

# ACTION FOR CARERS AND EMPLOYMENT (ACE) SURREY



## FREE WORKSHOP FOR CARERS\*

*\*Carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid.*

### Creative Workshop - Pottery

**Wednesday 23<sup>rd</sup> March 2011  
1030am-230pm  
White Lodge, Chertsey KT16 0AE.  
Buffet Lunch provided on the day.**

**Pottery – working with clay (explore the techniques of pottery including glazing and decoration).**

**Materials supplied and tutor will give guidance and suggestions to develop ideas and techniques.**

**Tutor Simon Gannicliffe**

**Refreshments provided  
Travel and Respite costs will be reimbursed**

**To book a place please ring 01483 565874 or email  
[yvonne.ace@actionforcarers.org.uk](mailto:yvonne.ace@actionforcarers.org.uk)**

**Working in partnership with White Lodge Centre**

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## DEVELOP YOUR IT SKILLS

**IT Workshop – Tuesdays for 5 weeks  
commencing Tuesday 3<sup>rd</sup> May 2011 – Tuesday 31<sup>st</sup>  
May 2011**

**1030am -1230 at White Lodge Centre, Chertsey  
KT16 0AE.**

**Welcome from 10am in the Rendezvous Cafe**

**Workshop suitable for those with some  
skill/knowledge of computers and focusing on  
Word to include:**

- **Week 1 (Tue 3<sup>rd</sup> May) overview on PC terminology/Internet Search**
- **Week 2 (Tue 10<sup>th</sup> May) Word File Management**
- **Week 3 (Tue 17<sup>th</sup> May) E-mails & attachment of files**
- **Week 4 (Tue 24<sup>th</sup> May) Form filling on line**
- **Week 5 (Tue 31<sup>st</sup> May) Overview**

**Tutor Susan Warwick.**

**Refreshments provided**

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<b>Date</b>	<b>Course &amp; Venue</b>	<b>Details</b>
Thursday 10 <sup>th</sup> March 9:30am to 4:30pm	1 day workshop 'Confidence / Self Esteem Woodhatch Centre, Redhill RH2 7LS	Enhance ability to make decisions at home, work or in social settings. Improving Confidence and self esteem / feel positive and motivated
Tuesday 29 <sup>th</sup> & Wednesday 30 <sup>th</sup> March 2011 9:30am to 2pm	2 day workshop 'Present yourself with Confidence' Spa Lounge, Ebbisham Centre, Epsom KT19 8AG	Presenting yourself well in a work setting for getting a job / meeting professionals. How to make a good impression / be Epsom KT19 8AG

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