

Session	Date	Time	Place	Description of course
IT Drop in session	Monday 17 th May	9.30 – 10.00	IT Training room B59, 1 st Floor County Hall	Call in to see our IT trainer and ask for advice about any computer problems you might have! No booking required.
		11.00– 11.45	IT Training room B59, 1 st Floor County Hall	
		14.00– 15.45	IT Training room B59, 1 st Floor County Hall	
	Wednesday 19 th May	9.30 – 10.00	IT Training room B59, 1 st Floor County Hall	
		11.00– 11.45	IT Training room B59, 1 st Floor County Hall	
		14.00– 15.45	IT Training room B59, 1 st Floor County Hall	
	Thursday 20 th May	9.30 – 10.00	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	
		11.00– 11.45	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	
		14.00– 15.45	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	
	Friday 21 st May	9.30 – 10.00	IT Training room B59, 1 st Floor County Hall	
		11.00– 11.45	IT Training room B59, 1 st Floor County Hall	
		14.00– 15.45	IT Training room B59, 1 st Floor County Hall	
Animated Presentations	Monday 17 th May	10.00– 11.00	IT Training room B59, 1 st Floor County Hall	A 1 hour workshop that will explore the fun side of MS Powerpoint – allowing delegates the

	Wed 19 th May	17.00- 18.00	IT Training room B59, 1 st Floor County Hall	opportunity to combine graphic animations and multimedia. To book your place contact 01772 532794. Maximum 8 learners per session.
	Thursday 20 th May	10.00- 11.00	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	
	Friday 21 st May	10.00- 11.00	IT Training room B59, 1 st Floor County Hall	
Internet search and shop	Monday 17 th May	11.45- 12.45	IT Training room B59, 1 st Floor County Hall	A 1 hour workshop that will give the delegate's hints and tips on Internet surfing – Internet Auction sites and the Do's and Don'ts of web based shopping To book your place contact 01772 532794. Maximum 8 learners per session.
	Wed 19 th May	15.45- 16.45	IT Training room B59, 1 st Floor County Hall	
	Thursday 20 th May	11.45- 12.45	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	
	Friday 21 st May	11.45- 12.45	IT Training room B59, 1 st Floor County Hall	
Introduction to HTML and the World Wide Web	Monday 17 th May	13.00- 14.00	IT Training room B59, 1 st Floor County Hall	A 1 hour workshop that will explain the history of the World Wide Web and de-mystify the internet - giving delegates the opportunity to create their very own web page using HTML, the universal language of the Internet To book your place contact 01772 532794.
	Wed 19 th May	13.00- 14.00	IT Training room B59, 1 st Floor County Hall	
	Thursday 20 th May	13.00- 14.00	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	
	Friday 21 st May	13.00- 14.00	IT Training room B59, 1 st Floor County Hall	
Invitations and posters – Desk Top Publishing	Monday 17 th May	15.45- 16.45	IT Training room B59, 1 st Floor County Hall	A 1 hour workshop that will introduce Desk Top Publishing with MS Publisher – delegates will have the
	Wed 19 th	11.45-	IT Training room B59, 1 st	

	May	12.45	Floor County Hall	opportunity to produce a personalised business card.
	Thursday 20 th May	15.45- 16.45	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	To book your place contact 01772 532794.
	Friday 21 st May	15.45- 16.45	IT Training room B59, 1 st Floor County Hall	Maximum 8 learners per session.
Manage your money in Excel	Monday 17 th May	17.00- 18.00	IT Training room B59, 1 st Floor County Hall	A 1 hour workshop introducing skills and techniques that will help automate the monthly chore of managing a house hold budget
	Wed 19 th May	10.00- 11.00	IT Training room B59, 1 st Floor County Hall	
	Thursday 20 th May	17.00- 18.00	Bowgreave Rise, 1 Garstang Road, Garstang, PR3 1YD	To book your place contact 01772 532794.
	Friday 21 st May	17.00- 18.00	IT Training room B59, 1 st Floor County Hall	Maximum 8 learners per session.
Eat Well and Stress Less	Thursday 20 th May	11:45 12:45	CSSG Meeting & Training room (1 st floor, CCP)	A one hour taster session delivered by Magnus Mulliner.
		13.00- 14.00	CSSG Meeting & Training room (1 st floor, CCP)	Stressed? Depressed? This short taster session will help you identify how your diet and your state of mind are integrally linked and how putting the right fuel in your body is key to mental and physical health and well-being. Maximum 10 learners per session
Creative Watercolour	Thursday 20 th May	12:30 13:30	HR Meeting room (3 rd floor, CCP)	A one hour taster session delivered by Tracey Eastham. A brief watercolour introduction, introducing basic watercolour techniques with the opportunity to create a small still life picture to
		13:45 14:45	HR Meeting room (3 rd floor, CCP)	

				<p>take away with you.</p> <p>Please note - a maximum of 12 learners to each session for this course. Equipment provided.</p> <p>To book your place contact 01772 532794</p>
Interview Skills and Techniques	Thursday 20 th May	<p>12.15– 13.15</p> <p>13.45 – 14.45</p> <p>15.00 – 16.00</p> <p>16.00 – 17.00</p>	<p>CSSG Meeting Room (1st Floor, CCP)</p> <p>CSSG Meeting Room (1st Floor, CCP)</p> <p>CSSG Meeting Room (1st Floor, CCP)</p> <p>CSSG Meeting Room (1st Floor, CCP)</p>	<p>This one hour workshop is for anyone who would like to brush up on their interview skills and learn more about how the LCC process works. The aim of the workshop is to offer you top tips to help you "Get that job!"</p> <p>This session will be delivered by Gary Churton from the Corporate L&D Team. Gary has experience of training LCC panel members in the recruitment and selection process, so he is able to offer the perspective of both the panel and the candidate.</p> <p>To book your place contact 01772 532794</p> <p>Maximum 14 learners per session</p>