

CAO INFORMATION EVENINGS

IT Carlow Open Evening

Wednesday, 19th January 2022 (4.30pm-6.30pm)

Open Evening is an ideal opportunity to find out more about what Institute of Technology Carlow has to offer you. Have all your questions answered on the night.

- Visit the departmental stands and ask questions about the courses on offer.
- Visit the Admissions stand, ask questions about the application process and pick up an Institute prospectus.
- Take a tour of the Institute's facilities.
- Ask about the Academic and Sports Scholarships.
- Investigate the financial side of going to college.
- Check out the Clubs and Societies' stand.
- Focus on your future and make the most of this opportunity.

If you require any further information on the Carlow Campus Evening, please email Alison Moore at alison.moore@itcarlow.ie / Website – www.itcarlow.ie

(You will need to provide your EU Digital Covid-19 Certificate as proof of immunity and you will also need proof of identification. Unfortunately, you will not be able to gain entry to the Open Evening without producing both.)

Carlow College hosting a series of Online Open Evenings in January

Each open evening in January will focus on one or two undergraduate degrees or a particular area of interest, as outlined below:

- Tuesday, 11th January – B.A./B.A. (Hons) in Arts & Humanities / B.A. (Hons) in Psychology
- Thursday, 13th January – B.A. (Hons) in English & History / B.A. (Hons) in Media, English & Culture
- Tuesday, 18th January – B.A. (Hons) in Social, Political & Community Studies / B.A. (Hons) in Philosophy, Politics & Sociology
- Thursday, 20th January – B.A. / B.A. (Hons) in Applied Social Studies (Professional Social Care)
- Monday, 24th January – Mature Student Information Evening
- Thursday, 27th January – Student Supports & Student Life

These open evenings will be hosted over a Zoom webinar from 6pm – 7pm. You can register on their website – www.carlowcollege.ie.

For more information please contact the Student Recruitment Team on 059 9153200 or email slo@carlowcollege.ie

COMMUNITY EMPLOYMENT OPPORTUNITIES

Are you Eligible for Community Employment Scheme? - We currently have vacancies available on our Scheme at **GRAIGUECULLEN KILLESBIN PARISH C.L.G. Graiguecullen, Carlow.**

Carlow Tourism: **1 Admin Assistant** – Job Ref No: CES-2207102
Rehab Care: **2 Support Workers** - Job Ref No: CES-2206767
St. Clare's Parish: **2 Maintenance Workers** - Job Ref No: CES-2205823
St. Fiacc's House: **5 Support Workers** - Job Ref No: CES-2205657
Rehab Care: **1 Caretaker** - Job Ref No: CES-2206769

We can offer you: **Top Quality Training & Career Opportunities**

We can provide: **Many Different Courses to Suit Your Individual Needs.**

These vacancies can be found on www.jobsireland.ie or call (059) 9134887 or 085 8584187 for further information.



**CHECK
THIS
OUT!!!**

COVID-19

As these are very challenging times, it is important that you check with course providers regarding any changes to their course provision as a result of COVID-19 restrictions.

We hope you find this update helpful and if you have any questions please call the Adult Educational Guidance & Information Service on 059 9133123 or email: info@carlowadultguidance.ie. We look forward to hearing from you.

UPCOMING COURSES - CARLOW TOWN

Course name	Contact Information	Start date	Duration	Cost/ fees	Qualification	Miscellaneous Information
Conversational English Classes (Fáilte Isteach)	Venue: Online Contact Dylan Thomas on (059) 972 0733/ (086) 4108330	Ongoing	Tuesday & Thursdays 10am-11am	Free		The classes are currently running on Tuesday and Thursday mornings at 10am. The classes are being delivered on Zoom
e-Language Learning with Carlow Libraries	Venue: Online Carlow Library Services – Carlow Town, Tullow, Bagenalstown & Borris www.carlowlibraries.ie Tel: (059) 9129705	Ongoing		Free to library members. Membership at any Carlow library is free.		e-Language Learning with Transparent Language online – this resource teaches real conversations in over 110 foreign languages. Learners have the flexibility they need to learn a new language anytime, anywhere.

e-Learning with Carlow Libraries	Venue: Online Carlow Library Services – Carlow Town, Tullow, Bagenalstown & Borris www.carlowlibraries.ie Tel: (059) 9129705	Ongoing		Free to library members. Membership at any Carlow library is free.		eLearning with Universal Class – offers over 400 educational and leisure courses. All members can enrol on up to 5 courses, with 6 months to complete each. All courses have real instructors with whom you can communicate via email.
e-College - SOLAS Online Courses	Venue: Online E-College Tel: 1800 855831 E: ecollegeinfo@solas.ie Web: www.ecollege.ie	Continuous	Varies – depending on the course	These courses are temporarily being made available free of charge to those impacted by Covid-19 containment measures	All courses result in industry certification such as Microsoft to Adobe to many more. Varies – depending on the course	Courses available in the following areas: <ul style="list-style-type: none"> • Business • Computer Programming • Data Science • Databases • IT Professional • Office Productivity • Web and Graphic Design
Reading, Writing, Maths & Technology Courses	Venue: Online National Adult Literacy Agency https://courses.nala.ie Freephone: 1800 202065	Continuous	Part time – varies depending on the course	Free	QQI certification	<ul style="list-style-type: none"> • QQI Level 2 qualification example of some subjects – Reading, Writing, Using Technology, Quantity & Number, Pattern & Relationship, Listening and Speaking, Personal Decision Making, Setting Learning Goals • QQI Level 3 qualifications example of some subjects – Personal Effectiveness, Communications, Career Preparation • New subjects due to start
Pitman Training Carlow Kilkenny	Venue: Blended (Online) Learning Wexford Road Business Park, Carlow R93 K260 Tel: (059) 918 2415/ (085) 1639351 Email: carlow@pitman-training.ie	Continuous	Varies depending on the course	Varies depending on the course – please contact course provider	Varies depending on the course	Pitman Training offers career-focused training across Carlow and Kilkenny, delivering flexible and self-paced training via home-study and at our training centre in Carlow. Courses and Diplomas available in Office & Secretarial; Microsoft Office; Sage, Accounting & Book keeping; Business & Administration; IT; Visual Design; Software & Web Development;

						Language and Personal Development; Marketing. Web: www.pitman-training.ie/our-centres/carlow
Barrow Training Courses & Workshops	Venue: Blended (Online) Learning Barrow Training Tel: 059 9721416 E: marketing@barrowtraining.ie W: www.barrowtraining.ie	Ongoing	Varies	Varies depending on the course/workshop – costs available on the Barrow Training website	Varies depending on the course/workshop – qualification details available on the Barrow Training website	<ul style="list-style-type: none"> • QQI Level 5 minor and major awards in Healthcare • QQI Level 5 minor and major awards in Childcare • Manual & Patient Handling • First Aid Response (FAR) • FAR Refresher course • QQI Level 6 in Supervisory Management • QQI Level 6 in Safety Management • QQI Level 6 in Training Delivery & Evaluation
CPC Training – Truck & Bus Drivers (Continual Professional Development)	Venue: Seven Oaks Hotel Training Provider – CPC.ie Tel: 087 6363003 or 066 7185556 Email: info@cpc.ie Web: www.cpc.ie	Ongoing	1 day per module	€59 per module	Continual Professional Development	Professional truck & bus drivers have to undergo periodic training of one day per year. Upcoming modules schedule: <ul style="list-style-type: none"> • 2nd January – Control of Vehicle & Eco Driving Techniques • 8th January - Minimising Risks & Managing Emergencies • 15th January - Health & Safety of the Professional Driver • 23rd January – The Role of the Professional Driver in the Transport Industry
Institute of Technology Carlow - Evening & Springboard Courses	Venue: IT Carlow, Kilkenny Road, Carlow For further information please contact the Lifelong Learning Centre Tel: 0599175280 W: www.itcarlow.ie/III E: III@itcarlow.ie	January 2022	One or two evenings per week. Course duration varies between 12-15 weeks)	Price varies please contact course provider or log on to www.itcarlow.ie/	Qualifications vary depending on the course, please contact course provider for further information or log on to www.itcarlow.ie	<u>Undergraduate Certificate Courses:</u> <u>Level 6 Courses</u> <ul style="list-style-type: none"> • Ageing Studies • Caring for the Developing Child • Disability Studies • IP Networks • Legal Practice & Procedure <u>Level 7 Courses</u> <ul style="list-style-type: none"> • Advanced CAD & 3D Modelling • Applied Strategic Management

						<ul style="list-style-type: none"> • Energy Sustainability • Entrepreneurship • IP Networking & Design • On-site Waste Water Treatment & Disposal (<i>Springboard funding</i>) • Python Programming • Introduction to Sport & Exercise Psychology <p><u>Level 8 Courses</u></p> <ul style="list-style-type: none"> • Science Computing (Systems & IT Systems) (<i>Springboard funding</i>) • Building Capacity & Enhancing Leadership in Intercultural Understanding & Diversity • Data Protection • Digital Marketing • Digital Media • Leadership & Change Management (Social Care) • Leading Contemporary & Quality Practice • Management & Governance for Youth & Community Work • Marketing and Entrepreneurship • Meeting the challenge of challenging behaviour • Restorative Practices • Web Design (<i>Springboard funding</i>) <p>Postgraduate Certificates: -</p> <ul style="list-style-type: none"> • Family Support (Theory & Justice) • Addiction Studies • Digital Strategy • Educational Psychology • Leadership Effectiveness • Workforce Planning Process • Youth Justice
--	--	--	--	--	--	---

First Aid Responder	Venue: Carlow Gateway Business Centre Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – www.eventbrite.ie	5 th January 2022	3 days – (5 th , 12 th , 19 th January)	€195	PHECC	First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. The Pre-Hospital Emergency Care Council (PHECC) certified course has replaced the QQI certified 'Occupational First Aid' course. https://carlowkilkennyskillnet.ie/ Next course dates: 9th March and 23rd March 2022
Marketing & Entrepreneurship	Venue: Blended Learning Carlow Local Enterprise Board in association with IT Carlow Tel: 059-9129783 enterprise@carlowcoco.ie Web: www.localenterprise.ie/Carlow/	10 th January 2022	11 th January – 17 th April Mondays & Thursdays (7-10pm)	€150	QQI Level 8 Minor Award	THIS COURSE IS ONLY FOR EMPLOYEES OF COMPANIES BASED IN COUNTY CARLOW It consists of two modules - Marketing and Entrepreneurship. This award will train students to understand and examine the marketing challenges faced by modern businesses and will introduce students to the concept of entrepreneurship, examining some of the key strategic issues in relation to new venture creation in Ireland.
Digital Strategy	Venue: Blended Learning Carlow Local Enterprise Board in association with IT Carlow Tel: 059-9129783 enterprise@carlowcoco.ie Web: www.localenterprise.ie/Carlow/	11 th January 2022	10 Tuesdays (7-10pm)	€150	QQI Level 9 Minor Award	THIS COURSE IS ONLY FOR EMPLOYEES OF COMPANIES BASED IN COUNTY CARLOW This course enables learners to build a comprehensive digital strategy that addresses business needs. Whether you're starting from scratch or looking to brush up your current strategic planning, this course gives you the structure and tools to develop and subsequently implement an effective plan for the digital marketing of your business.
Digital Media	Venue: Blended Learning	11 th January 2022	10 Tuesdays &	€150	QQI Level 8 Minor Award	THIS COURSE IS ONLY FOR EMPLOYEES OF COMPANIES BASED IN COUNTY CARLOW

	Carlow Local Enterprise Board in association with IT Carlow Tel: 059-9129783 enterprise@carlowcoco.ie Web: www.localenterprise.ie/Carlow/		Thursdays (7-10pm)			Graphic design and web design are key components to business marketing and communications and this programme provides the foundational knowledge needed to newly develop, or indeed upskill, in the area of digital media. Participants study design principles, digital illustration and imaging. They will be introduced to a number of digital processes including typography, layout, design, illustration and image capture and manipulation.
Digital Marketing	Venue: Blended Learning Carlow Local Enterprise Board in association with IT Carlow Tel: 059-9129783 enterprise@carlowcoco.ie Web: www.localenterprise.ie/Carlow/	13 th January 2022	10 Thursdays (7-10pm)	€150	QQI Level 8 Minor Award	<i>THIS COURSE IS ONLY FOR EMPLOYEES OF COMPANIES BASED IN COUNTY CARLOW</i> This programme introduces the learner to the dynamics and challenges present in the principles and practice of online and digital media marketing. It aims to equip the learner with the skills to create, develop, maintain and critically evaluate an excellent online marketing communication strategy.
First Aid Responder	Venue: Carlow Provider: Ali Active Training Tel: 087 8231276/ info@aliactivetraining.ie www.aliactivetraining.com	17 th January 2022	3 days – 17 th , 18 th & 19 th January	Contact course provider for more information	PHECC	First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. The Pre-Hospital Emergency Care Council (PHECC) certified course has replaced the QQI certified 'Occupational First Aid' course.
Welding – Basic/ Intermediate/ Advanced Levels (MMA/ TIG/ MIG & Coded Pipe)	Venue: Arc Training, Newacre, Athy Road, Carlow Contact Aine Byrne on 059 9131624/ abyrne@thompson.ie Web:	18 th January – 24 th February 2022	6 weeks – 2 evenings per week (6pm-9pm) Tuesdays & Thursdays	Please contact course provider – varies depending on course and if certification is required	Testing is done by an independent specialist to ISO 9606 - 1 2013 standard. Tests are available at appropriate levels	All types & all levels - Manual Metal Arc (MMA)/ Tungsten Inert Gas (TIG) /Metal Inert Gas (MIG)/ Coded Pipe <ul style="list-style-type: none"> Under Health and Safety, participants on this course must not wear contact lenses.

	www.arctrainingsolutions.com					depending on ability. The tutor will advise on the test best for learners.	<ul style="list-style-type: none"> Participants must have good hand/eye co-ordination and good manual dexterity. Participants must bring their own Personal Protective Equipment i.e. overalls, steel toe cap boots, welding shield etc.
Winning New Customers In a Digital World	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152	18 th January 2022	1 day	€95			The aim of this course is to help you to hone your social media marketing skills, refine and improve your current activity. Course outline will include social media planning, social media audit, post creation and scheduling, post promotion etc. Bookings – https://carlowkilkennyskillnet.ie/
New Year- New Actions (Actively Listening to Yourself and Others)	Venue: Online Carlow Mental Health Association Facebook page Web: www.carlowmentalhealth.ie	18 th January 2022	Starting at 7.30pm	Free			By being able to focus on what another person is saying, you can understand needs and information more accurately. Relationship counsellor, Emma Dunbar, will be explaining the skills of active listening and how it can support all of the relationships in our lives.
Safeguarding (1) - Child Welfare & Protection Basic Awareness	Venue: Online Contact: Carlow Sports Partnership on 059 9136205 Bookings at www.eventbrite.ie	20 th January 2022	1 evening (6.45pm-9.45pm)	€22.20			All Coaches, Club Children's Officers and Designated Liaison Persons must first complete this training. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport. Course Running Again: 8th February
Get Your Garden Ready for Spring	Venue: Online For more information please call Fiona on 059 9179376/ email fdunne@kcetb.ie	24 th January 2022	6 Mondays (3pm-5pm)	Free			Is your garden in need of a face lift? Looking drab? Topics covered composts & soil care; growing vegetables, sustainable living

Understanding and Simplifying Management Accounts	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152	25 th January 2022	1 day	€45		Walk through a sample Profit & Loss Balance Sheet; Cashflow statement to allow you better understand the key drivers for decision making, competitiveness and improve your business performance. Bookings – https://carlowkilkennyskillnet.ie/
The Human Condition: An Introduction to Psychology	Venue: Carlow College Registration can be completed on the website www.carlowcollege.ie/ call 059 9153200 or email info@carlowcollege.ie	25 th January 2022	6 Tuesdays (7pm-9pm)	€125		Fascinated by Psychology? Looking for a place to start? This six-week course provides an introduction to the light and dark side of the human condition – the good, the bad and the in-between! The course draws on theory and research from a range of areas in psychology – such as personality psychology, social psychology, developmental psychology, cyberpsychology, and criminal psychology
Ireland, the British Empire and India	Venue: Carlow College Registration can be completed on the website www.carlowcollege.ie/ call 059 9153200 or email info@carlowcollege.ie	25 th January 2022	6 Tuesdays (7pm-9pm)	€125		This series of six lectures takes a layered approach, looking at Irish generals, officers and rank-and-file soldiers serving in the EICs Indian armies during the period 1830-60. During this period, the majority of the EIC's 'European' rank and file soldiers serving in India were Irish, based on leading-edge new research into Irish military imperial history. By its nature the topic is transnational, tying together Irish, Indian and British imperial studies.
Swimming Lessons for Men	Venue: St. Fiacc's Swimming Pool, Graiguecullen Contact: Carlow Sports Partnership on 059 9136205	25 th January 2022	8 weeks on either a Tuesday or Thursday night @ 9pm (1	€30		Why not start the New Year with the skill of swimming? The aim of this programme is to encourage and empower men to participate in water sports, to learn how to swim and experience how swimming can increase their health. Any queries or

	Bookings at www.eventbrite.ie		session per week)			questions contact Majella: mfennelly@carlowcoco.ie
Present with Impact – Master the Fundamentals	Venue: Carlow Gateway Business Centre Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152	26 th January 2022	1 day	€150		This course is intended for companies and organisations whose employees are required to deliver presentations whether internally at meetings or externally to customers/ wider stakeholders. And people who are looking for the tools to have their presentations engage inspire or inform. Bookings – https://carlowkilkennyskillnet.ie/
Introduction to Playwriting	Venue: Carlow College Registration can be completed on the website www.carlowcollege.ie or call 059 9153200/ email info@carlowcollege.ie	27 th January 2022	6 Thursdays (7pm-9pm)	€125		This course will explore writing for theatre through practice and discussion. You will study major components of playwriting, including dramatic structure, character building, dramatic conflict, action and dialogue. You will deepen your understanding of these components by completing and workshopping writing assignments, providing and receiving feedback, and reading key texts of contemporary playwrights. Upon completion each student will have written and revised a ten-minute play
Conversational Irish	Venue: Carlow College Registration can be completed on the website www.carlowcollege.ie or call 059 9153200/ email info@carlowcollege.ie	27 th January 2022	6 Thursdays (7pm-9pm)	€125		This course has specifically been designed to suit those interested in learning Irish for conversational use. So, whether it's been a while since you've used your cúpla focal or you want to brush up on basic Irish learned from school, this course will help you build upon your pool of everyday words and phrases
Introduction to Art & Ecology	Venue: Carlow College Registration can be completed on the website	27 th January 2022	6 Thursdays (7pm-9pm)	€125		Arts & Ecology explores creative practices in the context of the climate crisis and the ecological, social, and

	www.carlowcollege.ie or call 059 9153200/ email info@carlowcollege.ie					ethical challenges we all face. This course aims to provide an understanding of the history and origins of Art and Ecology, whilst examining a spectrum of creative practices at local and international level. It is ideal for those with an interest in creative practices and ecological issues. It is an introduction to the field for both creative practitioners, hobbyists and anyone with an interest in this subject.
Digital Storytelling	Venue: Carlow College Registration can be completed on the website www.carlowcollege.ie or call 059 9153200/ email info@carlowcollege.ie	27 th January 2022	6 Thursdays (7pm-9pm)	€125		Digital storytelling is the practice of designing, sharing, and participating in a cohesive story experience across multiple traditional and digital delivery platforms – for entertainment, advertising and marketing, or social change. This module explores how we tell stories with digital media whether for information, news, entertainment, social, educational, political, or other purposes. You'll explore important models of creative thinking, along with different tools and techniques that can help you expand your narrative into a story world that will become the basis of an effective digital story telling strategy.
First Aid Responder Refresher Course	Venue: Carlow Provider: Ali Active Training Tel: 087 8231276/ info@aliactivetraining.ie www.aliactivetraining.com	31 st January 2022	2 days – 31 st January & 1 st February	Contact course provider for more information	PHECC	This course is open to anyone who currently holds a valid Occupational First Aid Certificate which is due for renewal. Refresher courses are essential every two years to maintain your status as a First Aid Responder, to keep up with developments in first aid and to refresh skills learned

						previously that may be only intermittently used.
Start Your Own Business	Venue: Online Provider: Local Enterprise Office Carlow Tel: 059-9129783 enterprise@carlowcoco.ie Web: www.localenterprise.ie/Carlow/	1 st February 2022	6 Tuesdays (10am-1pm)	€30		This training is for people who have established that they have a viable business idea and want support in developing their business plan. It is delivered online and consists of six online training workshops and a one to one mentoring session. It will help participants in the early stage of business to develop their skills and understanding of what is required to start their own business and complete their business plan.
Microsoft Power BI Introduction	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – https://carlowkilkennyskillnet.ie/	2 nd February 2022	1 day	€45		Power BI is a business analytics solution that lets you visualize your data and share insights across your organization, or embed them in your app or website. Connect to hundreds of data sources and bring your data to life with live dashboards and reports. If you are already manually analysing data for monthly, quarterly or annual reports which can be very time consuming, BI will allow you to create once and update automatically.
Get Your Garden Ready for Spring	Venue: Online For more information please call Fiona on 059 9179376/ email fdunne@kcetb.ie	3 rd February 2022	6 Thursdays (7pm-9pm)	Free		Is your garden in need of a face lift? Looking drab? Topics covered composts & soil care; growing vegetables, sustainable living
Customer Retention as a Business Strategy for 2022	Venue: Talbot Hotel Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152	8 th February 2022	1 day	€95		This workshop will focus on ideas, strategies and skills that will win customers hearts and wallets. By attending you will leave with a clear understanding on the skills required to create loyalty , plus a 5 point action plan that will focus on exceeding

						customers' expectations. Bookings – https://carlowkilkennyskillnet.ie/
First Aid Responder	Venue: Seven Oaks Hotel Provider: Irish Red Cross Tel: 01 6424679 Email: courses@redcross.ie Web: www.redcross.ie	9 th February 2022	3 days – 9 th , 10 th & 11 th February	€240	PHECC	First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. The Pre-Hospital Emergency Care Council (PHECC) certified course has replaced the QQI certified 'Occupational First Aid' course. Next course date: 23rd March
Microsoft Excel Intermediate	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – https://carlowkilkennyskillnet.ie/	10 th February 2022	2 half day sessions on 10 th & 17 th February	€95		This course is aimed at users who have basic experience with Excel and want to build on their current knowledge to set up their own spreadsheets and manipulate existing ones. Participants should be existing users who can create, edit, format and print a spreadsheet. They should also be able to create basic formulae and, ideally, should have completed the Excel Introduction training programme.
Strategies to Build Resilience	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – https://carlowkilkennyskillnet.ie/	17 th February 2022	1 day	€95		Many incidences of stress are due to accumulating factors, principally exhausting years of long working hours that have not been adequately balanced. This programme is for the stressed and those who want to remain stress free. The benefits of Resilience Training include improved work life balance, improved decision making, improved communication skills, increased focus clarity and attention span.
First Aid Response Refresher	Venue: Seven Oaks Hotel Provider: Irish Red Cross Tel: 01 6424679	17 th February 2022	2 days – 17 th & 18 th February	€170	PHECC	This course is open to anyone who currently holds a valid Occupational First Aid Certificate which is due for renewal. Refresher courses are

	Email: courses@redcross.ie Web: www.redcross.ie					essential every two years to maintain your status as a First Aid Responder, to keep up with developments in first aid and to refresh skills learned previously that may be only intermittently used. Next course date: 31st March
Communicating with Impact	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – https://carlowkilkennyskillnet.ie/	22 nd February 2022	1 day	€95		<u>Course content</u> ; the Attributes of effective communicators; Dealing with Difficult Conversations; Assertive Communication; The GIFS model for difficult conversations; Giving bad news; How preconceptions influence our communication and how to deal with them; How to say “no” assertively; Dealing with aggressive behaviour; Dealing with difficult questions; how to become a better listener; Giving feedback; How to build rapport and influence
Microsoft Excel Advanced	Venue: Online Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – https://carlowkilkennyskillnet.ie/	3 rd March 2022	2 half day sessions on 3 rd & 10 th March	€95		The aim of this course is to achieve two goals. To show delegates how to do most every-day tasks much more productively, probably saving hours of boring routine work. Along with this we will cover new topics which will broaden your knowledge of use of Excel.
Healthcare Support Traineeship	Venue: Carlow Town Contact: KCETB Training Services Helena Comerford (056) 7813014 or email tsu.recruit@kilkennycarloweb.ie	7 th March 2022	47 weeks (Class based learning: 2 days per week Workplace learning:	Free to eligible participants	QQI Level 5 Major Award	On completion of this Programme, learners may pursue roles within the Health, Family and Social Care sector which may include working as Health Care Support Workers, Carers, Youth Workers or in a broad range of roles in this industry in the public, community and private sectors.

			2.5 days per week)			Course information and application at – www.fetchcourses.ie
Driver Theory Test Preparation for Bus and Truck	Venue: Carlow Town Contact: KCETB Training Services Bernie Eccles (056) 7813014 or email tsu.recruit@kilkennycarloweb.ie	7 th March 2022	3 weeks – two days per week, dates to be confirmed	Free to eligible applicants		This course aims to support the learner in preparing for the Driver C & D Theory Tests. It will allow the learner to become familiar with the format of the test and to practice taking the test. Course information and application at – www.fetchcourses.ie
Increase Productivity Through Effective Time Management	Venue: Carlow Gateway Business Centre Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152	8 th March 2022	1 day	€95		Course Content: Plan – set the time and date; Prioritise; Change your daily routine; Manage Interruptions; Switch away from switching; Try time tips for a new paradigm. Bookings – https://carlowkilkennyskillnet.ie/
Basic Welding	Venue: Carlow Town Contact: KCETB Training Services Bernie Eccles (056) 7813014 or email tsu.recruit@kilkennycarloweb.ie	14 th March 2022	12 weeks full time	Free to eligible applicants	MMA Fillet Multi-Run 6mm Plate (EN9606-CS13) MIG Fillet 6mm Plate (EN9606-CS15) SS TIG Complete Fillet Weld 3mm (EN9606-SS06)	On successful completion of one or more of the Approved EN Certifying Body awards, applicants can source employment in the field of welding and complete a range of welding tasks in different welding positions depending on the standard attained. Course information and application at – www.fetchcourses.ie Course running again: 13th June 2022
Prepare to Work in Construction	Venue: Carlow Town Contact: KCETB Training Services Helena Comerford (056) 7813014 or email tsu.recruit@kilkennycarloweb.ie	21 st March 2022	3 weeks full time	Free to eligible applicants		This short training programme is aimed at those whose working lives have been impacted by Covid-19 and who would now like to take the opportunity to upskill/reskill in the Construction industry. Course content will include: Mobile Elevated Work Platform; Manual Handling; Safepass; Abrasive Wheels; Career Planning; Digital Skills Audit (Content is provisional and subject to change).

						Course information and application at – www.fetchcourses.ie
Mastering Sales – a toolkit for selling success	Venue: Carlow Gateway Business Centre Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152 Bookings – https://carlowkilkennyskillnet.ie/	22 nd March 2022	1 day	€95		Learn more about what is important to today's buyer and how to adapt your approach to win business. Content: Understanding the key skills for selling today; Different approaches to communicating your value; Lead generation ideas; Objection handling; Closing; Understanding and recognising buyer profiles and adapting your approach; 4 step process for pipeline management
Managing on the Front Line - Supervisory Management	Venue: Blended Learning/ Carlow Gateway Business Centre Provider: Carlow Kilkenny Skillnet For more information please call Jacqueline on 059 9132152	24 th March 2022	4 days – 24 th & 31 st March, 7 th & 14 th April	€495	QQI Level 6 Minor Award	This course provides participants with the opportunity to gain the knowledge and expertise required to excel in a managerial role. Participants will develop a range of supervisory and management skills, as well as improving interpersonal and communication skills. Bookings – https://carlowkilkennyskillnet.ie/
Prepare to Work in Hospitality	Venue: Carlow Town Contact: KCETB Training Services Bernie Eccles (056) 7813014 or email tsu.recruit@kilkennycarlowebt.ie	28 th March 2022	3 weeks full time	Free to eligible applicants		This short training programme is aimed at those who would like to explore working in the hospitality/customer service industry. Course content will include: First Aid Responder (PHECC); Barista Skills; Manual Handling; HACCP; Basic Computers; Customer Service; Career Guidance. Course information and application at – www.fetchcourses.ie
Train the Trainer	Venue: Hybrid Learning/ Carlow Gateway Business Centre Provider: Carlow Kilkenny Skillnet	5 th April 2022	4 days – 5 th , 12 th , 19 th & 26 th April	€495	QQI Level 6 Minor Award	This programme aims to equip learners with the critical skills, knowledge and attitudes to deliver and evaluate highly participatory, learner centered and varied training programmes to groups and individuals in accordance

	For more information please call Jacqueline on 059 9132152					with international best practice.. Bookings – https://carlowkilkennyskillnet.ie/
Professional Office Administration Traineeship (Medical/ Finance/ Legal)	Venue: Carlow Town Contact: KCETB Training Services Helena Comerford (056) 7813014 or email tsu.recruit@kilkennycarlowetb.ie	25 th April 2022	41 weeks	Free to eligible participants	QQI Level 5 Major Award	The successful completion of the QQI Level 5 award in Office Administration will enable applicants to work independently and under supervision providing administration services and support in a range of office administration contexts in a modern office environment. Course information and application at – www.fetchcourses.ie
Forklift, Safe Pass & Manual Handling	Venue: Carlow Town Contact: KCETB Training Services Olive Morrissey (056) 7813014 (ext. 200) or email tsu.recruit@kilkennycarlowetb.ie	9 th May 2022	3 weeks full time	Free to eligible applicants		This short programme will be offered through Skills to Compete funding and is aimed at those whose working lives have been impacted by Covid-19 and who would now like to take the opportunity to upskill/reskill. As this course is only 3 weeks, trainees in receipt of a Social Welfare payment (including PUP payment) will remain registered with their local DSP office for payments. Course information and application at – www.fetchcourses.ie

BALLON/ RATHOE

Course name	Contact Information	Start date	Duration	Cost/ fees	Qualification	Miscellaneous Information
Payroll - Manual & Computerised	Venue: Ballon Business & Training Centre Tel: 059 9159447 Web: www.bbts.ie ballonbts@gmail.com	17 th January 2022	10 Mondays (7-10pm)	€300 (includes tuition, exam & certification)/ funding may be available if you are receiving certain social welfare payments	QQI Level 5 component award	The purpose of this course is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision
Art with Breda	Venue: Ballon Business & Training Centre	18 th January 2022	6 Tuesdays (11.30am-1.30pm)	€50		Bring your painting gear and enjoy the experience of being back in class. For more information please contact the centre on 059 9159447/ Web: www.bbts.ie / ballonbts@gmail.com
Relax and Paint	Venue: Ballon Business & Training Centre	19 th January 2022	6 Wednesdays (2pm-4pm)	€50		For more information please contact the centre on 059 9159447 Web: www.bbts.ie ballonbts@gmail.com
Bookkeeping – Manual & Computerised	Venue: Ballon Business & Training Centre Tel: 059 9159447 Web: www.bbts.ie ballonbts@gmail.com	20 th January 2022	10 Thursdays (7-10pm)	€300 (includes tuition, exam & certification)/ funding may be available if you are receiving certain social welfare payments	QQI Level 5 component award	This course aims to provide the learner with both an introduction to manual bookkeeping terms and principles, and the knowledge and skills necessary to operate a computerised accounts system.
Get Your Garden Ready for Spring	Venue: Online Ballon Business & Training Centre Tel: 059 9159447 Web: www.bbts.ie ballonbts@gmail.com	24 th January 2022	6 Mondays (2pm-4pm)	€50		Is your garden in need of a face lift? Looking drab? Topics covered composts & soil care; growing vegetables, sustainable living
Bookkeeping – Manual & Computerised	Venue: Online Tel: 059 9159447 Web: www.bbts.ie ballonbts@gmail.com	1 st February 2022	10 Tuesdays (9.30am-12.30pm)	€300 (includes tuition, exam & certification)/ funding may be	QQI Level 5 component award	This course aims to provide the learner with both an introduction to manual bookkeeping terms and principles, and the knowledge and skills necessary to

				available if you are receiving certain social welfare payments		operate a computerised accounts system.
Cooking with Majella	Venue: Ballon Business & Training Centre	2 nd February 2022	6 Wednesdays (10am-12pm)	€75		For more information please contact the centre on 059 9159447 Web: www.bbts.ie ballonbts@gmail.com
Payroll - Manual & Computerised	Venue: Online Tel: 059 9159447 Web: www.bbts.ie ballonbts@gmail.com	2 nd February 2022	10 Wednesdays (9.30am-12.30pm)	€300 (includes tuition, exam & certification)/ funding may be available if you are receiving certain social welfare payments	QQI Level 5 component award	The purpose of this course is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision
Sewing Classes – Beginners & Advanced	Venue: Ballon Business & Training Centre	7 th February 2022	6 Mondays (9.30am-12.30pm)	€50		For more information please contact the centre on 059 9159447 Web: www.bbts.ie ballonbts@gmail.com

HACKETSTOWN

Course name	Contact Information	Start date	Duration	Cost/ fees	Qualification	Miscellaneous Information
Badminton	Venue: Colaiste Eoin Hacketstown Tel: 059 6471198/ info@ceh.ie	24 th January 2022	6 Mondays 7pm-9pm	€70		Enrolment Monday, 17 th during school hours 9am-4pm
Art/ Drawing	Venue: Colaiste Eoin Hacketstown Tel: 059 6471198/ info@ceh.ie	24 th January 2022	6 Mondays 7pm-9pm	€70		Enrolment Monday, 17 th during school hours 9am-4pm
Conversational Irish	Venue: Colaiste Eoin Hacketstown Tel: 059 6471198/ info@ceh.ie	24 th January 2022	6 Mondays 7pm-9pm	€70		Enrolment Monday, 17 th during school hours 9am-4pm
Palliative Care	Venue: Colaiste Eoin Hacketstown Tel: 059 6471198/ info@ceh.ie	24 th January 2022	12 Mondays 7pm-9.30pm	€175 Exam fee €20	QQI Level 5 minor component award	The purpose of this award is to equip the learner with the knowledge, skills and competence to enable them to care for and address the needs of a person and their family after the diagnosis of a life-limiting illness, in a dignified, inclusive and holistic manner. Enrolment Monday, 17 th during school hours 9am-4pm

Carlow Social Prescribing Service

Carlow Social Prescribing Service is a new free service in Carlow which works to reduce social isolation and increase health and wellbeing. They can help by providing information on social groups, exercise classes, relaxation sessions, volunteering opportunities, support services and much more all in your local area. For more information please contact Sinead on 086 4147511/ email: socialprescribing@catherines.ie

Wellness & Mental Health Courses/ Workshops

Course name	Contact Information	Start date	Duration	Cost/ fees	Qualification	Miscellaneous Information
Mindfulness Sessions	Venue: Online	Ongoing		Free		Guided mindfulness exercises available on http://www.freemindfulness.org/download
Online Self-Directed Programme	Venue: Online Aware 1800804848 supportmail@aware.ie Web: www.aware.ie	Ongoing		Free		Content <ul style="list-style-type: none"> • Space from Stress • Space for Sleep • Space for Resilience • Space from Covid-19 Each programme consists of individual modules to complete, in your own time. This programme may also be helpful to work through while you wait for the next Life Skills online programme to open for registration.
Wellness Workshops	Venue: Online Suicide or Survive LoCall 1890 577 577 or 01 272 2158 info@suicideorsurvive.ie	Ongoing		Free		Workshops <ul style="list-style-type: none"> • Wellness Workshops • YouMatter Workshop These workshops have been developed from listening to people's experiences and what has helped them when their mental health has taken a dip. Website: https://suicideorsurvive.ie
21 Day Walking Challenge	Organised by Get Ireland Walking Tel: (01) 6251109	Ongoing		Free		Aim to walk for at least 30 minutes each day. You don't have to do it all at once you can build up to 30 minutes or more by being active for at least 10

	E: info@getirelandwalking.ie www.getirelandwalking.ie					minutes in the early days. Just keep increasing the length of your walk, and watch the minutes add up. You can download a record card on the website.
5 KM Beginners Running Programme	Organised by Athletics Ireland. Programme plan available at www.athleticsireland.ie – ‘Runzone’ section	Ongoing	8-week programme	Free		This programme is only a suggestion and should be adapted to suit your work and home life and the days of the week that is most convenient for you to exercise. Happy Running!
Mindfulness	Venue: Online Recovery College South East Tel: 086 1746330 Email: recoverycollegesoutheast@gmail.com	18 th January 2022	4 Tuesdays (10am-11am)	Free		Mindfulness is about focusing on how things actually are in a given moment, not on what might have happened in the past, or how we might want things to be in the future. With mindfulness we can learn to think in a way that helps us to be at peace with our thoughts and emotions.
Recovery College South East Workshops	Venue: Online Tel: 086 1746330 Email: recoverycollegesoutheast@gmail.com For information on upcoming courses please keep an eye on their website www.recoverycollegesoutheast.com/	Ongoing	Varies depending on the workshop/programme	Free		The Recovery College provides educational workshops for people who are experiencing mental health and addiction challenges and are for everyone. Upcoming online education programmes January 2022 <ul style="list-style-type: none"> • 11th – Working Together • 12th – WRAP (Wellness Recovery Action Programme) • 17th – Growing Towards Health and Wellness • 17th – Understanding and Managing Anxiety • 19th Understanding diagnosis for families and supporters • 20th Recovery Through Art • 25th – Personal Narrative • 26th – How Mental Health Challenges can affect families and supporters

						<ul style="list-style-type: none"> • 26th – Lunchtime Wellness <u>February 2022</u> • 2nd – Healthy Communication Skills for Families and Supporters • 3rd – Understanding and Managing Stress • 3rd – Mind over Mood • 4th – Understanding and Living with Hearing Voices • 8th – Getting a good night’s sleep • 9th – information and Advocacy for Families in Recovery • 15th – Practical Facilitation Skills • 16th – Understanding and managing co-dependency • 16th – Understanding and managing depression • 22nd Compassionate Mind • 23rd – Steps towards Healing and Forgiveness in Family Recovery • 23rd – Lunchtime Wellbeing • 25th – Understanding and Managing Addictions • 25th – Understanding and Managing Psychosis • 28th – Understanding and living with anxiety • 28th – Anxiety Support Group <u>March 2022</u> • 2nd – Mental Health and Family Caring and Supporting the Supporters Programme • 15th – Understanding and Managing Anxiety • 16th – Let’s Talk Social Media and Wellbeing • 25th – Understanding Paranoia
--	--	--	--	--	--	--

						<ul style="list-style-type: none"> • 28th – Anxiety Support Group • 30th – Lunchtime Wellbeing <p>April 2022</p> <ul style="list-style-type: none"> • 12th – Personal Development Programme • 15th – Understanding and Living with Bipolar • 25th – Support Group for people who live with Anxiety • 27th – Lunchtime Wellbeing <p>May 2022</p> <ul style="list-style-type: none"> • 5th – Understanding and Managing Anxiety • 6th – Loneliness and Isolation • 9th – Communication Skills • 11th - Loss and Bereavement • 25th – Lunchtime Wellbeing • 30th – Support Group for people who live with Anxiety
Living Well Programme	Venue: Online Provided by the HSE Keep an eye on their website for details of the next course - www.hse.ie/LivingWell	Ongoing	6-week programme (2½ hours per week)	Free		Living Well is a free Self-Management programme for adults living with long-term health conditions. For bookings or enquiries email: selfmanagementsupports@hse.ie or call Catriona on 087 2939881
Stress Control	Venue: Online https://stresscontrol.ie/	January – March 2022	Mondays & Thursdays at 9am	Free		As the HSE cannot deliver the Stress Control classes in the community just now, Dr Jim White will, instead, live-stream the classes until March. No need to register just click the link. If you miss them the class will stay up online for 48 hours after.

Although every effort is made to ensure that the information contained on this information sheet is accurate it is essential readers should check with the appropriate organisation for the latest information. Co. Carlow AEGIS, accepts no responsibility for the accuracy of the information contained (or subsequent changes to courses) in this document or for any actions arising from its use.