is designed for managers who have financial responsibilities. It is intended to raise awareness of the importance of good financial management and help you implement techniques and strategies to improve your processes.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	
Course Tutor(s)	Mrs Susan Barratt
Cost	Free to all registered settings and childminders in Wigan
Applicants must complete all sessions to gain certification	
Please Note: Non-attendance will result in a penalty fee of £25 per person	
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BUSINESS EMPOWERMENT PROGRAMME - BUSINESS SKILLS

BUSINESS EMPOWERMENT PROGRAMME - BUSINESS SKILLS	
Course Code	BEP/022 07
Venue	Brooklands Childcare - Market Street (Lunch not Provided)
Course Sessions & Time	26/09/2007 Start Time 0930 - End Time 1630 03/10/2007 Start Time 0930 - End Time 1630
Target Audience	Early Yrs Workers/Managers
Course Aims	Week One Monitoring Income and Expenditure, Cash Flows and Achieving long term sustainability. Week Two Creative Marketing, Customer focussed marketing, Operational Plans, Course Aims: This course is designed for managers who have financial responsibilities. It is intended to raise awareness of the importance of good financial management and help you implement techniques and strategies to improve your processes.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	
Course Tutor(s)	Mrs Susan Barratt
Cost	Free to all registered settings and childminders in Wigan
Applicants must complete all sessions to gain certification	
Please Note: Non-attendance will result in a penalty fee of £25 per person	
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BUSINESS EMPOWERMENT PROGRAMME - BUSINESS SKILLS

BUSINESS EMPOWERMENT PROGRAMME - CHILDMINDERS	
Course Code	BEP/014 07
Venue	Douglas Valley Children's Centre (Lunch not Provided)
Course Sessions & Time	22/09/2007 Start Time 0930 - End Time 1630 29/09/2007 Start Time 0930 - End Time 1630
Target Audience	Child Minder
Course Aims	Week One Assertiveness, Communication Skills, Non Verbal Communication, Confidence and Relationship Building. Week Two Finance, Cashflows, Creative Marketing, Customer focussed marketing, Establishing your unique selling points, Marketing Plans, Course Aims: This course is designed for Childminders who are looking develop their interpersonal skills and also looking to improve their skills around the financial aspects of running a childminding business.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	
Course Tutor(s)	Mrs Susan Barratt Ms Tess Bill
Cost	Free to all registered settings and childminders in Wigan
Applicants must complete all sessions to gain certification	
Please Note: Non-attendance will result in a penalty fee of £25 per person	
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BUSINESS EMPOWERMENT PROGRAMME - CHILDMINDERS

BUSINESS EMPOWERMENT PROGRAMME - CHILDMINDERS	
Course Code	BEP/020 08
Venue	Platt Bridge Community Centre (Lunch not Provided)
Course Sessions & Time	26/01/2008 Start Time 0930 - End Time 1630 02/02/2008 Start Time 0930 - End Time 1630
Target Audience	Child Minder
Course Aims	Week One Assertiveness, Communication Skills, Non Verbal Communication, Confidence and Relationship Building. Week Two Finance, Cashflows, Creative Marketing, Customer focussed marketing, Establishing your unique selling points, Marketing Plans, Course Aims: This course is designed for Childminders who are looking develop their interpersonal skills and also looking to improve their skills around the financial aspects of running a childminding business.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	
Course Tutor(s)	Mrs Susan Barratt Ms Tess Bill
Cost	Free to all registered settings and childminders in Wigan
Applicants must complete all sessions to gain certification	
Please Note: Non-attendance will result in a penalty fee of £25 per person	
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BUSINESS EMPOWERMENT PROGRAMME - CHILDMINDERS

BUSINESS EMPOWERMENT PROGRAMME - PEOPLE SKILLS																			
Course Code	BEP/015 08																		
Venue	Douglas Valley Children's Centre (Lunch not Provided)																		
Course Sessions & Time	<table border="0"> <tr> <td>09/01/2008</td> <td>Start Time</td> <td>0930</td> <td>-</td> <td>End Time</td> <td>1630</td> </tr> <tr> <td>16/01/2008</td> <td>Start Time</td> <td>0930</td> <td>-</td> <td>End Time</td> <td>1630</td> </tr> <tr> <td>23/01/2008</td> <td>Start Time</td> <td>0930</td> <td>-</td> <td>End Time</td> <td>1630</td> </tr> </table>	09/01/2008	Start Time	0930	-	End Time	1630	16/01/2008	Start Time	0930	-	End Time	1630	23/01/2008	Start Time	0930	-	End Time	1630
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16/01/2008	Start Time	0930	-	End Time	1630														
23/01/2008	Start Time	0930	-	End Time	1630														
Target Audience	Early Years Worker																		
Course Aims	<p>Week One Setting Goals and Visions, Service Plans and Communication</p> <p>Week Two People Recruitment, Retention, Job Descriptions and Person Specifications</p> <p>Week Three Performance Management, Disciplinary Procedures Staff Development, Coaching and Appraisals.</p> <p>Course Aims: This course is designed for managers who have staff responsibility. It is intended to raise awareness of the importance of good staff management and staff development.</p>																		
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Course Tutor(s)	Ms Tess Bill																		
Cost	Free to all registered settings and childminders in Wigan																		
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BUSINESS EMPOWERMENT PROGRAMME - PEOPLE SKILLS

BUSINESS EMPOWERMENT PROGRAMME - PEOPLE SKILLS	
Course Code	BEP/017 08
Venue	Dam House (Lunch not Provided)
Course Sessions & Time	25/02/2008 Start Time 0930 - End Time 1630 03/03/2008 Start Time 0930 - End Time 1630 10/03/2008 Start Time 0930 - End Time 1630
Target Audience	Early Years Worker
Course Aims	Week One Setting Goals and Visions, Service Plans and Communication Week Two People Recruitment, Retention, Job Descriptions and Person Specifications Week Three Performance Management, Disciplinary Procedures Staff Development, Coaching and Appraisals. Course Aims: This course is designed for managers who have staff responsibility. It is intended to raise awareness of the importance of good staff management and staff development.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	
Course Tutor(s)	Ms Tess Bill
Cost	Free to all registered settings and childminders in Wigan
Applicants must complete all sessions to gain certification	
Please Note: Non-attendance will result in a penalty fee of £25 per person	
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BUSINESS EMPOWERMENT PROGRAMME - PEOPLE SKILLS

BUSINESS EMPOWERMENT PROGRAMME - PEOPLE SKILLS																			
Course Code	BEP/021 07																		
Venue	Brooklands Childcare - Market Street (Lunch not Provided)																		
Course Sessions & Time	<table border="0"> <tr> <td>05/09/2007</td> <td>Start Time</td> <td>0930</td> <td>-</td> <td>End Time</td> <td>1630</td> </tr> <tr> <td>12/09/2007</td> <td>Start Time</td> <td>0930</td> <td>-</td> <td>End Time</td> <td>1630</td> </tr> <tr> <td>19/09/2007</td> <td>Start Time</td> <td>0930</td> <td>-</td> <td>End Time</td> <td>1630</td> </tr> </table>	05/09/2007	Start Time	0930	-	End Time	1630	12/09/2007	Start Time	0930	-	End Time	1630	19/09/2007	Start Time	0930	-	End Time	1630
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Target Audience	Early Yrs Workers/Managers																		
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Common Core																			
Course Tutor(s)	Mrs Susan Barratt Ms Tess Bill																		
Cost	Free to all registered settings and childminders in Wigan																		
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BUSINESS EMPOWERMENT PROGRAMME - PEOPLE SKILLS

EQUALITY AWARENESS FOR EMPLOYEES	
Course Code	ERRE/001 08
Venue	Westleigh Children's Centre (Lunch not Provided)
Course Sessions & Time	17/01/2008 Start Time 0915 - End Time 1600
Target Audience	Early Years Worker
Course Aims	<p>This course aims to explore your rights and responsibilities as an employee and the working relationship between yourself and your employer. The session will identify a variety of factors that impact upon your working life and increase your understanding of these processes.</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> - Understand what Equality & Diversity is and how it impacts on individuals and other members of the team as well as other external parties. - Discover what factors can have an influence on an individual's attitudes and beliefs and how these can cause issues within the workplace.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	Effective Communication Sharing Information
Course Tutor(s)	Bev Amison
Cost	Free to all registered settings and childminders in Wigan
Applicants must complete all sessions to gain certification	
Please Note: Non-attendance will result in a penalty fee of £25 per person	
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EQUALITY AWARENESS FOR EMPLOYEES

EQUALITY AWARENESS FOR EMPLOYERS/MANAGERS

Course Code	ERR/001 07
Venue	Higher Folds Community Centre (Lunch not Provided)
Course Sessions & Time	16/10/2007 Start Time 0915 - End Time 1600
Target Audience	Early Years Manager
Course Aims	This course aims to explore an employer's/manager's rights and responsibilities in order to successfully manage fairly and without bias. The session will increase understanding of a range of management tools and techniques in order for them to be used effectively and motivate and encourage staff. Learning Outcomes: - Understand what Equality & Diversity is and how it impacts on individuals, their employees as well as other external parties. - Increase knowledge of Equality & Diversity legislation and how this will impact on management decision making.
Every Child Matters Outcome(s)	Achieve Economic Well-being
Common Core	Effective Communication Sharing Information
Course Tutor(s)	Bev Amison
Cost	Free to all registered settings and childminders in Wigan

Applicants must complete all sessions to gain certification

Please Note: Non-attendance will result in a penalty fee of £25 per person