



Small selection of some of our upcoming classes

# Prospectus

## Winter/Spring 2019

Issue 1

# Kyle of Sutherland Apprenticeship Scheme



This is a local scheme which assists businesses in Creich, Ardgay & District, and Lairg Community Council areas. It helps cover some of the costs of employing an apprentice and is funded by the SSE Achany Wind Farm Community Fund and SSE Highland Sustainability Development Fund.

The apprenticeship scheme is overseen by a panel of local community representatives and co-ordinated by Lairg and District Learning Centre. If you would like more information, please contact Jane on 01549 402050 or email us at [jane@lairglearningcentre.org.uk](mailto:jane@lairglearningcentre.org.uk)



## DO YOU HAVE TROUBLE WITH YOUR COMPUTER, TABLET OR MOBILE PHONE? WOULD YOU LIKE SOME HELP?

On Thursday mornings, the Learning Centre runs a small IT clinic, to help people with problems with their devices. You will need to book a slot and during your one-to-one session with Ryan, you can get help with basic IT maintenance issues, such as cleaning-up your computer, downloading free software, anti-virus, forgotten passwords, and so much more! Any donations given go into the Charity's funds, so please contact Ryan if you would like to learn more please telephone: 01549 402050, or email: [pc-clinic@lairglearningcentre.org.uk](mailto:pc-clinic@lairglearningcentre.org.uk)



The  
Energy  
Advice  
Service

## The Energy Advice Service

can provide guidance on:

- The **energy efficiency** of your property
- Energy suppliers and tariffs
- Availability of **grants and loans**
- Reducing **carbon footprint**

**Contact for a free home energy visit:**

01863 760050

[arabella@kyleofsutherland.co.uk](mailto:arabella@kyleofsutherland.co.uk)

## Welcome to our Winter/Spring 2019 prospectus

We are delighted to offer a range of new courses again this term. Many of the classes and workshops are titled \*CCF, which means they are heavily subsidised, thanks to the Climate Challenge Fund. This inspirational project sees Lairg Learning Centre partnering with Brora Learning Zone to deliver exciting cookery, gardening and upcycling/recycling sessions, all of which help reduce your carbon footprint in a fun way.

Lairg Learning Centre also has CPD and employability sessions, business training and much more. The timetables on the next 2 pages detail the dates, times and costs of the training. Against each class is a reference number, which shows where you can find out more about each individual class or workshop, including its location.

As charities, our aim is to offer high quality training at reasonable prices. If you would like to book, please complete the booking form (near the back of this booklet), read our refunds policy (on page 2 of the **booking form**) and return it to Lairg Learning Centre, along with your full payment to secure your place.

We can accept payment via cash, cheque, BACS or Paypal (Paypal incurs a small fee, to cover our additional costs) and you can also book through our website ([www.lairglearningcentre.org.uk](http://www.lairglearningcentre.org.uk)).

We hope you will find something to interest you. Further classes and workshops will be added throughout the term, so please go to our website and social media pages (below) and watch out for the posters circulated in the local villages.

We look forward to hearing from you!

Jane, Paula, Ryan, Tracie, Sarah, Anna, Jo and Graham – Lairg Learning Centre  
Trish and Fiona – Brora Learning Zone



[admin@lairglearningcentre.org.uk](mailto:admin@lairglearningcentre.org.uk)



01549 402050 (bookings)



Lairg Learning Centre  
Brora Learning Zone



@lairglearning



[www.lairglearningcentre.org.uk](http://www.lairglearningcentre.org.uk) / [www.highlifehighland.com](http://www.highlifehighland.com)



# Classes by date

Start date	Class	Time	Duration	Fee	Ref
15/1/19	Beginners Upholstery - Afternoon	1 - 4pm	3 weeks	£25	1.1
17/1/19	Beginners Upholstery - Evening	6 - 9pm	3 weeks	£25	1.2
24/1/19	Bookkeeping in Excel	10 - 12 noon	6 weeks	FREE	5.1
26/1/19	Lets Get Growing	10 - 12:30pm	3 sessions	£10	3.2
1/2/19	Crochet Blankets	10:30 - 12:30pm	4 weeks	£10	2.3
TBA	Beginners French	6:30 - 8:30pm	6 weeks	£35	8.1
6/2/19	I.T. for the Unconfident	10.30 - 11.30am	4 weeks	£10	4.5
8/2/19	Beginners Sewing	2 - 4pm	4 weeks	£10	2.5
12/2/19	Beginners Upholstery - Afternoon	1 - 4pm	3 weeks	£25	1.1
12/2/19	Tasty Takeaways - Dornoch	6 - 9pm	3 weeks	£10	7.1
14/2/19	Beginners Upholstery - Evening	6 - 9pm	3 weeks	£25	1.2
6/3/19	Excel - Beginners	10 - 12 noon	4 weeks	£10	4.1
6/3/19	Excel - Intermediate	7 - 9pm	4 weeks	£10	4.2
7/3/19	Word - Beginners	10 - 12 noon	4 weeks	£10	4.3
7/3/19	Word - Intermediate	7 - 9pm	4 weeks	£10	4.4
9/3/19	Recycled Wall Hanging	10:30 - 1pm	2 sessions	£5	2.9
11/3/19	Tasty Takeaways - The Hub, Bonar	6 - 9pm	3 weeks	£10	7.1
6/4/19	Beginners Floristry - Dornoch Social Club	11 - 1pm	4 weeks	£10	3.4
4/5/19	Beginners Floristry - The Hub, Bonar	10 - 12 noon	4 weeks	£10	3.4

# Workshops by date

Date 2019	Workshop	Time	Fee	Ref
9/1/19	Woodwork - Trough Planters	11 - 3pm	£5	6.1
15/1/19	Woodwork - Herb Planters	11 - 3pm	£5	6.2
19/1/19	Make Your Own Lined Tote Bag - Lairg	10 - 2:30pm	£5	2.1
22/1/19	Woodwork - Manger Planter	11 - 3pm	£5	6.3
26/1/19	Make your Own Sewn Gloves	9:30 - 1pm	£5	2.2
26/1/19	Intermediate Upholstery w/Denise	10 - 4pm	£25	1.3
30/1/19	Woodwork - Bird Tables	11 - 3pm	£5	6.4
2/2/19	Beginners Upholstery w/Joanne - Brora	10 - 4pm	£25	1.4
4/2/19	Intermediate Upholstery w/Denise	10 - 4pm	£25	1.3

# Workshops by date Continued

Date 2019	Workshop	Time	Fee	Ref
5/2/19	Business Start Up - the Basics	10 - 1pm	FREE	5.2
6/2/19	Woodwork - Bird Nesting Boxes	11 - 3pm	£5	6.5
6/2/19	Batik Workshop	1 - 4pm	£5	2.4
9/2/19	Hanging Hearts From Fabric	10 - 2pm	£5	2.6
9/2/19	Make Your Own Hand Cream	10:30 - 2:30pm	£5	2.7
12/2/19	Writing A Business Plan	10 - 1pm	FREE	5.3
12/2/19	Woodwork - Winged Ollie Owls	11 - 3pm	£5	6.6
16/2/19	Make Your Own Mug Holder	10 - 2pm	£5	6.7
19/2/19	Using Social Media For Your Business	10 - 1pm	FREE	5.4
23/2/19	Beginners Upholstery w/Joanne - Dornoch	10 - 4pm	£25	1.4
26/2/19	Developing Your Marketing Strategy	10 - 1pm	FREE	5.5
4/3/19	Owl Pin Cushions	12.30 - 4.30pm	£5	2.8
15/3/19	Web Design for Small Businesses	11 - 1pm	FREE	5.6
16/3/19	Glass Painting: Mothers Day Gifts - Tongue	10 - 12pm	£5	2.10
21/3/19	Make Your Own Mothers Day Gifts - Kids Only	3 - 4:30pm	£5	2.11
23/3/19	Make Your Own Door Stop	9:30 - 1pm	£5	2.12
23/3/19	Glass Painting: Mothers Day Gifts - Bettyhill	10 - 12pm	£5	2.10
23/3/19	Make Your Own Lined Tote Bag - Golspie	10 - 2:30pm	£5	2.1
30/3/19	Easter Rag Wreath	10 - 12:30pm	£5	2.13
6/4/19	Homemade Cards and Gift Boxes	10 - 2pm	£5	2.14
27/4/19	Grow Your Own Herbs	10 - 12:30pm	£5	3.3
11/5/19	How to Make Good Compost	10 - 12:30pm	£5	3.5
TBA Jan	Winter Pruning of Fruit Trees	TBA	TBA	3.1
TBA Jan	Valentines Cookery	TBA	TBA	7.2



**Ref no. - 6.6**  
**Winged Ollie Owls**



**Ref no. - 6.7**  
**Mug Holder**



**Ref no. - 2.1**  
**Lined Tote Bag**

# Online Business Courses

These nationally certificated courses cost £50 each. Designed to help with workers' Continued Personal Development (CPD) needs, they are a combination of online learning with an online test. The courses are available all year round, and a minimum of 2 week's notice is required to book your course.

<u>Name</u>	<u>Ref No.</u>
Emergency First Aid	9.1
Food Safety level 2	9.2
Fire Safety Awareness	9.3
COSHH	9.4
Health and Safety	9.5
Mental Health Awareness	10.1
Dementia Awareness	10.2
Medication Awareness	10.3
Infection Control	10.4
Person Centred Care	10.5
Moving and Handling of People	10.6
Equality and Diversity	10.7
Manual Handling	10.8
Communication Training	11.1
Customer Service Skills	11.2
Allergen Awareness	11.3

## Tutor led courses £95pp (available on request)

Emergency Aid in the Workplace	12.1
Food and Hygiene	12.2
Personal License for distributing alcohol	12.3



# Climate Challenge Fund

*"Climate change is humanity's greatest threat in thousands of years. It could lead to the collapse of civilisations and the extinction of much of the natural world. Right now, we are facing a man-made disaster of global scale ... if we don't take action, the collapse of our civilisations and the extinction of much of the natural world is on the horizon."*

**Sir David Attenborough, December 2018**

A recent survey showed over half of Scots think climate change is an immediate and urgent problem – even Hollywood stars are talking about it - so what can be done to help solve the problem?

Our programme of Climate Challenge Fund (CCF) classes and workshops show fun ways that you can make changes in your life, which will improve your carbon footprint and help the planet. From growing your own food, learning how to cook and making new items for your home by reusing wood, textiles, glass, ceramic, paper (the list is endless...), your actions CAN make a difference.

It's not necessary to be a climate scientist or a carbon accountant to tackle climate change. Come along to our CCF classes and workshops and learn new skills, whilst having fun, and help our community play its part in tackling climate change.

\*CCF - where you see this in our prospectus, those classes are subsidised by the Climate Challenge Fund



## Tutors

We are always looking for sessional tutors. Do you live in the area, speak a second language, or have a special craft or skill?

Would you like to share your knowledge?

*Our sessional tutors are contracted on a self-employed basis and no previous teaching experience is required.*

Please contact Lairg & District Learning Centre to learn more -  
we would love to hear from you!

# \*CCF Upholstery

\* - These classes are subsidised by the Climate Challenge Fund

## **Beginners Upholstery - with Denise**

**Tutor:** Denise Brown

**Location:** Tweed at Heart, Ardgay

**1.1**

### **Afternoon dates**

1 - 4pm  
15/1/19 - 29/1/19  
Or 12/2/19 - 26/2/19

**1.2**

### **Evening dates**

6 - 9pm  
17/1/19 - 31/1/19  
Or 14/2/19 - 28/2/19

Bring your own small project (pre-approved by tutor) and learn how to strip, repair and rebuild your item. Finish it with your choice of fabric and make a statement piece for your home. This class runs regularly, pick a date and time that suits you best!

**1.3**

## **Intermediate Upholstery - with Denise**

**Tutor:** Denise Brown

**Date:** 26/1/19 Or 4/2/19

**Location:** Tweed at Heart

These workshops are ideal for those who have been on past upholstery classes and offer you the opportunity to finish your ongoing projects under the watchful eye and guidance of Denise. Bring along your project and all the materials required, or purchase materials direct from Tweed At Heart.

**10 - 4pm**

**1.4**

## **Beginners Upholstery - with Joanne**

**Tutor:** Joanne O' Donnell

**Date:** 2/2/19  
Or 23/2/19

**Location:** Brora Learning Zone  
**Location:** Dornoch Social Club

Don't put your old furniture to landfill, bring along a small item such as a footstool or dining chair, which are great first projects. Your project must have no loose joints and be sound. Items need to be pre-approved prior to the workshop by the tutor. Please bring along your own fabric to re-cover your items, Dacron, foam and other items will be available to purchase from the tutor.

**10 - 4pm**

# \*CCF Sewing/Crafts

\* - These classes are subsidised by the Climate Challenge Fund

**2.1**

## **Make Your Own Lined Tote Bag**

**Tutor:** Jo Henderson

**Date:** 19/1/19  
Or 23/3/19

**Location:** Lairg Learning Centre

**Location:** Golspie Community Centre

Why spend money on expensive bags when you can make one to your own specification with the help of our tutor Jo. Bring along your sewing machine, threads and fabric remnants to use, or fabric will be available to buy from the tutor. Let's get sewing!

**10 -2:30pm**



# \*CCF Sewing/Crafts

\* - These classes are subsidised by the Climate Challenge Fund

**2.2**

## **Make Your Own Sewn Gloves**

**Tutor:** Lucy Williams

**Date:** 26/1/19

**Location:** Bonar Bridge Hall

Learn how to transform old woollens into fabulous fingerless gloves, wrist warmers or mittens. Have fun embellishing them with trim and buttons, lace and beads. What a great idea for the winter months.

**9:30 - 1pm**

**2.3**

## **Crochet Blankets**

**Tutor:** Liz Sawyer

**Date:** 1/2/19 - 22/2/19

**Location:** KOS Hub, Bonar Bridge

Have a go at crochet whilst reusing oddments of wool. Liz will show you how to make crochet squares, and /or crochet strips which will be sewn together to make a knee rug or small blanket. If you have outgrown hand knitted garments, they can be unpicked and the wool reused in this great way.

**10:30 - 12:30pm**

**2.4**

## **Batik Workshop**

**Tutor:** Trish Matthews

**Date:** 6/2/19

**Location:** Brora Learning Zone

Batik is a technique of wax-resistant dyeing and is applied to cloth. In this workshop you will make your own batik picture from upcycled material and then frame it, in a decorated upcycled frame.

**1 - 4pm**

**2.5**

## **Beginners Sewing**

**Tutor:** Denise Brown

**Date:** 8/2/19 - 1/3/19

**Location:** Tweed at Heart, Ardgay

Learn how to use your sewing machine to the best of its ability, whilst also learning the basics of sewing. You will cover different sewing and stitching techniques, making a cushion cover and an apron that put your new skills into practice. It will include how to maintain your sewing machine, to extend its life.

**2 - 4pm**

**2.6**

## **Hanging Hearts From Fabric**

**Tutor:** Jo Henderson

**Date:** 9/2/19

**Location:** Golspie Community Centre

Use up smaller pieces of fabric and remnants to make some lovely hanging hearts. They can be used as decorative items, or filled and used as scented drawer liners. Bring along your own fabric remnants to use, or fabric will be available to buy from the tutor.

**10 - 2pm**

# \*CCF Sewing/Crafts Continued

\* - These classes are subsidised by the Climate Challenge Fund

**2.7**

## **Make Your Own Hand Cream**

**Tutor:** Nina Matthews

**Date:** 9/2/19

**Location:** Lairg Learning Centre

Let our tutor Nina show you how to make your own basic hand cream using natural ingredients. You can keep it for yourself, or it could make a lovely Valentines, Mothers Day or Easter gift. We will help you to decorate your own packaging and make a gift card to go with it.

**10:30 - 2:30pm**

**2.8**

## **Owl Pin Cushion**

**Tutor:** Maria Thirlwall

**Date:** 4/3/19

**Location:** Lairg Learning Centre

Make a cute owl pin cushion in two sizes, using odd bits of fabric, black felt and buttons for the eyes. The small one will be a pin cushion, and the large one can be weighted with rice or similar to make a cute door stop. This can be stuffed with filling from an old cushion or pillow or an old blanket.

**12.30 - 4.30 pm**

**2.9**

## **Recycled Wall Hanging**

**Tutor:** Liz Sawyer

**Date:** 9/3/19 & 23/3/19

**Location:** Rosehall Hall

Make a unique lightweight wall hanging to complement your home décor by repurposing empty plastic bottles and recycled knitting wool and decorative paper. Heart or circles, it's your choice. You will be amazed with the results.

**10:30 - 1pm**

**2.10**

## **Glass Painting - Mothers Day Gifts**

**Tutor:** Fiona Macfarlane

**Date:** 16/3/19

**Location:** Tongue, Kyle of Tongue Hostel

**Date:** 23/3/19

**Location:** Bettyhill, Farr Edge 2000

Bring along a glass vase or other small glass item to stencil and paint, making a beautiful Mothers Day gift. Find new ways to reuse glass and stop it from going into landfill—a fun way to reduce your carbon footprint.

**10 - 12pm**

# \*CCF Sewing/Crafts Continued

\* - These classes are subsidised by the Climate Challenge Fund

**2.11**

## **Make Your Own Mother's Day Gifts - Kids Only!**

Tutor: Paula White

Date: 21/3/19

Location: Lairg Learning Centre

Come along and make a memorable gift to surprise your Mum on her special day.

**A workshop for children aged 5+**

**3 - 4:30pm**

**2.12**

## **Make Your Own Door Stop**

Tutor: Lucy Williams

Date: 23/3/19

Location: Bonar Bridge Hall

Upcycle some old fabrics to design and make a door stop. You can choose from a chicken, an owl, a cat or design your own!

**9:30 - 1pm**

**2.13**

## **Easter Rag Wreath**

Tutor: Maria Thirlwall

Date: 30/3/19

Location: Lairg Learning Centre

Using scraps of fabric, Maria will show you how to create your own shabby chic Easter wreath, which can be used every Easter. All you need to bring along are co-ordinating fabric scraps, embellishments and your creativity.

**10 - 12:30pm**

**2.14**

## **Homemade Cards and Gift Boxes**

Tutor: Liz Sawyer

Date: 6/4/19

Location: Lairg Learning Centre

Bring along your old cards and plastic bottles to recycle them and make a selection of great cards and gift boxes. Liz will show you how to reuse all elements of past cards, along with ribbons and embellishments to make beautiful bespoke cards—a great way to save money whilst reducing your carbon footprint.

**10 - 2pm**



**2.2**

**Make Your Own  
Sewn Glove**



**2.8**

**Owl Pin  
Cushions**



# \*CCF Gardening/Floristry

\* - These classes are subsidised by the Climate Challenge Fund

**3.1**

## Winter Pruning of Fruit Trees

Tutor: Sarah Whealing

Date: TBA - January

Location: Corry Croft Nursery, Rogart

Do you know when to prune your fruit trees? What are the differences between winter and summer pruning? This hands-on workshop will show you what to look for and how to prune effectively. Join our expert Sarah at Corry Croft and demystify pruning!

**Date / Time to be arranged (when weather allows)**

**3.2**

## Lets Get Growing

Tutor: Sarah Whealing

Date: 26/1, 23/2 & 30/3

Location: Lairg Learning Centre

At this three part class, Sarah will teach you the basics of vegetable growing and help you plan your tasks over the season. This will include a planting plan and a monthly "what needs doing now" list, so that you can organise your growing and cultivate great crops from your garden.

**10 - 12:30pm**

**3.3**

## Grow Your Own Herbs

Tutor: Sarah Whealing

Date: 27/4/19

Location: Corry Croft Nursery, Rogart

Reduce plastic bag usage and increase the life of your herbs by growing your own. Learn how to grow your own garden herbs which will outlast those from supermarkets, and show you how to tend to them to get the healthiest crops possible.

**10 - 12:30pm**

**3.4**

## Beginners Floristry

Tutor: Pat Waymouth

Date: 6/4/19 - 27/4/19

Location: Dornoch Social Club

Date : 4/5/19 - 25/5/19

Location: The Hub, Bonar Bridge

Need flowers for a special occasion? Save travel and money by making the most of your garden flowers greenery. Pat will teach you the art of floristry and you will learn how to wire flowers, make a corsage, table centre, hand tied bouquet and an aquapack bouquet.

**Dornoch: 11 - 1pm first 3 weeks, then 2 - 4pm (27/4) The Hub: 10 - 12 weekly**

**3.5**

## How to Make Good Compost

Tutor: Sarah Whealing

Date: 11/5/19

Location: Corry Croft Nursery, Rogart

Learn the basics of compost making, including the different types of compost bins and their positioning, ingredients for making good compost and how to use it once its made. By making good compost, you are set to optimise your crops!

**10 - 12:30pm**

# \*CCF I.T

\* - These classes are subsidised by the Climate Challenge Fund

**4.1**

## **Excel - Beginners**

Tutor: Jayne Lowery

Date: 6/3/19 - 27/3/19

Location: Lairg Learning Centre

Learn how Excel can save you money by recording your energy usage and work out your bills, including how to print correctly and not waste paper, and changing into different formats for electronic distribution. **10 - 12 noon**

**4.2**

## **Excel - Intermediate**

Tutor: Jayne Lowery

Date: 6/3/19 - 27/3/19

Location: Lairg Learning Centre

Expanding on your knowledge of Excel, you will use a wide range of new skills to calculate useful spreadsheets, log your household energy usage in conjunction with energy monitors, and calculate how the changes you can make will save you money. It will also incorporate formatting and a range of functions and formulae. **7 - 9pm**

**4.3**

## **Word - Beginners**

Tutor: Jayne Lowery

Date: 7/3/19 - 28/3/19

Location: Lairg Learning Centre

Learn how to use Word and how versatile it can be! Convert documents into digital and cloud formats, reduce your carbon footprint by saving paper and the need for printing and much more! **10 - 12 noon**

**4.4**

## **Word - Intermediate**

Tutor: Jayne Lowery

Date: 7/3/19 - 28/3/19

Location: Lairg Learning Centre

Learn great functions to make your documents look more professional, and use these to help save carbon emissions, including intermediate formatting skills incorporating carbon efficiencies, converting documents into digital and cloud formats so they don't need to get printed and much more. **7 - 9pm**

## **I.T. class (Non-CCF)**

**4.5**

## **I.T. for the Unconfident (laptops or PCs)**

Tutor: Jane Dixon

Date: 6/2/19 - 27/2/19

Location: Lairg Learning Centre

These sessions are designed for anyone who either uses the internet unconfidently, or is terrified of computing and using the internet. Jane will guide you though whatever the class wants to learn, from surfing the internet to writing emails, Facebook to using price comparison sites—come along and learn together. **10.30 - 11.30am**

# Business Classes

**5.1**

## **Bookkeeping in Excel**

**Tutor:** Jane Dixon

**Date:** 24/1/19 - 28/2/19

**Location:** Lairg LC

Keeping a close eye on your finances is vital for your business. This workshop aims to equip you with the knowledge and skills necessary to manage your finances and comply with regulatory and legal requirements through a relevant bookkeeping system. This course will include invoicing, sales and purchase ledgers, cashbooks, and more. **10-12pm**

**5.2**

## **Business Start Up - the Basics**

**Tutor:** Anna Renouf

**Date:** 5/2/19

**Location:** Lairg LC

If you're wondering how to start a business then this workshop is for you! In it we will look at the basics of starting your own business including:-

- Start-up options
- Finance for start-ups
- Market Research
- Tax and legal issues for start-ups
- Business planning for start-ups
- Finding and keeping customers

**10 - 1pm**

**5.3**

## **Writing A Business Plan**

**Tutor:** Anna Renouf

**Date:** 12/2/18

**Location:** Lairg LC

This workshop will help you create a robust business plan, and will look at:

- creating a description for your business
- the business planning process
- presenting your business plan

**10 - 1pm**

**5.4**

## **Using Social Media for Your Business**

**Tutor:** Anna Renouf

**Date:** 19/2/19

**Location:** Lairg LC

We will explore the main social media platforms and the opportunities they can offer to your business. This workshop is perfect whether you are just starting or need a refresher to get back on top of things for your business.

**10 - 1pm**

**5.5**

## **Developing your Marketing Strategy**

**Tutor:** Anna Renouf

**Date:** 26/2/19

**Location:** Lairg LC

Learn about developing your marketing strategy. This workshop will help you create a realistic marketing plan. It is designed to improve how you market your business and increase sales.

**10 - 1pm**



## BUSINESS MENTOR PROFILE

### Anna Renouf



*Anna has good experience in all aspects of business development from company setup, project management to product development.*

*Anna was one of twenty of Scotland's most talented entrepreneurs to receive a place as part of the inaugural R.S.E. Unlocking Ambition Enterprise Fellowship.*

*The business development classes are designed to help give you the skills to confidently start up your own business, progress your ideas and give you the skills to grow your business.*

*Our range of business classes will take you through the basics of business start up, using excel for bookkeeping, developing your own website and using social media for your business.*

*To contact Anna, please contact her on her email address:  
[mentor@lairglearningcentre.org.uk](mailto:mentor@lairglearningcentre.org.uk)*

## Business Classes (continued)

**5.6**

### **Web Design for Small Businesses**

**Tutor:** Ryan Connelly

**Date:** 15/3/19

**Location:** Lairg LC

This 2 hour workshop will teach you the basics of how to design your website, whether it be for a small business or for personal use, we have you covered! You will learn everything from the initial creation process, to website content, layout, fonts and graphics.

**11 - 1pm**

# \*CCF Woodworking

\* - These classes are subsidised by the Climate Challenge Fund

**6.1**

## **Trough Planters**

**Tutor:** Graham Lonsdale

**Date:** 9/1/19

**Location:** The Cabin, Lairg

Come along and reuse donated preserved wood to make this great low line planter, which would look great in any garden. Ideal for planting flowers or herbs, you will use a variety of woodworking tools and stain or paint at home. No experience necessary and all wood/tools are supplied.

**11 - 3pm**

**6.2**

## **Herb Planter**

**Tutor:** Graham Lonsdale

**Date:** 15/1/19

**Location:** The Cabin, Lairg

Planning growing your own herbs? Why not make your own planter! Graham will guide you through the basics of woodwork and reusing old wood, you will make a great planter to take home. No experience necessary and all wood/tools are supplied. You can follow this up by booking onto our Grow Your Own Herbs workshop—see class reference 3.3 for details.

**11 - 3pm**

**6.3**

## **Manger Planter**

**Tutor:** Graham Lonsdale

**Date:** 22/1/19

**Location:** The Cabin, Lairg

Reusing donated wood, you will make a mid height manger planter, suitable for herbs or flowers. Under the guidance and watchful eye of Graham, you will use a variety of woodworking tools and create a preserved wood planter that you can paint at home. No woodwork experience is necessary and all tools/wood is supplied.

**11 - 3pm**

**6.4**

## **Bird Tables**

**Tutor:** Graham Lonsdale

**Date:** 30/1/19

**Location:** The Cabin, Lairg

Keep your birds happy and make them a feeding table! Reusing pallet wood, our tutor will teach you basic woodwork skills and how to make a great bird table to take home with you. No experience necessary and all wood/tools are supplied.

**11 - 3pm**

**6.5**

## **Bird Nesting Boxes**

**Tutor:** Graham Lonsdale

**Date:** 6/2/19

**Location:** The Cabin, Lairg

Look after your garden birds by offering them a home to raise a new family! Come along and create your own bird nesting box from waste wood to take home. You will use a variety of woodworking tools and do not need any previous experience. All wood/tools are supplied.

**11 - 3pm**

## \*CCF Woodworking (continued)

\* - These classes are subsidised by the Climate Challenge Fund

**6.6**

### Winged Ollie Owls

Tutor: Graham Lonsdale

Date: 12/2/19

Location: The Cabin, Lairg

Twit twoo, calling all beginners. Come along and make a multi-purpose wooden owl. Using basic woodwork techniques, Graham will show you how to draw and cut the shape, sand it and finally add its facial features. On completion, it can be stained, painted or covered in blackboard paint and become a garden ornament, a memo board, or even a jewellery holder, you decide!

**11 - 3pm**

**6.7**

### Make Your Own Mug Holder

Tutor: Hugh Moore

Date: 16/2/19

Location: The Cabin, Lairg

Is shabby chic for you? If so, come along and let Hugh show you how to make this great wall-mounted mug holder. You will reuse pallet wood, stonewash it, add some stencilling and hooks, and go home with your own bespoke mug holder.

**10 - 2pm**

## \*CCF Cooking

\* - These classes are subsidised by the Climate Challenge Fund

**7.1**

### Tasty Takeaways

Tutor: James McMahon

Date: 12/2/19 - 26/2/19

Location: Dornoch Social Club

Date: 11/3/19 - 25/3/19

Location: Bonar Bridge Hall

In this three week class, our chef tutor will demonstrate how to cook your own tasty takeaway Chinese, Italian and Indian food easily. A great informative evening is guaranteed with tasters to sample along the way. By cooking your takeaways from fresh ingredients, you will be benefitting the environment by reducing your carbon footprint and saving yourself money too.

**6 - 9pm**

**7.2**

### Valentines Day Cookery

Tutor: James McMahon

Date: TBA January

Location: TBA

At this cookery demo and taster, our chef tutor James will demonstrate how to cook an impressive three course Valentines Day meal. You will pick up top tips, and go home with the recipes. Why spend a fortune and travel to eat out, when you can have a cosy night in cooking and save energy and money?

**Times to be arranged**



# Languages

(Non-CCF)

**8.1**

## **Beginners French**

**Tutor:** Martine Perry

**Date:** TBA

**Location:** Lairg Learning Centre

Our tutor is a French native, so is well-placed to teach you the basics of French! Hear the pronunciation in her home tongue, ideal for helping you understand how you should be speaking and gaining an ear for the language.

This six week class will teach you holiday French which can be built on at a future intermediate-level class. As well as great learning, we can guarantee there will be lots of fun and laughter with Martine.

**6:30 - 8:30pm COST £35**

## **FURTHER CLASSES COMING SOON!**

Data Protection for Business

Woodworking

Clock Tiles

Cake decorating, and much more!

**KEEP AN EYE ON LOCAL NOTICEBOARDS, OUR WEBSITE, FACEBOOK AND TWITTER, FOR THE LATEST UPDATES!**

## **VOLUNTEERING OPPORTUNITIES**

As a charity, we rely on the help of volunteers, from our dedicated directors to people with an occasional free hour who would like to help out.

Perhaps you have office skills and you'd be able to help in the office?

Maybe you'd like to help with our catered room hires or in the garden?

Were you a teacher and would like to help in our classrooms? Or perhaps you would like to gain some work experience? Whatever your background, we'd love to hear from you. Please contact our Manager, Jane, for a friendly chat to find out how you can get involved - 01549 402050

# **BUSINESS NEWS**

## **Sutherland Business Week 2019**

Sutherland Business Week 2019 is going to be a stimulating series of events organised by the Lairg & District Learning Centre. It will feature events including networking sessions and seminars as well as the Sutherland Business Exhibition and the finals of the exciting new Sutherland Business Start Up competition.

# **COMPETITION!**

## **Sutherland Business Start Up Competition**

Do you have an idea for a business?  
Or have you recently set up a business in the local area?  
Ever thought you could improve on a product and service?  
*Then this competition is for you!*

This competition is aimed Sutherland residents who have a business idea or have recently set up a business. Enter to win a share of our competition prize fund!

**Keep an eye on our social media pages and in the press for more information and key dates**

# Safety Training online courses

## 9.1 Emergency First Aid online

Gain the knowledge and understanding to treat a range of first aid accidents. Suitable for home or the workplace. If you prefer to take a tutor led class please get in touch as we run certificated courses several times a year based on demand.

## 9.2 Food Safety Level 2

Certified training for food workers, to ensure that the food they provide and handle is safe for the customers to eat, and that they understand the relevant legislation.

## 9.3 Fire Safety Awareness

This course is designed to give the learner a basic knowledge and understanding of fire safety awareness in the workplace.

## 9.4 COSHH (Control of Substances Hazardous to Health)

Learn about the COSHH Regulations (2002), which protect people against risks to their health when dealing with, or being exposed to, hazardous substances.

## 9.5 Health and Safety

Are your employees aware of their responsibilities under the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999? Under Health and Safety Legislation, employers are required to provide appropriate Health and Safety training for themselves and/or their employees. This course will ensure that you and your employees comply with legislation and raise awareness of the need to provide a healthy, safe working environment ensuring the welfare of everyone.

# Health and Care online courses

## 10.1 Mental Health Awareness

The Mental Health act 1983 sets out the criteria that must be met before compulsory measures can be taken with people suffering from mental health problems. Candidates will gain the understanding of how to recognise the symptoms of mental disorders and how to understand that people experiencing possible mental disorders require appropriate services.

## 10.2 Dementia Awareness

This course is designed to develop knowledge and awareness in care of residents who have a diagnosis of dementia and to create an understanding in behaviours.

## 10.3 Medication Awareness

Learn how to administer medication safely by understanding types of medication, common mistakes made when dispensing, and the legislations surrounding safe handling.

## 10.4 Infection Control

Gain a basic understanding of infection control. This will include transmission of infection, the chain of infection and how to minimise the risk of cross infection.

## 10.5 Person Centred Care

This training is designed for anyone who is involved in care, from the development, implementation or review of care plans. Techniques use a person-centred care plan approach.



# Health and Care continued online courses

## 10.6 Moving and Handling of People

This course is designed to provide the essential knowledge and understanding necessary for the safe process of moving people to prevent injury to themselves and patients. It also covers all the current legal requirements in handling people.

## 10.7 Equality and Diversity

This course is aimed to raise awareness of equality and diversity and encourage candidates to take a proactive approach in the workplace. Candidates will gain an awareness of discriminatory practice and gain knowledge on how to promote equal opportunities for all and recognise the value of diversity .

## 10.8 Manual Handling

Ensure that you know how to lift correctly, following best practice so that you do not hurt yourself during your every day duties.

# Customer Care online courses

## 11.1 Communication Training

This training covers the knowledge and understanding needed so that you are able to communicate with your clients through a range of different methods.

## 11.2 Customer Service Skills

Customer service is at the heart of every business, so increase customer satisfaction by ensuring you (and your workforce) are well motivated and upskilled in this key area.

## 11.3 Allergen Awareness

This course introduces the learner to the rules and legislation around food labelling, with an emphasis on catering in relation to food allergies and allergenic ingredients.

# Business Courses on request

## **12.1 Emergency Aid at Work**

This one day certificated course will enable you to update or improve your First Aid knowledge. The certification is valid for 3 years in the workplace.

## **12.2 Food and Hygiene**

Achieve your Food and Hygiene certificate on this course, which will cover the basic requirements for working in a commercial kitchen or food environment. It is valid for 3 years from certification.

## **12.3 Award for Personal license for alcohol holders**

This one day course will teach you all you need to know to obtain your personal license. There is an exam at the end of the day, which once passed will let you serve alcohol for 5 years. (You will need to apply to the council for your license, with fee)

**East & Central Sutherland  
Citizens Advice Bureau**



## **Universal Credit Advice Clinic**

Help with using a computer/the internet,  
making a claim, updating your journal, creating  
a CV, searching for jobs, benefit decision  
reconsiderations/appeals and much more

### **Lairg & District Learning Centre**

**10.00am – 12.00pm**

**Tuesday 15th January**

**Tuesday 5th February**

**Tuesday 19th February**

**Tuesday 5th March**

**Tuesday 19th March**

advice@ecscab.org.uk  
Tel: 01408 633000

Scottish charity SC039847 and company limited by guarantee SC039847

# Ongoing groups

## Patchwork Group

The Schoolhouse Patchwork, Quilting and Craft Group runs on a **Monday morning**. They meet from **9.30 until 12** each week, in Lairg Learning Centre. Please contact either Diane or Lily via the Learning Centre to be placed on the waiting list for a space.

## Ipad and Tablets Drop In

Do you want to get more out of your tablet and/or phone? Why not come along to our **Monday** drop in sessions from **11 - 12 noon** and get some individual help. Come and have a cuppa and a blether whilst you learn!

## Work Club for Job Seekers

If you are looking for work, or would like help with online applications, writing a CV, understanding Universal Credit, and a wide range of other help, please come along to our friendly Work Club, held every Tuesday. It's FREE! We also have a range of free workshops and classes, to help you get a job, so why not book yourself in on a **Tuesday morning**, and see how we can help. **10 - 12 noon**

Citizens Advice Bureau offer Universal Credit help and advice at our work club on the first and third Tuesday of each month until **November 2019**

## Creative Writers Group

Come along and join this informal group of keen amateur creative writers. You can talk about your own work and get ideas for your masterpiece - a fun way to start writing. They meet every other **Wednesday** morning and have fun while they write. Please leave your details with Lairg Learning Centre to be added to the waiting list and one of the group will contact you.

## I.T Clinic

On **Thursday** mornings we run an IT clinic where you can get help with basic IT maintenance issues, such as cleaning up your computer, downloading free software, installing anti-virus, forgotten passwords and so much more.

Booking essential.

Cost: by donation

## Class / Workshop Booking Form

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<b>Student Number</b> <i>Office use only</i>	

<b>Name</b>		Mrs	Miss
		Mr	Ms
<b>Village/area</b> , e.g. Dornoch, Lairg, Rosehall			
<b>Postcode</b>			
<b>Tel:</b>			
<b>Email:</b>			

We'd like to keep in touch to let you know about future classes/workshops. Please can we add you to our mailing list?	Yes/No
We like to take pictures for publicity purposes including use on our webpage and Facebook and tags, if you prefer NOT to be in these photos please tick the box	



Full payment is payable at the time of booking. This will be retained if you cancel within a week of the class/workshop starting and we are unable to fill the space. If we do not meet minimum student numbers, the class/workshop will be cancelled. You will be given a week's notice of cancellation and your payment will be returned.

#### Methods of payment

On receipt of payment your place will be reserved/confirmed.

**BACS:** Bank of Scotland. Sort code: 80-15-82. Account number: 06002072

**CHEQUE:** made payable to Lairg & District Learning Centre

**PAYPAL:** incurs a non-refundable £0.50 booking fee per booking. If you use Paypal, please ensure your email address is correctly completed on page one as this will be used to send your Paypal invoice.

**CASH:** pay in person/post a week before the class/workshop begins.

I would like to book on the following class/workshop

DATE	CLASS	PAYMENT AMOUNT
<i>Example:</i> 30/03/19	<i>Example:</i> Easter Rag Wreath	<i>Example:</i> £5.00
	Add Paypal surcharge (where applicable )	
	<b>TOTAL PAYMENT DUE</b>	

I understand that my deposit is non-refundable should I fail to attend the workshop or complete the course

SIGNED

DATE



# Employability Workshops

These half-day workshops are aimed at helping you get that job! They will be run on demand. Please contact us to find out the next available date.

## **I.T. refreshers - Word/ Excel / Powerpoint / Outlook**

Update your knowledge of Microsoft Office 2016 by writing letter, emails, controlling finances or presentations.

## **Professional CV Writing**

Make your CV stand out by looking at different styles available. Look at CVs through an employer's eyes and make yours work better for you.

## **Improve your Interview Technique**

Are you terrified of interviews, or has it been a while since you've been to one? Come along and brush up your technique, to get that job!

## **Build your Confidence**

Nervous about joining the workforce? Worried about what to wear, say or do? This workshop will build your confidence so you get that job.

## **How to Work in a Team**

Working together can be tricky. This fun informative session will teach you some of the basics of team working and touch on how to deal with difficult situations.

## **How to Manage Staff**

Would you like a job in management? This workshop will cover different styles of management and you will analyse your strengths and weaknesses, letting you know which is the best way for you to manage a team.



## Brora Learning Zone

Our partners at the Brora Learning Zone are offering a range of fantastic classes, some of which are in this prospectus

For more information please contact them on - 01408 622707 or via their Facebook page - [www.facebook.com/broralearningzone](http://www.facebook.com/broralearningzone)

**LAIRG & DISTRICT learning centre**  
School House, Lairg. IV27 4DD  
[www.lairglearningcentre.org.uk](http://www.lairglearningcentre.org.uk)



**Lairg & District Learning Centre is a charity and we are extremely grateful to the following organisations for awarding grants to help us –**

