



# STRIDE Newsletter



Find out more about classes,  
job vacancies, social activities  
and support available

[www.Usel.co.uk](http://www.Usel.co.uk)



Belfast City Council



Department for the Economy  
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European Union  
European Social Fund  
Northern Ireland



Department for Communities  
[www.communities.ni.gov.uk](http://www.communities.ni.gov.uk)



## Welcome Note

Welcome to this week's STRIDE Newsletter. We are continuing to promote upcoming Training courses running throughout September. These include effective communication and presentation at work, managing stress, interview skills and a new course focusing on skills required to work in the construction industry. Our 'Meet the Team' feature this week is about Donna McGlade who ensures we all work towards high quality standards! Health and Well-being this week gives you the opportunity to consider personal confidence and self-esteem and provides ideas about how to boost both. Job Club are focusing on a career in the cleaning industry and have outlined the skills and qualities required to succeed. Enjoy!

## Social Inclusion Activities

*All our Social Inclusion activities are free, and we can help you out with your travel costs. Let your ESO or EEO know if you would like to come to any of the activities - or contact Donna at [dmcglade@usel.co.uk](mailto:dmcglade@usel.co.uk)*

### Free Activities

There are free activities planned in your town as part of our social inclusion programme. We would love to hear about any activities you would like to attend near you. If you have any ideas or would like to attend any of our activities, please get in touch with your Employment Support Officer or email myself at [dmcglade@usel.co.uk](mailto:dmcglade@usel.co.uk)

### Photography

Do you have an interest in photography?

Would you like to join a group where the photos you take are shared?

We are creating a group of amateur photographers which will meet online each week to share their photos based on a different theme each week.

If you are interested get in contact with Donna or your Employment Support Officer.



# Online Training Timetable

13/09/21	10.00 – 11.00		<p><b>Self Acceptance</b></p> <p>The world is always changing and we feel like we also have to change with it, but do we really?</p> <p>Self Acceptance of self is one of the most important things that we can do for ourselves, be true to who you are and not what society says that you should be.</p> <p>Being the best version of yourself is what matters.</p>	Helen
14/09/21	10.00 – 11.00		<p><b>Effective Communication and Presentation in Work</b></p> <ul style="list-style-type: none"> <li>*What is communication?</li> <li>*Different types of communication</li> <li>*How should you communicate with others in the workplace?</li> <li>*Effective and appropriate communication in the workplace</li> <li>*Presentation in the workplace</li> </ul>	Lesley

**Susan**



**Lesley**



15/09/21		14.00 – 15.00	<b>CV Building</b> In this session we will cover; *What is a CV? *Structure of a CV *Writing a personal statement *Tailoring your CV for a specific job	Susan
16/09/21	10.00 – 11.00		<b>Building Good Relationships</b> Who do you talk to the most? Yourself!  This is why it is so important to talk kindly to yourself, building a good strong friendship with your mind is the most important relationship that you will ever do.  In this course we will look at why that is and how we can turn our negative thinking into positive.	Helen
20/09/21	10.00 – 11.00		<b>How to Manage Stress</b> What is stress and how do we know that we are stressed.  In this course we will learn what stress is and how it affects us, I will share with you techniques that will help you to manage your stress.	Helen
21/09/21	10.00 – 11.00		<b>CV Building and Applying for Work</b> What is the best way to write a CV? <ul style="list-style-type: none"> <li>• Targeting your CV to the job role</li> <li>• Getting the basics right</li> <li>• Which parts do employers look for in a CV?</li> <li>• Key mistakes to avoid.</li> <li>• Identify a suitable job, training programme or course.</li> <li>• Outline different ways of applying for jobs and the relevant information required for each.</li> </ul>	Lesley

22/09/21		14.00 – 15.00	<b>Interview Skills</b> In this session Learners will cover; *Structure of interview *Common interview questions *How to prepare for Interviews *How to answer situational interview questions using the STAR technique	Susan
27/09/21	10.00 – 11.00		<b>Mindfulness</b> Life is full of noise, touch, hearing, seeing, smelling and hearing. So often we never stop to actually appreciate what is happening in that moment.  In this course we will STOP breathe, listen and just be, to be able to still the mind and focus on the now is a tool that can help you with every aspect of your life.	Helen
28/09/21	10.00 – 11.00		<b>A Career in ... Construction</b> Danny will discuss with you about a career in construction and how you would go about it	Danny
29/09/21		14.00 – 15.00	<b>Effective Communication</b> The session will cover; *What is effective communication? *Verbal and non-verbal communication *Communication in the workplace *What is Feedback/Constructive Feedback *Why Feedback is important	Susan

30/09/21

10.00 –  
11.00

**How to unwind and relax**

Helen

So many people get caught up in the cycle of life that they forget how important it is for them to relax and unwind.

Our mind and body need to have a moment to just be, take a few moments to reset, refocus and regroup.

# Meet The Team

I'm Donna McGlade and I am the Quality Assurance Officer for the STRIDE project. My job is to check that that the project meets high standards, and we look at new ways of improving what we do.



My favourite part of my job is getting to meet all our participants and witness the progress made. This always brightens my day!

Another part of my job is the running of our Social Inclusion Programme. For anyone who has attended any of our free activities you will know it is very relaxed and we always have a good laugh and some fun. Trips this winter will include the Ulster Museum and indoor pitch and Pitch and Putt. All our activities are free, and we can help you out with your travel costs. Let your ESO or EEO know if you would like to come to any of the activities, or contact me by email [dmcglade@usel.co.uk](mailto:dmcglade@usel.co.uk)



On a personal level I love eating out with friends and family. I became a great aunt for the first-time last month and am looking forward to returning to the sunny beaches of Spain.

How would you describe Donna in 3 words?.....delightful (to work with), dedicated and determined



# Featured Opportunity – Obstacles Sparking Opportunity



## Obstacles Sparking Opportunities

### Business Transforming Lives

A virtual event inspiring entrepreneurship

#### Speakers



**Alice Thompson**  
International speaker  
and social business leader



**Vivian McKinnon**  
Entrepreneur, author  
and award-winning speaker

**Date and time:** Thursday 23 September, 12.30pm to 1.45pm

**Venue:** From the comfort of your home or office

**Booking:** Reserve your free place at  
<https://sparkingopportunities.eventbrite.co.uk>

**Attendees:** This event will be of interest to those interested in:

- Starting a business themselves
- Growing an early-stage business
- Supporting a business or social business (as a consultant or board member)
- Encouraging entrepreneurial activity within their community or network



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# Health and Wellbeing – Self Confidence

## What is self confidence and self-esteem

Self-confidence is an attitude about your skills and abilities. It means you accept and trust yourself and have a sense of control in your life. You know your strengths and weakness well and have a positive view of yourself. You set realistic expectations and goals, communicate assertively, and can handle criticism.

### Difference Between Self-esteem and Self-confidence

#### Self-esteem:

- Your opinion of yourself and your worth
- How you feel about yourself as a person

#### Self-confidence:

- Your view on your abilities to accomplish something
- How you feel about your abilities to handle certain situations and tasks
- Can be confident in one area, but not in another

Self-esteem is your overall opinion of yourself — **how you feel about your abilities and limitations**. When you have healthy self-esteem, you feel good about yourself and see yourself as deserving the respect of others. When you have low self-esteem, you put little value on your opinions and ideas

## The barriers to self-confidence

- Self-defeating assumptions. You think you can't, so you don't
- Goals that are too big or too distant
- Declaring victory too soon
- Blaming someone else
- Defensiveness
- Neglecting to anticipate setbacks
- Over-confidence

There are too many other barriers to success in life to allow a lack of self-confidence to be one of them.

Julie Foucher

[www.idlehearts.com](http://www.idlehearts.com)

## How to boost your self confidence and self-esteem



# Job Club – Skills need in the Cleaning Industry

## **Time Management**

Quite often within a cleaning job you will have a certain time to get the job done. Therefore, it's important that the allocated tasks get completed before the given deadline.

## **Honesty**

Most cleaning roles requires you to lone work. Therefore, the employer will be required to trust you to get the job done and not take anything from the workplace which does not belong to you.

## **Consistency and Attentiveness**

An Employer will trust you to work consistently week after week and month after month. It's important your standards do not drop even for one session.

## **Adequate friendliness**

No one wants to work with an angry and unmotivated employee. You should make sure that you have a positive attitude and always greet team members and clients with a smile.

## **Problem solving**

The ability to think outside the box and to have a problem-solving attitude are highly valued traits in any kinds of industry. You may be faced with a range of challenges on daily basis.

## **Versatility**

[According to Forbes](#), versatility in one of the one key factor every hiring manager looks in a candidate. The ability of leverage innovation, accept new challenges and leave your comfort zone when required are the traits every employer appreciates.

## **Ability to work autonomously**

Most cleaning business provide on-job training to its new recruits but as the time goes there would be many instances where you have to work with no supervision. Being able to work without any supervision is a very transferable skill.

## **Pride**

One cannot do their job properly if they don't take pride in what they do.

## **Discretion**

As a cleaner, you may often be left alone in people's home, or an office and you might unintentionally come across some sensitive information. It's the duty as an employee not to touch something or disclose any information.

## **Physical fit**

Cleaning can sometimes be an exhausting work, if you work for one hour you can burn hundreds of calories.

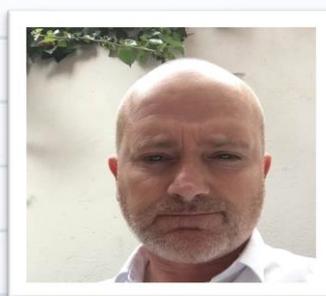
The Job Club takes place using **Microsoft Teams**

Please contact your ESO to join a job club

## Meet the EEO's



**Maggie**



**Danny**



**Michelle**