

The following outlines our new courses; each one lasts for 12 weeks. Multiple Choice is working towards courses being accredited by the OCN (Open College Network) in the near future, which will enable clients to gain qualifications if they wish.

## Leisure Activities

### The next 12 weeks

#### Session 1: Introduction

The first session introduces leisure activities and a chance for learners to think about their own involvement and consider their comfort zones. There will be time spent researching different options and discussion.

#### Session 2: What's out there?

Learners are given the opportunity to think about different leisure activities and how they might be accessed. From this research learners will choose activities they want to explore further in the coming weeks.

#### Session 3: Barriers & Benefits

This session enables learners to consider the benefits of taking part in leisure activities and also barriers which may be encountered due to a range of reasons such as money, health etc.

#### Session 4: Budgets & costings

Learners are given the opportunity to complete individual budget plans and use this to inform what leisure activities they might do. The later part of the session explores what activities are feasible.

#### Session 5: Equipment & clothing

It is important to consider what kind of equipment and clothing might be needed for taking part in leisure activities. Here learners explore a range of different activities and are introduced to a risk assessment tool.

#### Session 6, 8 & 10: Planning activity one

These sessions introduce techniques for planning and recaps on costings, the equipment needed and health and safety ready for the activity the following week.

## Leisure Activities (continued)

Session 7, 9 & 11: Doing the activity  
These sessions enable learners to complete the planned activity as well as reflect on and discuss what went well and what didn't.

#### Session 12: What worked?

To complete the 12 weeks, learners reflect together on what activity they liked best and which they benefited from the most. There is also an opportunity to discuss how this learning will be used in future via an action plan.

## Understanding Personal Relationships

### The next 12 weeks

#### Session 1: Introduction

In this first session we will practice effective communication skills, identify barriers to communication and describe types of communication and its benefits.

#### Session 2: Negotiation

What things can and should be negotiated, what are the rules of negotiation and how should a person negotiate.

#### Session 3: Expressing Wishes

Looking at ego states and how these impact our ability to communicate with others. How can we change our ego states to give better communications outcomes.

#### Session 4: Body Language

What is the importance of body language? What is body language? How can we identify with people's thoughts by looking at body language?

#### Session 5: Self Awareness

Looking at what sort of person you are what would you like to change or develop and how can this be done?

#### Session 6: Listening Skills 1

How do we listen? How can you better listen?

## Understanding Personal Relationships (cont)

#### Session 7: Listening Skills 2

This session will bring all the learning to date together and some thought provoking discussion will take place in both a group and 1-1 setting. You will be observed on listening skills, body language, engagement etc.

#### Session 8: Understanding relationships

What relationships do we have with people? Are they beneficial to both parties? What are boundaries within relationships?

#### Session 9: Responsibilities of people in relationships

What rights do we have in relationships? How can we improve negative relationships? What are our responsibilities in relationships?

#### Session 10: Healthy diet

What is a healthy diet, how can it be maintained on a budget or with other constraints?

#### Session 11: Effects to personal health

What effects do certain things have on our health? A practice of our presentation skills.

#### Session 12: Physical Health

Review your physical health. How healthy are you and how can this be improved?

## Creative Writing

#### Session 1:

The first session introduces creative writing and the 12 week course. Learners will have an opportunity to write a short story using an ice breaker as a starting point. This group will also focus on fact and fiction and how to identify the differences.

#### Session 2:

This session involves a tour of Leeds City library and its facilities. It also gives clients an opportunity to join the library for personal use and to help with the course.

#### Session 3:

Focuses on basic elements of everyday grammar, the use of the dictionary and thesaurus within creative writing. Learners are then given an opportunity to start their first piece of creative writing.

#### Session 4:

Learners will continue with a short piece of creative writing started in session 3.

#### Session 5 & 6:

In these sessions learners will have an opportunity to plan and write 2 pieces of creative writing using what they have learnt so far in the course.

#### Session 7 & 8:

These two sessions focus on the importance of planning in creative writing. A first draft and redraft of a piece of writing will be produced after group feedback.

#### Session 9:

Learners will explore the five senses, practice of this will be done through short written exercises.

#### Session 10:

This group focuses on writing for different audiences, learners will write two pieces of creative writing for two different audiences.

#### Session 11:

More creative writing practice and time spent deciding which piece of writing will be used for the showcase.

#### Session 12:

The final session will consist of a showcase of client's creative writing and some time will be spent reflecting and evaluating the 12 week course.

## Developing Interpersonal Skills

#### Session 1:

Introduction to the course outlining what interpersonal skills are, and what they are used for and why they are important and what we will be doing in all the different sessions on the course.

#### Session 2:

Interpersonal skills, strengths and weaknesses group. This group focuses upon looking at people's strengths and weaknesses regarding interpersonal skills and we look at ways of developing our skills further.

#### Session 3:

This group looks at time management. What is it? what are the consequences for ourselves and others and looks at skills needed for good time management. The group will then practice the skills needed.

#### Session 4:

Further opportunity to practice time management skills as an individual and within a group.

#### Session 5:

Learn what stress is, the signs and symptoms of stress in yourself and the problems associated with not managing stress well. Learn some stress management techniques.

#### Session 6:

Learn further personal stress management techniques.

#### Session 7:

Learn all about different types of criticism and how to give positive feedback to others.

#### Session 8:

Learn about self confidence, what it is, how confident you are and how to increase self confidence.

#### Session 9:

Learn about comfort zones and how this relates to self confidence. Learn and practice self confidence techniques.

## Developing Interpersonal Skills (Cont)

#### Session 10:

Learn what assertiveness is and the difference between, passive, aggressive and assertive behaviour and how to become more assertive.

#### Session 11

A group which looks at the different types of body language, how this affects how they are perceived.

#### Session 12:

A further group looking at understanding body language which incorporates role playing.

# New Groups Starting 19 October

If you have any questions regarding any of the groups please don't hesitate to give us a call on 0113 2456616