

Hounslow Adult & Community Education Course Information Sheet

Course Title	Course Code	Day/s	Time	Start Date	End Date
Looking Ahead and Achieving your Goal	MZ435PLA	Thurs	10am-12pm	24/09/20	22/10/20

This online course is for people who would like to make changes in their lives but do not yet know what exactly, where to start and how to go about it. Through coaching, series of questions and group discussions attendees will be able to choose which areas in their life to focus on, set individual goals that excite them and devise a plan to achieve their goals.

You will track your progress by accessing your online learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

By the end of the course you will be able to:

- Set 1-5 SMART personal goals and plan for their achievement using a range of individualised techniques and tools such as life coaching, assessment charts, inspiration boards, self-motivational and confidence-building strategies.
- Identify and overcome what is holding you back.
- Increase and maintain your motivation

What is required to attend the course?

- No prior experience needed.

Technical Requirements for our Online Courses:

- Access to internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.
Link to download Chrome: <https://www.google.com/chrome/>
- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.

This course might be free/discounted for you please check your eligibility here:

- <https://www.hace.ac.uk/courses>

After this course you will be able to:

- Enrol onto another Adult Learning course.

Who can I contact for further information?

- For employment support, please visit <http://www.hace.ac.uk/employment-support>
- For more information please call 0208 583 6000