

Embedding speaking and listening skills

Supporting transition into the workplace
for young adults

Tuesday 3 March 2009

St. John Ambulance, Bankfield House, 132 New Walk, Leicester LE1 7JA

Wednesday 4 March 2009

Holiday Inn Washington, Emerson, Washington, Tyne & Wear NE37 1LB

Monday 9 March 2009

NCVO, Regents Wharf, 8 All Saints Street, London N1 9RL

Background

As a result of research undertaken by the Basic Skills Agency into speaking and listening skills required in the workplace, a set of **“Talk and Work”** resources were developed which focus on the speaking and listening skills that young people require when they make the transition into the workplace. Furthermore, a range of **“Skills and Work”** leaflets were developed to provide a **starting point** for anyone thinking about starting a course or making a career choice. This range has just been extended.

NIACE would like to invite anyone who works with young adults, and is working to support their transition into the workplace, to a session which aims to:

- reinforce the importance of speaking and listening skills and to demonstrate how they need to be adapted in the workplace
- establish an overview of some of the issues relating to transition from education to work
- establish an understanding of how the **“Talk and Work”** & **“Skills and Work”** materials can be used to support young people.

Audience

The event will appeal to anyone who:

- teaches, advises or supports young adults
- is working to support a smooth transition into the workplace
- teaches, or supports the teaching of speaking and listening skills
- works in the Voluntary and Community Sector

For more information, to download an application form or to reserve a place online, visit the NIACE website:

<http://www.niace.org.uk>

Enquiries to NIACE Events Team - Tel: 0116 204 2833 / E-mail: gurjit.kaur@niace.org.uk
NIACE, Renaissance House, 20 Princess Road West, Leicester LE1 6TP

Programme

- 09:30** Arrival and registration (tea/coffee available)
- 10:00** Overview
Lisa Brown, Regional Development Officer (LLN) North East, NIACE
- 10:15** The importance of speaking and listening
Brenda Ainsley, Senior Assistant Director, NIACE
- 10:45** Practical demonstration of the importance of appropriate speech and language
Christine McMahon, Storyteller
- 11:15** Tea/coffee break
- 11:30** Activity: Using spoken language to support transition
- 12:30** Lunch
- 13.30** Resources: Group discussion
- 14:30** Plenary session
- 15:00** Close of conference (tea/coffee available)

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Event information

- Arrival and registration is at 9:30am for a 10:00am start. The event will end at 3:00pm
- Attendance is free (includes lunch, tea/coffee)
- Places will be allocated in order of receipt of completed application forms
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be emailed out one week before the event
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

Gurjit Kaur

Tel: 0116 204 2833

Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: gurjit.kaur@niace.org.uk

Application conditions

Event: Tuesday 3 March 2009

Closing Date: Thursday 19 February 2009

Event: Wednesday 4 March 2009

Closing Date: Thursday 19 February 2009

Event: Monday 9 March 2009

Closing Date: Thursday 19 February 2009

- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of palantypists, sign language interpreters and translation to Braille.
- NIACE reserves the right to reject applicants who are not from the target audience list.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.
Registration no. 2603322 Registered charity no. 1002775.
Registered Address: 21 De Montfort Street, Leicester LE1 7GE

NIACE Events Team
Renaissance House, 20 Princess Road West
Leicester LE1 6TP

Tel: 0116 204 2833 Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: gurjit.kaur@niace.org.ukWebsite: <http://www.niace.org.uk>

Please complete and return the full application form

Application Form

Attendance is free (includes lunch, tea/coffee)

My organisation has authorised my attendance on:

- | | | |
|--|-----------------|---|
| <input type="checkbox"/> Tuesday 3 March 2009, Leicester | Ref: C1797/0309 | Closing Date: Thursday 19 February 2009 |
| <input type="checkbox"/> Wednesday 4 March 2009, Tyne & Wear | Ref: C1798/0309 | Closing Date: Thursday 19 February 2009 |
| <input type="checkbox"/> Monday 9 March 2009, London | Ref: C1799/0309 | Closing Date: Thursday 19 February 2009 |

Please complete in block capitals

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel no. _____ Mobile no. _____

Fax _____

E-mail _____

Address (for Pre-seminar Papers) _____

_____ Postcode _____

This is my Home address Work address**Participant's requirements**

Please specify any requirements for access or equipment

I have the following dietary requirements

Signature

PRINT First (given) and family names

Date

Send to: Gurjit Kaur
 NIACE Events Team
 Renaissance House, 20 Princess Road West, Leicester LE1 6TP
 Tel: 0116 204 2833
 Fax: 0116 254 8368
 E-mail: gurjit.kaur@niace.org.uk

The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website www.informationcommissioner.gov.uk. At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. *Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. *If you wish to receive such further information please tick this box