



INTER-PERSONAL SKILLS COURSE

The Interpersonal Skills Course helps you to build confidence & self esteem. It enables you to make changes in your behaviour to improve both working & personal relationships by handling and explaining feelings and opinions appropriately. Topics on this course will include:

- ◆ Principles of assertiveness
- ◆ Building self-esteem
- ◆ Making requests
- ◆ Saying No
- ◆ Expressing opinions and feelings
- ◆ Giving and receiving criticism and compliments
- ◆ Taking responsibility
- ◆ Positive focus
- ◆ Recognising and understanding behaviour patterns
- ◆ Stress management
- ◆ Self Re-Parenting

This course is held over 8 days - normally two days a week for four weeks. The course starts at 9.30 am and finishes at 2.30 pm to fit in with school hours. There will be breaks for drinks and lunch during this time.

To register for a place on this course or any other course run by Women & Work, please call into one of our Advice and Guidance Drop In centres at the following times and locations:

Mondays: 9.30am – 12noon
Acorn House, 365 Midsummer Boulevard
Central Milton Keynes. MK9 3HP
01908 200186

Thursdays: 9.30am – 12noon
Living Archive, The Old Bath House, Stratford Road,
Wolverton, Milton Keynes, MK12 5RL

For general enquires please call between 10am and 3pm on 01908 200186 or 01908 200676.
Fax: 01908 236872 email: info@womenandwork.co.uk



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