

**RECOVERY COLLEGE**

# 2022/23 PROSPECTUS



# WELCOME

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Hello and welcome to the 2022/23 prospectus for the Northern Trust Recovery College. As previously, this booklet will provide you with information on the staff who work within the College and an overview of all the courses we hope to facilitate throughout the coming year. Timetables will continue to be published separately on a two monthly basis, and will be available via post and online.

Like many of you, the College has faced change and challenges throughout the COVID pandemic. One of our biggest challenges being the move from face to face community sessions, to an online format. Although not a substitute for being together in a room, the online sessions have provided us with a way in which to continue to meet, support and learn alongside each other. These sessions have provided the opportunity to engage with the College, for many students who otherwise would be unable to do so. Moving forward we hope to be able to offer a blended approach to learning. Our new timetables will have options for both online and community sessions, in the hope that this will accommodate the majority of our students and their own personal circumstances. Our community sessions may look different to before as numbers will be limited and class sizes smaller. Not all sessions will be available in every area initially, however there will always be the opportunity to complete sessions online, regardless of where you live. Although things may be different we are so excited to be getting back out into the classroom with you all again!

Throughout this year the College team have continued to look at developing new sessions and updating all of our existing courses. We have a number of new sessions that we hope you will find both worthwhile and enjoyable. All College sessions are open to ANYONE who wishes to learn more about health and well-being. Focusing on recovery and self-management tools, students can apply to do as many College sessions as you feel would be beneficial to you. There is a simple registration process for the Recovery College. This process is explained further on page 8. We understand that things can crop up unexpectedly, all we ask is you contact us if you can no longer attend a session. Places within the sessions are limited so this allows us to offer places out to students who may be on our reserve lists.

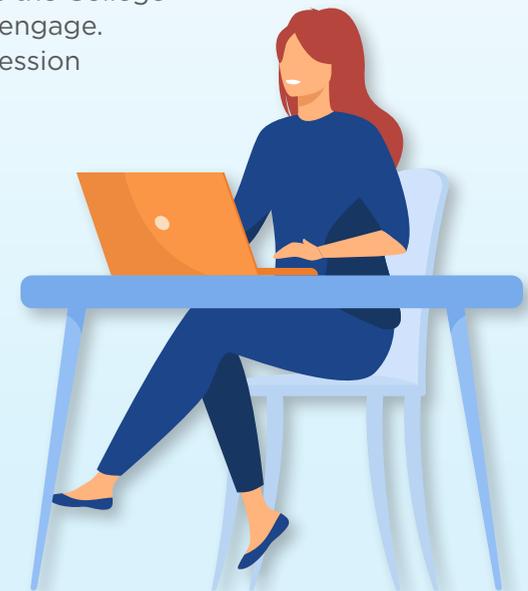
Due to ongoing restrictions over the past two years, we have been somewhat restricted with the additional opportunities we have been able

to provide for students. Pre-pandemic many students volunteered within the College and became involved directly with the co-production of our College sessions. Moving forward we are working closely with the Trusts Volunteer Service in the hope that we may be able to reintroduce some of these volunteering roles later in the academic year. The College team are supported by a small number of bank trainers, who have been invaluable throughout recent times in supporting co-production, co-facilitation and the overall work of the College. As a team we would like to thank these individuals for their continued hard work and support.

Attending the College may be a new experience for you. We can all feel apprehensive and unsure when trying anything new. If you have any questions or queries in relation to our courses, or require some support with online learning, please contact the college on 028 9441 3449, and a member of the College team will be happy to chat with you.

Recovery is all about you, and each student's recovery journey will be unique and personal. Whether it's about getting out more and making connections with new likeminded people, developing friendships, peer support/learning or developing your own personal wellness tools, we hope the College will be beneficial to all students who engage. Come along to a class or log in to a session and let's see where your personal journey takes you.....

Janice Gray  
Recovery College Manager



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**"BE YOURSELF.**

**EVERYONE ELSE**

**IS ALREADY**

**TAKEN."**

*Oscar Wilde*



# WHO'S WHO IN THE RECOVERY COLLEGE



## What is a Recovery College?

Recovery Colleges are educational centres, offering courses on mental health and recovery which are designed to increase knowledge and skills to help people feel more confident in the self-management of their own mental health and wellbeing'

[Recoverycollege.co.uk](http://Recoverycollege.co.uk)

### COLLEGE MANAGER

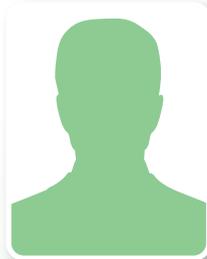


Janice Gray

### ADMIN TEAM



Stephanie Minford



Team Secretary

### TRAINERS



Audrey Montgomery



Margarett O'Donnell



Gwen Blackwell



Paul McCarroll



Claire Stuart

- Each trust within Northern Ireland have their own Recovery College
- Within the Northern Trust, early workshops began in 2014 and this College was formally launched in 2015
- Runs like a college, based on college principles - terms, timetables, prospectus, students etc.
- Courses are all co-produced and co-delivered - this means people with lived experience of mental health challenges work alongside individuals with professional experience (nurses, OT's, SW's) to create and facilitate all our sessions
- College team includes, Manager, Peer Recovery Trainers, Recovery Trainers, Bank Trainers, Volunteers and an Admin Team
- Everyone is equal and all experience is valuable
- Everyone is welcome (aged 16+) - this includes individuals who use services, carers, families, Trust staff, members of the general public - Anyone!
- Participation in sessions is optional - this is not school! Learning is informal and fun
- All courses are FREE to attend and you can attend as many or as few as you wish
- You self-register to attend - No referral is required
- Educational **not** Therapeutic - we focus on learning and are not a substitute for other therapies
- We are based on the Recovery Principles of Hope, Opportunity, Control and Empowerment

## CHANGES TO THE PROSPECTUS

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This academic year we will again produce one prospectus that will outline all the sessions we hope to be able to facilitate both online and in the community. Timetables will be produced on a two monthly basis and will be available via post and online. The timetable can be used alongside the prospectus and will detail dates, times and venues for each of the College sessions. A blended approach to learning will be offered throughout this academic year, with a mixture of both online and community sessions available to students.

We have included a step by step guide to using Zoom for those students who may be unfamiliar with this tool, and online learning. If any changes occur to our online learning platforms throughout the academic year, we will ensure students are updated and informed, in a timely manner.

## HOW TO APPLY

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You must register in order to book your place on courses (we can help you with this).

Return the registration form inside this prospectus to:



Recovery College Hub,  
Carrick 3,  
Holywell Hospital Site,  
60 Steeple Road  
Antrim,  
BT41 2RJ



## RECOVERY MODEL

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In mental health, recovery does not always refer to the complete recovery of a mental health problem in the way that it may do to a physical health problem. There is no single definition of the concept of recovery, however, the principle of Hope is paramount. Hope – the belief that it is possible for an individual to regain a meaningful life. Putting recovery into action means focusing on supporting recovery and building resilience, not just merely treating or managing symptoms. It means individuals are equipped and empowered to stay in control of their lives despite living with mental ill health.

The College uses the Recovery Model in their approach to course production. This model aims to look beyond mere survival and existence. It encourages individuals to set goals and develop relationships and connections that give meaning to their lives.

Recovery emphasizes that while people may not have full control over symptoms, they can have full control over their lives. Recovery is not about 'getting rid' of problems. It is about seeing an individual beyond their mental health, recognising their strengths, abilities, interests and dreams. All experiences can provide us with opportunities for change, reflection and discovery of new values skills and interests.

Based on content from [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

 Register online via <https://www.mentalhealthrecoverystories.hscni.net/recovery-college-registration-form/>

 E-mail your information to: [recovery.college@northerntrust.hscni.net](mailto:recovery.college@northerntrust.hscni.net)

 Call us on 028 9441 3449 to complete registration over the phone

## WHAT HAPPENS NEXT?

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- Once you have registered for any courses, you will receive a letter of confirmation detailing all the courses you have registered for, or have been placed on the waiting list for. You will then receive a reminder text/email (advisable to provide a mobile number) 1 week prior to the courses and then again the day before (with codes required for logging in to Zoom session if applicable)
- Attend your chosen sessions. If you can no longer attend, please contact us as soon as possible so we can offer your place out to those on our waiting lists!

## WHAT HAPPENS ON THE ZOOM SESSIONS?

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Our courses being delivered on Zoom are slightly different to how they would have been delivered in the community, and have been adapted for online. When you now register for a course online you will receive your confirmation letter as normal, but in addition you will also be provided with a copy of course content material, our Support Document, Zoom help guide and Feedback form. Once registered for a course you will receive its Meeting ID and Passcode the day prior to the course commencing. This will be either emailed or text to students (it is advisable to provide us with a mobile number to receive text reminders). On the day of your course when you log in to the meeting you will be welcomed by our trainers who will start the course once everyone has joined. They will talk through the support document you have already received, and then explain that students will be muted for the duration of the course. This is to ensure that all students get the best out of the course and benefit from this. When students have not been muted there is a lot of background noise coming through, making it difficult for the trainers and other students to hear properly. At the end of the course the trainers will explain that everyone will be contacted directly for feedback from the Admin Team, and if you would like any further information on the course you will be given the opportunity then to ask.

## OUR CHARTER

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You can expect us to:

- Handle your enquiries in a friendly and professional manner
- Give you comprehensive details of our online sessions delivered via Zoom
- Respect diversity and individuality
- Provide you with a safe, warm and friendly learning environment in which everyone is treated with dignity and respect
- Maintain a focus at all times on learning rather than treatment or care
- Welcome any feedback about the College
- Explain the safety policies and procedures of any third-party venue where training is delivered

## STARTING YOUR COURSE

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What happens in the first session?

In addition to starting to learn about your chosen subject you will...

- Be introduced to Co-Facilitators and fellow students
- Be given an overview of your session and what each week will cover
- Will receive signposting materials at each session relevant to that subject

## WE EXPECT YOU TO:

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- Provide us with the information required to enrol you at the College
- Not feel the need to disclose anything at all regarding personal or professional life
- Attend courses punctually and let us know if you are running late, or can no longer attend
- Make the most of your time with us and respect the personal rights of all College members
- Not behave in any way that may be considered threatening or disruptive or is likely to upset other students or staff
- Take personal responsibility in contributing to a safe, comfortable and friendly learning environment - including refraining from the use of alcohol, un-prescribed medication or illegal substances
- Understand the Recovery College exists as a place of learning; not as a therapy or treatment centre
- Treat public venues with respect and adhere to their policies and procedures
- Respect diversity and individuality

## TIPS FROM STUDENTS FOR ONLINE SESSIONS

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- Be prepared! Download the app in advance of starting the session as it can take some time to get on if you haven't used Zoom before
- Make sure you have the codes at hand needed for joining the Zoom session (if you need help contact the College)
- If possible complete session in a space free from distractions, and bring refreshments with you so you do not have to miss any of the session
- When the session is underway, keep yourself on mute as this will eliminate any background noise and will not disturb others from hearing the trainers
- Bring a pen and paper if you feel you would like to take down any notes
- If you think you are running late or are unable to attend call the Recovery College as soon as possible
- If you want to know any more information about the sessions, contact the Recovery College and the staff will be more than happy to help with any queries you may have
- If another person wishes to attend alongside you, this is fine as long as they contact the College and register for the session the same as others have



### NHSCT Recovery College Registration Form

#### Protecting and Using your information

In order for Northern Health and Social Care Trust to help provide a service for you we need to know some information about you. Personal information that we process about you is governed by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

We only collect the information we need to, this is all included on our registration form. Information you provide to us is recorded on a paper file and also on our computer systems. We collect this information to be able to contact you in regard to the workshops you have registered for, and any other information you have agreed to receive.

Your information may also be used for gathering Recovery College statistics.

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There is no limit on the number of workshops you wish to register for!

Please post your completed form to:

**The Recovery College Hub, Carrick 3, Holywell Hospital Site, 60 Steeple Road, Antrim, BT41 2RJ**

Or email all the details to: [recovery.college@northerntrust.hscni.net](mailto:recovery.college@northerntrust.hscni.net)

You can register online via <https://mentalhealthrecoverystories.hscni.net/recovery-college-registration-form/>

Or you can ring us on **02894 413449** and register over the phone. If you get our answering service, please leave us your name and number and a brief message and we will get back to you as soon as possible.

Are you a returning Student? Yes  No

Are you registering to support someone on the course? Yes  No

Employment Status: Employed  Unemployed/Retired  Student

- If you do not wish to be added to our mailing list for future prospectus, please tick
- If you do not wish to be contacted with further information or courses relating to those you have attended, please tick

<b>PERSONAL AND CONTACT DETAILS</b>	
<b>Full Name*</b>	
<b>Date of Birth*</b>	
<b>Current Address*</b>	
<b>Postcode*</b>	
<b>Telephone/Mobile*</b> (This is advisable to provide to receive text reminders)	
<b>Email Address</b>	
<b>Zoom Codes</b> (which method would you like to receive your codes by?)	Text <input type="checkbox"/> Email <input type="checkbox"/>
<b>CONTACT DETAILS IN CASE OF EMERGENCY</b>	
<b>Contact Name</b>	
<b>Contact Telephone</b>	

*\*Required Fields*

<b>Course 1</b>	
<b>Date(s)</b>	
<b>Venue</b>	
<b>Course 2</b>	
<b>Date(s)</b>	
<b>Venue</b>	
<b>Course 3</b>	
<b>Date(s)</b>	
<b>Venue</b>	
<b>Course 4</b>	
<b>Date(s)</b>	
<b>Venue</b>	
<b>Course 5</b>	
<b>Date(s)</b>	
<b>Venue</b>	

*Please continue on a separate sheet if you wish to register for more than 5 courses.*

Please outline in brief any difficulty which may make it hard for you to attend or fully benefit from any courses you have registered for. This could connect to mental health learning difficulties or a disability issue (including reading and writing).

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## ATTENDING/CANCELLING A COURSE

Please ensure you register for any courses you would like to attend. Numbers are limited on each course, so it is vital you register - You should **not** show up for a course that is fully booked. If a course is fully booked you will be placed on a waiting list and contacted if a space becomes available.

If you have registered and can no longer attend a course you have registered for, **please contact us as soon as possible**. You can contact us via telephone and email.

### Important information

Please be advised all venues, dates and times are subject to change. Please ensure you have provided us with a current contact number so we can notify you of any changes that may occur.

If you wish to be removed from any of our mailing lists, please contact the Recovery College stating which lists to be removed from.

## FREQUENTLY ASKED QUESTIONS

- Q** Who can attend Recovery College courses?  
**A** Our courses are open to anyone aged 16+. We do not take referrals; it is self-registration. Courses are open to everyone including staff, carer's, and anyone from the general public
- Q** Where will the course(s) be held?  
**A** We hope to be able to provide online and community courses this year in line with government restrictions. Spaces in community settings will be limited and you should not turn up to a venue if you haven't registered.
- Q** How much do courses cost?  
**A** The courses are all free, but you must register before attending.
- Q** Can I register over the phone?  
**A** Yes. To register over the telephone, we will require the following details: Name, date of birth, address and postcode, contact number and an emergency contact.
- Q** Can someone attend with me?  
**A** Yes, anyone can attend our courses. Even if someone is coming to support you but they must register also and will be involved in the course the same as other students
- Q** What if I can no longer attend a course I have booked?  
**A** Contact the Recovery College as soon as possible. Our courses have waiting lists and if you can no longer attend these can be offered to those on the lists.
- Q** What happens on a course?  
**A** Our courses are friendly, informative, and enjoyable. They are delivered by trainers who have lived and learned experience. Our trainers will share elements of their own recovery stories throughout each session.
- Q** I am worried about mixing with others in a community venue  
**A** Our sessions in the community will adhere to social distancing. One of the facilitators will serve tea/coffee to students to ensure touch points are not handled by more than one person. Students will also receive an individual pack of contents needed for that session.



# STUDENT'S LEARNING JOURNEY

Sometimes it is difficult to know what courses to do and in what order. We have included a plan within this prospectus that may be helpful for you when choosing your sessions. We have categorised each course into one of the following: 'Starting off', 'Developing my Knowledge and Wellbeing', 'Living with/Understanding' and 'Tools to Support Wellbeing'. This may be useful when deciding which order to complete courses. It is important to note that you do not have to follow this plan. YOU can choose to do the courses that are important to you in ANY order you wish.

## STARTING OFF with the College

This is a group of sessions that may be useful for anyone beginning their learning with the College. They are designed to assist your understanding of recovery as you move through your own recovery journey.

## DEVELOPING my Knowledge and Wellbeing

This is a group of sessions designed to increase knowledge on a number of mental health and general wellbeing topics, exploring tools that may support ourselves or others in their recovery journey.

## GOING FORWARD - Tools to support wellbeing

These sessions are designed to consider the value of your recovery story and how you may develop skills/tools to further support both yourself and others.

## LIVING with/ UNDERSTANDING

These are a number of sessions designed to increase our knowledge in relation to specific conditions. They acknowledge individual experience, exploring the different aspects of support and self-management.

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## GRADUATION

All students are invited to the end of year graduation on the completion of 4 or more sessions



**COFFEE & CONNECT**



## STARTING OFF with the College

### Title: **Introduction to the Recovery College**

Overview: This short session will give an overview of the Recovery College, and what we do.

### Title: **Let's talk about Hope**

Overview: Hope is one of our key Recovery Concepts here in the College. Difficult to define, but so important for our personal Recovery Journey. Throughout this workshop we will explore the term hope, what it means, and the individual things that may give us hope. This session will also explore ways in which to find or nurture hope when we are not feeling so hopeful.

### Title: **Let's talk about Recovery**

Overview: In this workshop we aim to provide an opportunity for you to explore your own recovery journey, different definitions of recovery and what it means to stay well. We believe every person is valuable, regardless of what they are going through, that recovery is very much possible and we are all moving forward on a journey of recovery.

### Title: **Exploring Recovery**

Overview: This session is an amalgamation of Introduction to the Recovery College and Let's talk about Recovery delivered in a community session

### Title: **Coffee & Connect**

Overview: Our Coffee & Connect sessions commenced during COVID as an opportunity for the College students to meet and chat in a much more informal way. The Coffee & Connect sessions allow us to interact with College Trainers and fellow students in a fun and relaxed way. We share positive stories and tips on how we support ourselves and our own wellness, along with some general chit chat and coffee! This is the only session we ask students (if they can) to turn on their camera, as this workshop is about connecting and getting to know each other. If you have any issues with using your camera please let the College know beforehand). We look forward to connecting with you in this way. We hope throughout this academic year, we will be able to offer some community Coffee & Connect sessions.



## DEVELOPING my knowledge on wellbeing

### Title: **Building Resilience**

Overview: Life is full of challenges, however developing resilience may help us manage these challenges more effectively. This course will allow us to explore ways to build our personal resilience and develop skills.

### Title: **Sleep**

Overview: This course will provide information about the common causes of sleep difficulties. We will also look at how much sleep we need and explore some practical ways which may help overcome our sleeping problems.

### Title: **Feeling Comfortable in my own Skin**

Overview: This course will explore positive and negative body image and what factors can influence how we feel about ourselves. We will explore options and choices that we can make to create a positive body image, empowering us to value ourselves and our uniqueness.

### Title: **Self-Care**

Overview: Self-care is a general term that describes everything we do deliberately for ourselves. Self-care is something many may struggle with due to other responsibilities in life, and we often forget to take care of our own personal needs. This course allows us to focus on our own wellbeing reminding us we are important too.

### Title: **Let's talk about Loneliness**

Overview: Loneliness is a human emotion that is complex and unique to every individual. It is often difficult to identify a single reason for loneliness, which makes its management even more difficult. In this workshop we will look at what it means to be lonely, some of the factors that can contribute to this feeling and some tips to manage our loneliness.

### Title: **Being Mindful Everyday**

Overview: This course will introduce you to ways in which we can be more mindful every day. We will explore the importance of 'listening to ourselves' and being present in all that we do.



## DEVELOPING my knowledge on wellbeing

### Title: **Self-Care at Christmas**

Overview: Self-care is the general term we use to describe all that we intentionally do to look after ourselves and support our mental and physical well-being. Self-care can be something we neglect particularly during stressful/busy periods such as Christmas time. This course allows us to explore some of the barriers to practising self-care at Christmas. Together we will develop plans to include self-care as part of our Christmas routines, whilst reminding ourselves that we too are important.

### Title: **5 Ways to Wellbeing**

Overview: Most of us know when we are mentally and physically well, but sometimes we need a little extra support to keep well. There are five simple steps to help maintain and improve your wellbeing. This workshop will hopefully give you ideas on ways to build these five steps into your life.

### Title: **What is WRAP?**

Overview: This session gives an overview of what the WRAP course is, and what you can expect on the 2 day course.

### Title: **Managing Stress**

Overview: This short workshop will look at the causes of stress and discuss simple techniques which may help to manage stress.

### Title: **Looking after myself while caring for others**

Overview: Often we have many roles & responsibilities that can result in us being so busy we can forget to take care off ourselves and our own wellbeing. This workshop will allow us to explore those roles, focusing on the role of a carer and the various demands and rewards attached to this role. We will explore different ways to obtain support and focus on the importance of self-care in order to benefit our overall wellbeing.

### Title: **Self-confidence**

Overview: This workshop is an introduction to the area of self-confidence. We will explore what it means to be confident, lack confidence, the different things that can have an impact on our confidence, and some useful hints and tips that may help us if trying to become a more confident person.



## LIVING with/UNDERSTANDING

### Title: **An introduction to Anxiety**

Overview: This course will provide information about anxiety. It will explore common symptoms of anxiety, and highlight ways that may help manage these. We will also guide you through an optional short relaxation exercise.

### Title: **An introduction to Bipolar**

Overview: In this workshop we will give an overview of the common features of Bipolar Disorder and practical ways to manage and support.

### Title: **Managing Persistent Fatigue**

Overview: This course is aimed at individuals who are experiencing persistent fatigue for known or unknown reasons. The aims are to help individuals to understand the factors that can contribute to persistent fatigue, and develop fatigue management strategies that can be used day to day.

### Title: **An introduction to Schizophrenia**

Overview: This course aims to look at what the term Schizophrenia is. It will explore issues relating to diagnosis and hear personal experiences. We will discuss useful ways people have found to manage their own experiences.

### Title: **An introduction to Depression**

Overview: Depression goes beyond feelings of sadness or unhappiness

and can deeply disrupt how we think, feel and live our daily lives. This course explores how depression can impact on individuals in many different ways.

### Title: **Autism Spectrum Disorder**

Overview: Sometimes people with Autism struggle to make sense of their feelings and the feelings of others. In this introductory course we will discuss helpful ways to recognise and manage emotions.

### Title: **An introduction to Personality Disorder**

Overview: This short workshop/introduction gives us an insight into Personality Disorder, challenging some of the misconceptions we may hold.

### Title: **An introduction to Fibromyalgia**

Overview: Fibromyalgia is a very misunderstood condition. This course provides an insight into managing symptoms such as pain, sleep, and fatigue, as well as self-help, and relaxation treatments supporting each individual with their journey.

### Title: **An introduction to PTSD**

Overview: This workshop is an introduction to the topic of PTSD. Throughout this course we will explore the term PTSD and trauma, discuss symptoms, hear personal reflections, and highlight some supports/coping strategies that may be helpful.



## GOING FORWARD tools to support wellbeing

### Title: **Mindful Self-Compassion**

Overview: Mindful Self-Compassion is the process of combining mindfulness alongside practicing self-compassion. This course encourages students to respond to difficult moments in their lives with self-kindness, mindful awareness, and an understanding that life can, at times, be challenging for us all.

### Title: **Assertiveness**

Overview: This workshop will help students discover our inner strengths which will help us become more assertive when expressing our views. We will be better equipped to have our voices heard and in turn aid our recovery journey.

### Title: **Reading for Wellness**

Overview: In this course we will explore a variety of short stories and poems. We will look at how reading can be used as a wellness tool for ourselves, and support us in our overall health and wellbeing.

### Title: **WRAP (Wellness Recovery Action Planning)**

Overview: Wellness Recovery Action Planning is for anyone who wants to create positive changes in the way they feel, to help make changes in their life and increase their enjoyment of life. WRAP will help you deal with uncomfortable feelings, to find and maintain hope, to have choices and to build on existing strengths and abilities.

### Title: **Scribing for Wellness**

Overview: This workshop aims to inspire and encourage creativity and offers an opportunity for self-reflection, in a supportive and non-judgmental environment.

### Title: **Arts & Crafts for Wellness**

Overview: Students will be introduced to how arts and crafts activities can support our wellness, and learn new skills.

### Title: **Healthy Me**

Overview: This course is designed for adults hoping to change their attitudes towards food and exercise to maintain a healthier lifestyle in the future. We will look at key areas such as the 'Eatwell Guide', calories in food and portion control. We will also explore ways in which you can increase physical activities throughout your day.

### Title: **Gardening for growth**

Overview: These practical based sessions will give us the opportunity to be involved with the planting, nurturing and growing of a variety of different plants and vegetables. Throughout the course we will learn a number of practical skills alongside making comparisons between the needs of these plants, and our essential needs as human beings.

## COURSES WE HOPE TO DELIVER

# NO MORE LABELS

# MINDFUL STROLL

# THE IMPORTANCE OF GRATITUDE

# MUSIC FOR WELLBEING

## Overview of Academic Year

SEPTEMBER							OCTOBER							NOVEMBER													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
			1	2	3	4						1	2			1	2	3	4	5	6						
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20							
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27							
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30											
							31																				
DECEMBER							JANUARY							FEBRUARY													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
			1	2	3	4							1				1	2	3	4	5						
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28												
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MARCH							APRIL							MAY													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
		1	2	3	4	5						1	2	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14							
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28							
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31											
JUNE							<b>CLOSED</b>																				
M	T	W	T	F	S	S	<b>NEW TIME TABLE STARTS</b>																				
			1	2	3	4	<b>GRADUATION JUNE / JULY</b>																				
5	6	7	8	9	10	11																					
12	13	14	15	16	17	18																					
19	20	21	22	23	24	25																					
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## Zoom Quick Guide for Students

You do not need to create a Zoom account to join a meeting but feel free to make one if you wish - Zoom is completely free to use!

1. First of all you need to access the zoom website at: [www.zoom.us](http://www.zoom.us) or if you are using a smartphone/tablet you can download the app which is called 'ZOOM Cloud Meetings'. You may be asked to download Zoom to your device when going through the website, it would be advisable to do this at least 30 minutes prior to the session starting
  2. When you visit the website/load the app, you will see an option at the top of the screen saying "Join Meeting"
  3. Once you click this option, it will prompt you for a Meeting ID which you should have received; this will be a 10 or 11 digit numerical code. **You will be given an option to enter your name, this is required to mark you as attended and to receive your completion of attendance certificate.**
  4. Once you enter the Meeting ID, it will then ask you for the password which you should have received, it will always be a 6 digit numerical code
  5. When you enter the meeting, it will ask you to 'Join Audio' - if you're using a smartphone/tablet it will give the option of 'Call via Device Audio' just click this option so that everyone can hear you! If you are using a laptop/computer it will give the option of 'Join with Computer Audio' if you click this then everyone will now be able to hear you!
  6. Once you have turned on your audio, it will then give you an option to start video - this means everyone will be able to see you. If you are using a smartphone/tablet it will give the option along the bottom of 'Start Video' by clicking this it will turn on your front camera and everyone will be able to see you. If you are using a laptop/computer it will also give you the same option along the bottom of the screen saying 'Start Video', you will need a webcam or a camera built into your laptop/computer to use this feature
  7. You are now ready to interact with us by following these steps! Always remember that you can turn off your audio and video at any time
- \* If students do not have access to the internet or a device for Zoom, students can dial in via telephone. For more information on this please contact the Recovery College

## Education at The Recovery College

These workshops are all free and open to everyone (aged 16+), including service users, Trust staff, carer's, and those wishing to learn more about that particular subject.

Please contact the Recovery College to be added to our mailing list.

### For more information please contact us on:



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