

All About Me is funded by the European Social Fund and the National Lottery, through the Big Lottery Fund.

# All About Me

Over coming barriers that prevent employment or further learning

## Free Course

- 6 week course
- 1 morning a week
- 2 hours to invest in you
- Free Crèche available
- Free Refreshments

Balancing family and work life

Managing Money

Parental Rights

Skills to get back into employment

Know what you want to do and how to get there

"I feel I have my confidence and ambition back"

"This course helped my confidence and take direction"

**You are invited to:**

- Coffee and Cake and an informal chat on:

**Friday 14th September  
9.30-10.30**

- Course starts following Friday 9.30-11.30

**Bognor Regis Children and Family Centre**

**85 Victoria Drive,  
Bognor Regis, PO21 2TB**

**You can join us:**

If you are out of work and a parent to a child at home who is under 19 years or under 25 (for those with SEND)

**For more information or to register your interest:**

**Call: 01243 850717 / 07540641855**

**Email: [sharyn.wall@aspireSussex.org.uk](mailto:sharyn.wall@aspireSussex.org.uk)**

## **A Healthy Family/ Work Life Balance**

- Food Preparation
- Cooking
- House Keeping Tips
- Managing Family Time
- Managing 'YOU' Time
- Identifying Time Available for Work or Learning

## **Money Matters**

- Benefits Advisor
- Managing Money
- Helping Children Learn about Money
- How to Access Further Support
- Identify if Working Makes a Difference

## **Parental Rights**

- Your Rights When Working
- Your Rights When Studying
- Support With Childcare Costs
- What Childcare Is Available
- Laws Around Childcare

# **What is covered during the six week course**

## **Communication and Team Work**

- Effective Communication Skills
- Conflict Resolution
- Problem Solving
- What Makes A Good Team?
- Your Role Within A Team

## **Planning Your Learning or Career Journey**

- Create A Starting Point
- Identify Your Skills and Attributes
- Research Your Options
- Find Important Contacts
- Plan Your Next Steps
- Choose An End Goal

## **Extended Employability Skills**

- CV Layout
- How To Feel At Ease In An Interview
- Answer Interview Questions Effectively
- How To Ask The Right Questions In An Interview