

# PERSONAL DEVELOPMENT

Alston Hall as a training venue offers excellent residential and day course facilities, in a unique rural setting and with a warm personal service, providing the perfect venue for corporate events.

## EMOTIONAL INTELLIGENCE: What is it? And how can we apply it at work?

**Tuesday 7th October 10am – 4pm**  
8AGPP2A007 Fee £36

Learners will acquire an understanding of the concept of Emotional Intelligence. They will consider its application into personally relevant contexts. Learning will take place experientially, based on small group activities and reflective practice. The course is aimed at anyone with an interest in learning more about emotional intelligence. No previous knowledge required.

*Tutor Dr. Margaret Walton*

## BUILDING SELF ESTEEM

**Thursday 23rd October 10am – 4pm**  
8AGPP2A005 Fee £36

This is a course to make you feel better about yourself, to improve your self image, self esteem and self confidence. We will explore the barriers we put in place to stop us from getting more out of life. Through a variety of techniques these barriers will be challenged and overcome leading hopefully to a happier future.

*Tutor Ian Salt*

## LEARN TO BE ASSERTIVE AND CONFIDENT IN EVERYDAY SITUATIONS

**Saturday 1st November 10am – 4pm**  
8AGPP2A000 Fee £36

There are many situations where you need to be assertive and self confident. This course will demonstrate how you can become assertive without being tongue tied, embarrassed or feel guilty about saying 'No'.

*Tutor Veda Banks*

## CONFIDENT PRESENTATIONS

**Friday 7th November 10am – 4pm**  
8AGPP2A002 Fee £36

Making a presentation need not be a frightening experience; this short course will help you identify the barriers to making good presentations and the factors that are vital in effective ones. It is suitable for anyone who wishes to improve their general skills in this area.

*Tutor Jane Burrows*

## LEADERSHIP versus MANAGEMENT

**Monday 10th November 10am – 4pm**  
8RBPP2A000 Fee £36

'Managers do things right, leaders do the right things'. How is L&M perceived (& why)? What is the distinction between the two and when can each be best applied? The course will be interactive and practical, enabling course members to apply their learning.

*Tutor Paul Watson*

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# PERSONAL DEVELOPMENT

## WORK/LIFE BALANCE: ACHIEVE IT AND MAINTAIN IT

**Wednesday 26th November 10am – 4pm**  
8AGPP2A008 Fee £36

Explore current lifestyle with a view to identifying areas for change. Learning will take place experientially with activities and reflective practice. The course is suitable for anyone wishing to focus attention on current life style with a view to making personal changes. No previous knowledge required.

*Tutor Dr. Margaret Walton*

## EFFICIENT USE OF TIME

**Friday 9th January 10am – 4pm**  
8AGPP2A003 Fee £36

Time is a commodity most people are short of: this course will identify reasons why this is so and consider time management techniques to help in the tasks of prioritising and organisation. In the week prior to the course, learners are asked to choose one day, and keep a brief timed log of the 24 hour period. Don't be a slave to time – make time work for you.

*Tutor Jane Burrows*

## DE-STRESS BY DE-CLUTTERING

**Saturday 10th January 10am – 4pm**  
8ADPP2A014 Fee £36

This enlightening course will help you to identify how clutter is adding to the stress in our lives. Through a series of light-hearted exercises you will develop your own battle plan to win the war against clutter.

*Tutor Jane Wignall*

## SETTING LIFE GOALS

**Friday 30th January 10am – 4pm**  
8AGPP2A006 Fee £36

Plan for a better future, improve your ability to get more of what you want from life, and less of what you don't want! The workshop, which will be held in a safe and friendly environment, will explore how to plan and achieve our life goals, leading to a happier future.

*Tutor Ian Salt*

## AN INTRODUCTION TO NEURO-LINGUISTIC PROGRAMMING

**Saturday & Sunday  
7th & 8th February 10am – 4pm**

8ADPP2A011 Fee £72  
(Fee covers both linked days)

The course is for anyone interested in learning something about the principles of neuro-linguistic programming and how they facilitate exploration of personal subjective experience. You will get to understand yourself better. Learning will take place through experiential activities and reflective processes. No previous knowledge is required, just an open mind and a willingness to explore!

*Tutor Dr. Margaret Walton*

## STRESS MANAGEMENT

**Friday 27th February 10am – 4pm**  
8AGPP2A004 Fee £36

“Stressed out” – how many times do we hear the cry? Stress can be both a positive and negative factor in life: in this course, we will explore the stress phenomenon and examine techniques for managing this aspect of modern life. In the week prior to the course, learners are asked to choose one day and keep a brief log of the stressors they experience in the 24 hour period.

*Tutor Jane Burrows*

## LIFE COACHING

**Wednesday 11th March 10am – 4pm**  
8AGPP2A009 Fee £36

Get the most out of life by learning some of the fundamental skills used by professional life coaches. Without the expense of employing your own life coach, learn about the tools and techniques they use to realise dreams and potential. Understand your aspirations and then set, and achieve, your personal goals.

*Tutor Jane Wignall*

*The River Ribble at Alston*

# PERSONAL DEVELOPMENT

## HOW TO START CONVERSATIONS AND MEET NEW FRIENDS

**Saturday 14th March** 10am – 4pm  
8AGPP2A001 Fee £36

This course will demonstrate how it is possible, in any situation, to start a conversation with complete strangers and make new friends.

*Tutor Veda Banks*

## COLOURS TO LOOK YOUR BEST

**Sunday 8th February** 10am – 4pm  
8GEPP2A002 Fee £36

Discover how to harmonize your wardrobe and choose the right colours in clothes to suit you. Wearing colours that complement your overall colouring will give you confidence and bring variety into your wardrobe. Discover your best colours in make-up to complete the look. You will not need any prior knowledge and the session will incorporate both theory and practical work.

*Tutor Judith Davitt*

## STYLES TO LOOK YOUR BEST

**Sunday 8th March** 10am – 4pm  
8GEPP2A003 Fee £36

Find out how to choose clothes that make you feel more confident and comfortable. Wear the right clothes to complement your face and body shape. Discover your style personality and develop the look that works for you. You will not need any prior knowledge and the session will incorporate both theory and practical work.

*Tutor Judith Davitt*

## WARDROBE WORKSHOP

**Saturday 25th April** 10am – 4pm  
8GEPP2A004 Fee £36

Learn the essentials of a Capsule Wardrobe – how to make the maximum number of combinations from a minimum number of garments for holiday and work; how to transform your look with accessories and how to successfully weed and manage your wardrobe.

*Tutor Judith Davitt*

