

ILS wants to help you achieve the things you want from life. We do one to one work with you to identify what your goals are then set in place an action plan to help you achieve them. We also work with small groups of people to build and enhance existing skills, knowledge and experience

Core Skills

Numeracy

- Working with numbers
- Understanding numbers

Literacy

- Reading
- Writing
- Understanding

Communication

- Oral
- Written
- Verbal and non-verbal communication
- Active listening
- Expressing your feelings and giving feedback

Information and Communication Technology

- Accessing Information
- Gathering information
- Evaluating information using computers

Problem Solving

- Critical Thinking
- Planning and Organising
- Reviewing and Evaluating
- Actions and future consequences, seeking alternative solutions and attitudes and motivation

Working with others

- Working co-operatively with others
- Reviewing co-operative contribution
- Expressing respect for others contributions

Life Skills

Negotiation and Refusal skills

- Negotiation and conflict management
- Assertiveness skills
- Refusal skills

Empathy and Advocacy

- Ability to listen and understand another's needs and circumstances and express that understanding
- Influencing skills & persuasion
- Networking and motivation skills

Skills for increasing internal control

- Self esteem/confidence building skills
- Self awareness skills including awareness of rights, influences, values, attitudes, strengths and weaknesses
- Goal setting skills
- Self evaluation / Self assessment / Self-monitoring skills

Skills for managing feelings

- Anger management
- Dealing with grief and anxiety
- Coping skills for dealing with loss, abuse, trauma

Skills for managing stress

- Time management
- Positive thinking
- Relaxation techniques

Health

- Healthy Choices
- Lifestyle
- Eating
- Managing Health Related Issues

Women's Groups/Men's Groups

- Discussion
- Mental, Emotional & Physical Health
- Relationships

Employment Skills

Writing your C.V.

- What to include
- How to identify and promote your strengths
- Highlight your interest and achievements
- CV appeal

Self Presentation

- Positive first impressions
- Calm & confident and open
- Moderating identity

Interview skills

- How to prepare for difficult questions
- How to make a good first impression
- How to get a rapport with the interviewers
- How to present yourself as the ideal candidate.

Gaining Experience

- Identify your experiences
- Volunteer
- Apprenticeships
- Job Centre Plus opportunities
- Community Action, where how and why

Education and formal qualifications

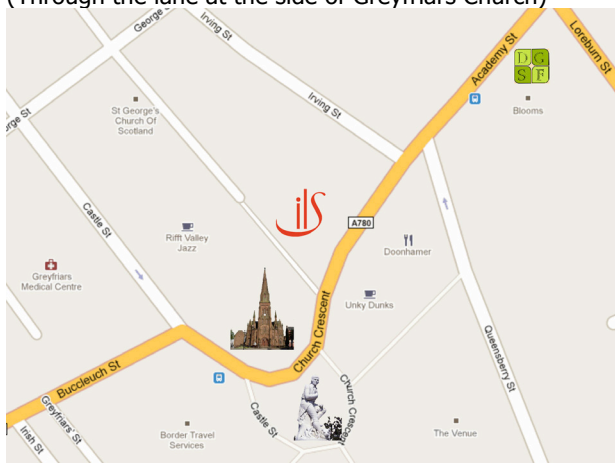
- What level of education would you like
- Choosing a style of learning
- Choosing a course
- Completing a course

If you would like to have some support with any of these things, give us a ring, drop in and see us or send us an email.

Remember,
IT'S ALL ABOUT YOU!

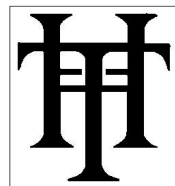
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**Working in Partnership
with:**



THE HOLYWOOD TRUST
**Helping young people in
Dumfries & Galloway**



Housing Support Services

Charity No: SC037633
Company No: 307309



It's All About You!

