

Developing Your Own Interpersonal Skills

Introduction

This course offers taster sessions on identifying your strengths and skills; time management; coping with stress; dealing with criticism; confident behaviour; body language and how to respond to aggressive, passive and assertive behaviour. It is useful for communicating within families and social groups as well as in the workplace.

What will you learn?

By the end of the course you should be able to:

- Be aware of personal skills and their use
- Display awareness of the need for time management
- Show understanding of personal need to manage stress
- Understand the difference between constructive and destructive criticism
- Be aware of confident behaviour in themselves and others
- Be aware of body language and understand its application
- Know the difference between aggressive, passive and assertive behaviour

Who is this course aimed at?

The Foundation Learning programme at Fircroft College aims to offer people without formal qualifications the opportunity to learn new skills and gain qualifications, helping you to get on in life and in work. Personal and Social Development courses such as this one are aimed at helping you understand your personal life situation, the impact of past events, present circumstances and future aspirations on the choices and decisions you wish to make to improve yourself.

What are the entry requirements? (If applicable)

There are no formal entry requirements for this course.

How is it taught?

This course is taught by one of our experienced tutors who will guide you through the learning in a supportive and encouraging way. You will work with the tutor and other students to think about the issues relating to interpersonal skills, using the experiences of students to enhance learning. Each session provides an introduction to a different subject as listed above. There will be some group work and discussions that take place, as well as an opportunity for you to work individually or in pairs with another student. There is also an opportunity for you to apply your new learning to your own situation.

How will you be assessed?

The Developing Interpersonal Skills course uses a number of different assessment methods, including completion of worksheets and some written work to describe your learning and understanding, tutor observation and small group work. If you have any concerns about your skills or confidence in writing, talking or anything else please talk to the staff in the short course office. They can answer many of your questions or will ask the tutor to get in touch with you before the course starts to discuss your needs.

What will you achieve?

If you complete the course successfully you will achieve 3 Open College Network (OCN) Credits at Level 1 or 2. The OCN Credits you achieve are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you complete this course you can build the number of credits you have achieved by undertaking further short courses as detailed below.

What can you do after this?

You can do a number of other courses as part of the Personal and Social Development Pathway, including Coping with Stress, Anger Management, Developing Personal Confidence and Self Awareness, Developing Personal Development Skills and Making Choices in Pursuit of Personal Goals. If you complete all of these courses successfully you will gain an NOCN Progression Certificate at Level 1 or Level 2. You can then go on to achieve a full Diploma by taking further Personal and Social Development courses, or by improving any other skills which may be holding you back, such as Literacy, Numeracy, ICT or Employability.

Who are the tutors?

The course is run by one of the following tutors: Anita Guy or Simon Nicholls. Both are experienced at working with individuals and groups to support their personal development and learning in a positive and supportive way. The Short Course office will be able to tell you who the tutor is that will be running the specific course you may be interested in attending.

When does it run?

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

Is there a cost?

This course is free if you are claiming certain types of benefits. Otherwise it is £40 (£10 surcharge for students holding a degree). All accommodation, food, teaching & course materials costs are included.

How can you apply?

For more information please contact the short course office on 0121 472 0116 or email shortcourses@fircroft.ac.uk. You can apply online at www.fircroft.ac.uk, by post or in person.

Comments from previous students on this course:

- “From the time I arrived, I have felt everything has been well planned, and made me feel how lucky I was to have found out about Fircroft College”
- “The whole program, in some way or another has most definitely help me as a new person to achieve my goals, in life and more – excellent tutor – Thank you”
- “I would come back again as I feel I have gained more confidence”

