



# PROFESSIONAL MASTERCLASSES & ADULT SKILLS

**The list of courses that potentially helps educational institutions are:**

- Level 2 Supporting Teaching and Learning in Schools
- Level 3 Supporting Teaching and Learning in Schools
- Level 2 Diploma for the Early Years Practitioner
- Level 3 Diploma for the Early Years Workforce
- Higher Level Teaching Assistant Status
- Level 3 Paediatric First Aid
- Level 3 First Aid at Work
- Level 3 Emergency Aid in the Workplace
- Level 2 Health and Safety
- Level 3 Health and Safety
- Level 2 Risk Assessment
- Level 2 COSHH
- Level 2 Manual Handling
- Level 2 Food Safety
- Level 1 Award in Mental Health Awareness
- ILM Level 2 Award in Leadership and Management
- ILM Level 3 award in leadership and Management
- ILM Level 3 Certificate in Leadership and Management
- ILM Level 3 Award in Effective Coaching
- ILM Level 5 Award in Leadership and Management
- ILM Level 5 Certificate in Effective Coaching and Mentoring

- ILM Level 7 Award in Leadership and Management
- AAT Level 2 Certificate in Accounting
- AAT Level 3 Diploma in Accounting
- AAT Level 4 Diploma in Accounting
- CIPD Foundation certificate in People Practice

## **Professional Development Masterclasses in:**

- Assertiveness and Challenging Conversation
- Building Performance
- Effective Time Management
- Emotional Intelligence in the Workplace
- Leading Change
- Project Management
- Psychological Safety in the Workplace
- Coaching Leader

## **Professional Development Workshops in:**

- Customer Service
- Introduction to Coaching and Mentoring
- Introduction to Equality and Diversity in the Workplace
- Minute Taking
- Presenting with Confidence



**Some of these courses may be eligible for part and or full funding please contact the Adult Learning team on: 01872 308000 or email: [futureskills@truro-penwith.ac.uk](mailto:futureskills@truro-penwith.ac.uk) to find out more**