

Prospects Employment Service One-day training courses 2011

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What is Prospects?

Prospects is The National Autistic Society's employment and consultancy service. We work to ensure that adults with an autism spectrum disorder (ASD), including Asperger syndrome, are given the opportunities to access and retain meaningful employment. Prospects provides a range of services to both individuals and employers. These include job preparation courses, consultancy, in-work support and student support. We currently operate in four locations across the UK – London, Glasgow, Manchester and Cardiff.

Our external training courses are scheduled at venues across the UK for 2011. Details of all of the courses can be found in this brochure, as well as booking details.

We also offer bespoke training to organisations, should you have a number of individuals who need training or require a tailored training programme. If you would like further details of any of our services, please contact the team – details below.

Contact details

Phone:	020 7704 7450
Email:	employment.training@nas.org.uk
Website	www.autism.org.uk/prospects

Communication Skills for the Workplace

Prospects is The National Autistic Society's employment service. We provide a wide range of activities and courses to support people on the autism spectrum to find and retain employment.

Course format

A one-day course with a strong focus on group discussions as well as taught materials and small group exercises.

Target group

Individuals with an ASD who are in employment.

Course aims

- To develop your understanding of communication skills at work
- To increase awareness of appropriate ways to interact in the workplace
- To increase confidence in communicating at work
- To learn ways to maintain good working relationships

Course content

Includes:

- > *Communication in the workplace* – discussion about different types of communication at work including formal and informal communication.
- > *Appropriate and inappropriate social behaviour at work* – what is appropriate behaviour at work and what may be interpreted as inappropriate.
- > *Small talk* – what small talk is and its role in communication
- > *Interpreting non-verbal communication* – recognising when others are busy and a look at body language.
- > *Team working* – examples of team working and respecting others opinions

Course cost

£135 plus VAT per person (includes lunch), which is usually paid by the employer or by Access to Work

When and where

12 April 2011 Manchester; 5 May 2011 London; 15 June 2011 Newport (South Wales); 6 October 2011 London.

All courses start at 10am and end at 4pm.

How to book a place

If you have a booking form, please fill it in and email it to employment.training@nas.org.uk

If you don't have a booking form, call us on 020 7704 7450 or email us at employment.training@nas.org.uk and we will send you one.

Dealing with Anxiety in the Workplace

Prospects is The National Autistic Society's employment service. We provide a wide range of activities and courses to support people on the autism spectrum to find and retain employment.

Course format

A one-day course with a strong focus on group discussions as well as taught materials and small group exercises.

Target group

Individuals with an ASD who are in employment.

Course aims

- To understand what anxiety is and how to recognise the symptoms.
- To learn more about negative thinking and how it can impact on work performance.
- To learn to reduce anxiety levels at work and feel more confident.
- To develop strategies that can be used to manage anxiety and negative thinking.

Course content

Includes:

- > *What is anxiety?* – a look at the mental, physical and behavioural symptoms of anxiety.
- > *Strategies for dealing with anxiety* – a discussion around strategies that can be used to deal with anxiety.
- > *Keeping things in perspective* – an exercise designed to help individuals categorise situations into levels of perspective.
- > *Overcoming negative thinking* – identifying negative thought processes and developing strategies to overcome them.

Course cost

£135 plus VAT per person (includes lunch), which is usually paid by the employer or by Access to Work

When and where

19 April 2011 Manchester; 12 May 2011 London; 22 June 2011 Newport (South Wales);
13 October 2011 London.

All courses begin at 10am and end at 4pm.

How to book a place

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Organisational Skills for the Workplace

Prospects is the National Autistic Society's employment service. We provide a wide range of activities and courses to support people on the autism spectrum to find and retain employment.

Course format

A one-day course with a strong focus on group discussions, as well as taught materials and small group exercises.

Target group

Individuals on the autism spectrum who are in employment .

Course aims

- > To develop effective personal management skills.
- > To understand the role of these skills in the workplace.
- > To learn how to organise your work effectively.
- > To develop your ability to make decisions and prioritise your work accordingly

Course content

> **Organisation**

You will learn how to organise yourself in the workplace and will take part in a group discussion about organising time and workloads to make sure tasks are completed to a high standard.

> **Prioritising and time management**

You will learn what time management and prioritising are, and will take part in a group discussion about prioritising tasks and the difficulties and anxiety prioritising can cause.

> **Motivation**

You will take part in a group discussion about how to keep motivated at work and will learn and share some tips for keeping motivated.

Course cost

£135 plus VAT per person (includes lunch), which is usually paid by the employer or by Access to Work.

When and where

London 19 May 2011; Bristol 8 September 2011; Glasgow 4 October 2011; London 20 October 2011; Manchester 9 November 2011.

All courses start at 10am and end at 4pm.

How to book a place

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Assertiveness Skills for the Workplace

Prospects is The National Autistic Society's employment service. We provide a wide range of activities and courses to support people on the autism spectrum to find and retain employment.

Courses format

A one-day course with a strong focus on group discussions, as well as taught materials and small group exercises.

Target group

Individuals on the autism spectrum who are in employment.

Course aims

- > To equip you with the strategies to communicate in an assertive manner in the workplace.
- > To become more aware of what types of behaviour are considered to be more assertive at work.
- > To develop your understanding of the impact of your behaviour in the workplace.
- > To increase confidence when communicating at work.
- > To have a unique opportunity to explore work-related communication issues alongside other people on the autism spectrum.

Course content

Includes:

- > a discussion about the different types of behaviour that take place at work
- > a group exercise and discussion on what assertive behaviour is and what it isn't
- > exploring the impact and implications of assertive behaviour in the workplace.

Course cost

£135 plus VAT per person (includes lunch), which is usually paid by the employer or by Access to Work.

When and where

London 26 May 2011; Bristol 14 September 2011; Glasgow 11 October 2011; London 27 October 2011; Manchester 17 November 2011.

All courses start at 10am and end at 4pm.

How to book a place

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If you don't have a booking form, call us on 020 7704 7450 or email us at employment.training@nas.org.uk and we will send you one.

Managing Employees with an ASD

Prospects is a specialist support service that provides professional advice and training for employers who have a person with an autism spectrum disorder (ASD) on their staff.

Course format

A one-day course with a strong focus on group discussions and small group exercises.

Target group

All staff who support or manage an employee with an ASD in the workplace.

Course aims

- To have the opportunity to discuss issues relating to colleagues with an ASD and receive constructive feedback.
- To increase confidence when working with individuals with an ASD.
- To learn how to design and implement appropriate working strategies.
- To clarify the concept of reasonable adjustments and the Equality Act (Disability Discrimination Act).

Course content

Includes:

- > *What are ASDs?* – a brief overview of the condition including any relevant updates to terminology and labelling
- > *Reasonable adjustments* – an overview of reasonable adjustments and how they relate to ASDs
- > *Support strategies* – a facilitated discussion of support strategies that have been used by participants in their own workplaces
- > *Case study exercises* – group exercises based on case study scenarios

Course cost

£135 plus VAT (includes lunch)

When and where

13 April 2011 Manchester; 2 June 2011 London; 16 June Newport 2011 (South Wales);
7 September 2011 Bristol; 5 October 2011 Glasgow; 3 November 2011 London;
10 November 2011 Manchester.

All courses begin at 10am and end at 4pm.

How to book a place

Either return a booking form to us directly or contact us for further information at employment.training@nas.org.uk or 020 7704 7450.

Managing Volunteers with an Autism Spectrum Disorder

Prospects is a specialist support service that provides professional advice and training for employers who have a person with an autism spectrum disorder (ASD) on their staff.

Course format

A one-day course with a strong focus on group discussions, as well as taught materials and small group exercises.

Target group

All staff who directly support or manage a volunteer with an ASD, including volunteer co-ordinators, human resources and other staff members

Course aims

- > To develop your knowledge of ASDs.
- > To discuss and learn effective support strategies.
- > To share ideas around problem-solving potential difficulties.

Course content

Includes:

- > what are ASDs?
- > recruiting volunteers with an ASD
- > effective support strategies
- > group discussions based on shared experiences
- > case study exercises.

Course cost

£95 plus VAT per person (includes lunch), which is usually paid by the employer or by Access to Work.

When and where

London 4 May 2011; Bristol 15 September 2011; Glasgow 12 October 2011;
Manchester 16 November 2011.

All courses start at 10am and end at 4pm.

How to book a place

Either return a booking form to us directly or contact us for further information at employment.training@nas.org.uk or 020 7704 7450

Supporting individuals with an ASD to find and retain employment

Prospects is a specialist support service that provides professional advice and training for employers who have a person with an autism spectrum disorder (ASD) on their staff.

Course format

A one-day course with a strong focus on group discussions and small group exercises.

Target group

Job coaches, supported employers, mentors supporting individuals with an ASD to find employment

Course aims

- To raise awareness and understanding of ASDs
- To develop strategies for working with individuals with an ASD
- To enable more individuals with an ASD to find and retain meaningful employment

Course content

Includes:

- > *What are ASDs?* – A brief overview of the condition including any relevant updates to terminology and labelling
- > *Communicating with someone with an ASD*
- > *Job-finding and marketing strategies*
- > *Disclosing to the employer* – relevance of the DDA/Equality Act
- > *Support into the role*

Course cost

£135 plus VAT (includes lunch)

When and where

20 April 2011 Manchester; 25 May 2011 London; 23 June 2011 Newport (South Wales)
All courses begin at 10am and end at 4pm.

How to book a place

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