

Adult Community Learning

Training Schedule



NOVEMBER 2018

Central Library Hub

ICT on floor 5, TP on floor 4 & Meeting Room on floor 4

| | | |
|--------------|--|--------------------------------|
| Monday 5 | Food Safety | 09.30 - 15.30 |
| Tuesday 6 | GET THAT JOB | 09.30 - 15.00 |
| Wednesday 7 | Improving Conversational English | 09.30 - 15.00 |
| Thursday 8 | Confidence Building | 10.00 - 15.00 |
| Friday 9 | Emergency First Aid at Work | 09.30 - 16.00 |
| Monday 12 | Interview Skills Manual Handling | 09.30 - 15.00 09.30 - 15.30 |
| Tuesday 13 | COSHH | 09.30 - 15.30 |
| Wednesday 14 | Improving Conversational English | 09.30 - 15.00 |
| Thursday 15 | Telephone Skills | 10.00 - 15.30 |
| Friday 16 | Customer Service | 09.00 - 16.00 |
| Monday 19 | Confidence Building Emergency First Aid at Work | 09.30 - 15.30 09.30 - 16.00 |
| Tuesday 20 | Food Safety | 09.30 - 15.30 |
| Wednesday 21 | Improving Conversational English | 09.30 - 15.00 |
| Thursday 22 | Paediatric First Aid (1 of 2) | 10.00 - 15.00 |
| Friday 23 | Paediatric First Aid (2 of 2) | 09.30 - 15.00 |
| Monday 26 | COSHH Interview Skills | 09.30 - 15.30 09.30 - 15.00 |
| Tuesday 27 | Food Safety | 09.30 - 15.30 |
| Wednesday 28 | Improving Conversational English | 09.30 - 15.00 |
| Thursday 29 | GET THAT JOB | 10.00 - 15.00 |
| Friday 30 | Emergency First Aid at Work | 09.30 - 16.00 |

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Powerhouse Hub

| | | |
|------------|-----------------------------|---------------|
| Tuesday 20 | Conflict Management | 09.30 - 15.30 |
| Tuesday 27 | Emergency First Aid at Work | 09.30 - 16.00 |

All of our courses are available in Welsh / Pob cwrs ar gael yn Gymraeg

Adult Community Learning Training Schedule



Ely & Caerau Hub

| | | |
|--------------|-----------------------------|---------------|
| Wednesday 7 | Emergency First Aid at Work | 09.30 - 16.00 |
| Friday 9 | COSHH | 09.30 - 15.30 |
| Wednesday 14 | Conflict Management | 09.30 - 15.30 |
| Wednesday 21 | Emergency First Aid at Work | 09.30 - 16.00 |
| Wednesday 28 | Manual Handling | 09.30 - 15.30 |

St Mellons Hub

| | | |
|-----------|-----------------------------|---------------|
| Friday 16 | Emergency First Aid at Work | 09.30 - 16.00 |
| Friday 23 | COSHH | 09.30 - 15.30 |
| Friday 30 | Food Safety | 09.30 - 15.30 |

ARGYFWNG EMERGENCY FIRST AID
CYMORTH CYNTAF AT WORK / Y YN GWAITH

A level 3 fully accredited First Aid Course

Cwrs Cymorth Gyntaf Lefel 3 yn

first aid HANDBOOK

John Morley
Chris Sprenger

Highfield

Facebook: /intoworkcardiff

To book your place
029 2087 1071

intoworkadvice@cardiff.gov.uk



Dysgu Oedolion yn y Gymuned

Amserlen Hyfforddi



TACHWEDD 2018

Hyb Llyfrgell Ganolog

ICT ar llawr 5, TP ar llawr 4, Ystafell Cyfarfod ar llawr 4

| | | |
|-----------------|---------------------------------------|--------------------------------|
| Dydd Llun 5 | Diogelwch Bwyd | 09.30 - 15.30 |
| Dydd Mawrth 6 | Ewch am y Swydd | 09.30 - 15.00 |
| Dydd Mercher 7 | Gwella sgiliau sgwrsio Saesneg | 09.30 - 15.00 |
| Dydd Iau 8 | Gweithdy Tyfu Hyder | 10.00 - 15.00 |
| Dydd Gwener 9 | Cymorth Cyntaf | 09.30 - 16.00 |
| Dydd Llun 12 | Sgiliau Cyfweiliad Codi A Chario | 09.30 - 15.00 09.30 - 15.30 |
| Dydd Mawrth 13 | COSHH | 09.30 - 15.30 |
| Dydd Mercher 14 | Gwella sgiliau sgwrsio Saesneg | 09.30 - 15.00 |
| Dydd Iau 15 | Sgiliau Telefon | 10.00 - 15.30 |
| Dydd Gwener 16 | Gwasanaeth Cwsmer | 09.00 - 16.00 |
| Dydd Llun 19 | Gweithdy Tyfu Hyder Cymorth Cyntaf | 09.30 - 15.30 09.30 - 16.00 |
| Dydd Mawrth 20 | Diogelwch Bwyd | 09.30 - 15.30 |
| Dydd Mercher 21 | Gwella sgiliau sgwrsio Saesneg | 09.30 - 15.00 |
| Dydd Iau 22 | Paediatric First Aid 1 o 2 | 10.00 - 15.00 |
| Dydd Gwener 23 | Paediatric First Aid 2 o 2 | 09.30 - 15.00 |
| Dydd Llun 26 | COSHH Sgiliau Cyfweiliad | 09.30 - 15.30 09.30 - 15.00 |
| Dydd Mawrth 27 | Diogelwch Bwyd | 09.30 - 15.30 |
| Dydd Mercher 28 | Gwella sgiliau sgwrsio Saesneg | 09.30 - 15.00 |
| Dydd Iau 29 | Ewch am y Swydd | 10.00 - 15.00 |
| Dydd Gwener 30 | Cymorth Cyntaf | 09.30 - 16.00 |

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Hyb Powerhouse

| | | |
|----------------|------------------|---------------|
| Dydd Mawrth 20 | Rheoli Gwrthdaro | 09.30 - 15.30 |
| Dydd Mawrth 27 | Cymorth Cyntaf | 09.30 - 16.00 |

Mae pob cwrs ar gael yn Gymraeg / All of our courses are available in Welsh



Dysgu Oedolion yn y Gymuned

Amserlen Hyfforddi

Hyb Trelai A Chaerau

| | | |
|-----------------|------------------|---------------|
| Dydd Mercher 7 | Cymorth Cyntaf | 09.30 - 16.00 |
| Dydd Gwener 9 | COSHH | 09.30 - 15.30 |
| Dydd Mercher 14 | Rheoli Gwrthdaro | 09.30 - 15.30 |
| Dydd Mercher 21 | Cymorth Cyntaf | 09.30 - 16.00 |
| Dydd Mercher 28 | Codi A Chario | 09.30 - 15.30 |

Hyb St Mellons

| | | |
|----------------|----------------|---------------|
| Dydd Gwener 16 | Cymorth Cyntaf | 09.30 - 16.00 |
| Dydd Gwener 23 | COSHH | 09.30 - 15.30 |
| Dydd Gwener 30 | Diogelwch Bwyd | 09.30 - 15.30 |

**ARGYFWNG
EMERGENCY
FIRST AID**

**CYMORTH
CYNTAF**

AT WORK / Y YN GWAITH

A level 3 fully accredited First Aid Course

Cwrs Cymorth Gyntaf Lefel 3 yn

Highfield

/intoworkcardiff

Archebu Lle

029 2087 1071

Intoworkadviceservice@cardiff.gov.uk

