

# Bitesize Summer Workshops Programme

All 15 courses taking place at two venues

Early bird discounts available!

**ROCC**—Fairways House, Mount Pleasant Road, Southampton, Hampshire, SO14 0QB (**course times**—4:30—6:30pm)

**The Parlour**—265 Fawcett Road, Southsea, Hampshire, PO4 OLB (**course times**—6:00—8:00pm)

- Introducing a Solution Focused Approach
- How to use Mind Mapping in Project Management
- Useful Techniques for Supervising Challenging Staff
- Making use of Research Evidence to Improve Practice
- The Basics of Evaluating Service Outcomes



- Making Time for Your Career: Creating your Career Vision
- Making Time for Your Career: Perfecting your Interview Skills
- Making Time for Your Career: Creating a Winning CV
- Handling Stress
- Understanding Psychometric Testing



- Tendering for Services
- Recruitment & Selection of Staff
- Risk Management for your Business
- Lone Working & Risk Assessment
- Managing Boundaries



**Bookings can be made online at [www.rocc.org.uk/training](http://www.rocc.org.uk/training)**

**Please call 02380 230 307 or contact [sarah.pink@rocc.org.uk](mailto:sarah.pink@rocc.org.uk) for available dates, booking information and prices.**