



# Booking Form

## Involvement & Empowerment Training Programme

Please complete this form in **BLOCK CAPITALS** and return in the attached envelope (you don't need a stamp) or hand to any member of the Neighbourhood & Involvement Team or any other member of Coastline staff.

### PERSONAL DETAILS

Name .....

Address .....

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Postcode .....

Home phone .....

Mobile phone .....

Email address .....

Are you currently a member of any Sounding Board,

Action Team or Resident Association?

Yes

No





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## Involvement & Empowerment Training Programme

### Which courses would you like to attend? (Please tick)

Allocations & Lettings Training with Customer Care & Access  
7th October 2011, Board Room, Ferris House

Assertiveness and negotiation skills  
18th July 2011, Board Room, Ferris House

Chairing Skills  
6th May 2011, Board Room, Ferris House  
31st October 2011, Board Room, Ferris House

Deaf Awareness Training & Basic Sign Language  
16th March 2012, Board Room, Ferris House

DIY and fun afternoon  
25th August 2011, Coastline Services Depot, Dudnance Lane, Pool

Drafting Newsletters and Publicity  
12th September 2011, Board Room, Ferris House

Equality & Diversity  
8th July 2011 & 7th February 2012, Board Room, Ferris House, Camborne

First Aid  
29th June 2011, The Hub Club, Pool, Redruth

Food Safety Certificate  
23rd September 2011, The Hub Club, Pool, Redruth  
31st January 2012, The Hub Club, Pool, Redruth

How to fill in a Funding application Form  
13th June 2011, Board Room, Ferris House

Taking minutes and Secretary Skills  
27th May 2011, Board Room, Ferris House

Understanding Social Housing  
4th November 2011, Board Room, Ferris House

Understanding Social Housing Part 2 – Back to the Future  
16th November 2011, Board Room, Ferris House

### Please say if you have any special dietary needs

Please tell us about any special requirements that you may have, for example, disabled access, large print, hearing loop, information in another language, no photos etc.

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