



**Module II - 2019**  
**COURSE OUTLINES**

# Membership Skills Development Programme

## Module II



### PORT OF SPAIN

Schedule	Course	Time	Cost
Monday	Floral Arrangement	5:00 - 7:00 pm	\$300
Tuesday	Christmas Desserts and Appetizers	5:00 - 8:00 pm	\$300
Tuesday	Makeup Artistry	5:00 - 7:00 pm	\$400
Wednesday	Christmas Decor	5:00 - 7:00 pm	\$300
Thursday	General Cooking	5:00 - 8:00 pm	\$300
Saturday	Know Your Car and Tune Up	9:00 - 12:00 noon	\$300
Saturday	Soap/Candle Making	9:00 - 12:00 noon	\$300

### ARIMA

Schedule	Course	Time	Cost
Tuesday	Soap Making/Candle Making	5:00 - 8:00 pm	\$300
Thursday	Makeup Artistry	5:00 - 7:00 pm	\$400

### ONE TOPIC / ONE DAY

Schedule	Course	Time	Cost
Saturday September 7	Bath and Body Care	10:00am - 4:00pm	\$600
Saturday October 10	East Indian Cuisine - Appetizers and Desserts	10:00am - 4:00pm	\$500
Saturday October 26	Christmas Cooking	10:00am - 4:00pm	\$500
Saturday November 9 & 16	Soap Making - Cold/Hot Process	10:00am - 4:00pm	\$600



### REGISTRATION

Courses begin September 9 and run for 8 weeks. Courses cost \$300/\$400 for members, \$600 for non-members

Registration begins - August 12, 2019.  
Registration ends - September 6, 2019

**Limited Spaces Available**



# Course Schedule

	<b>NAME</b>	<b>DAY/START DATE</b>	<b>LOCATION</b>
	<b>CHRISTMAS DÉCOR</b>	<b>Wednesdays</b> September 11 <sup>th</sup>	Port of Spain
	<b>KNOW YOUR CAR AND TUNE UP</b>	<b>Saturdays</b> September 14 <sup>th</sup>	Port of Spain
	<b>GENERAL COOKING</b>	<b>Thursdays</b> September 12 <sup>th</sup>	Port of Spain
	<b>SOAP/CANDLE MAKING</b>	<b>Saturdays</b> September 14 <sup>th</sup>	Port of Spain
	<b>SOAP/CANDLE MAKING</b>	<b>Tuesdays</b> September 10 <sup>th</sup>	Arima
	<b>MAKEUP ARTISTRY</b>	<b>Tuesdays</b> September 10 <sup>th</sup>	Port of Spain
	<b>MAKEUP ARTISTRY</b>	<b>Thursdays</b> September 12 <sup>th</sup>	Arima

 <p><b>CHRISTMAS Desserts AND APPETIZERS</b></p>	<p><b>CHRISTMAS DESSERTS AND APPETIZERS</b></p>	<p><b>Tuesdays</b> September 10<sup>th</sup></p>	<p>Port of Spain</p>
 <p><b>Floral ARRANGEMENT</b></p>	<p><b>FLORAL ARRANGEMENT</b></p>	<p><b>Mondays</b> September 9<sup>th</sup></p>	<p>Port of Spain</p>

*One Topic*

 <p><b>BATH &amp; Body CARE</b></p>	 <p><b>East Indian CUISINE</b></p>	 <p><b>CHRISTMAS Cooking</b></p>	 <p><b>Soap Making COLD/HOT PROCESS</b></p>
<p><b>BATH &amp; BODY CARE</b></p>	<p><b>EAST INDIAN CUISINE – APPETIZERS &amp; DESSERTS</b></p>	<p><b>IT'S ALL ABOUT CHRISTMAS COOKING</b></p>	<p><b>SOAP MAKING – COLD/HOT PROCESS</b></p>
<p>September 7<sup>th</sup></p>	<p>October 12<sup>th</sup></p>	<p>October 26<sup>th</sup></p>	<p>November 9<sup>th</sup> &amp; 16<sup>th</sup></p>

# Floral Arrangement

Class Day:	<b>Monday</b>
Tutor:	<b>Vilma Chapman</b>
Time:	<b>5:00 pm – 7:00 pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

- Tools and materials used in floral arrangement, Flowers used in the design of a floral arrangement
- The basic shapes in floral arrangement
- Understanding the colour wheel
- Making different types of ribbon floral bows
- How to construct and design a Horizontal shape arrangement and where to use it
- Fresh/Dry floral arrangement – Horizontal shape
- How to construct and design a Triangle Arrangement and where to use it
- Fresh/Dry floral arrangement – Triangle shape
- How to construct and design a L-shape Arrangement
- Fresh/Dry floral arrangement – L shape
- Dry Floral Arrangement – Candle centerpiece
- Topiary centerpiece
- Decorated Wall Wreath
- Kissing ball
- Entrance Floral swag
- Decorated Tear drop
- Decorated Spoon
- Fruit Basket Decoration

# Christmas Desserts and Appetizers

Class Day:	<b>Tuesday</b>
Tutor:	<b>Shelly Ann Lovell-Williams</b>
Time:	<b>5:00 pm – 8:00 pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

### BREAKFAST

- Pizza Biscuits and Ham and
- Honey mustard sliders, cheese straws

### QUICK BREADS

- Banana Nut bread, Coconut
- Sweet bread, Fruit Muffins

### YEAST DOUGH

- Ham and Cheese Pinwheels,
- Rosemary and Parsley rolls, Fruit Buns, Dinner Rolls

### COOKIES

- Ginger Beer, Rolled-sugar
- Christmas Cookies
- Butter Cookies

### CAKES

- Traditional Sponge Cake,
- Caribbean Fruit cake, Trinidad Black Cake, cherry pound cake

### CREAMY

- Ponche De Crème/Pump DeCrème, Sorrel, Caramel Spritzed Bread Pudding

### CONDIMENTS

- Sorrel Chutney, Spicy Chow Chow, West Indian Pepper Sauce

### APPETIZERS

- Beef, Chicken, Vegetarian Pastelles

### Tools required

- (1) Notebook
- Head tie /Beanie/ Hairnet
- Measuring cups
- Utility Knife
- (3) Kitchen Towels
- (1) Apron
- Measuring spoons

# Make Up Artistry

Class Days:	<b>Tuesday – PoS, Thursday - Arima</b>
Tutor:	<b>Dedra Ruiz-Richards</b>
Time:	<b>5:00 pm – 7:00 pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

- Sanitation
- Tools
- Skin/Skin Analysis
- Eyebrow grooming and sculpting
- Face/Perfecting the Base
- Highlight and Contouring
- Eye shadow and Eyeliner Application and Techniques
- Finishing Touches /Blush and Highlight techniques/ Lips
- Introduction to more advance makeup looks (cut crease/carnival etc)

# Christmas Décor

Class Day:	<b>Wednesday</b>
Tutor:	<b>Ramona Kurjah</b>
Time:	<b>5:00pm-7:00pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

- Appliqué applications
- Wreath
- Swags
- Centre-pieces- 5 types
- Wine bags
- Decorated wooden spoons

## MATERIALS

- T-shirts
- Table cloth
- Table runners
- Fusible web (2yds)
- gold or silver fabric puff paints
- firm cardboard
- ½ yd satin fabric
- embellishments
- strip of board or firm wire
- greenery
- flowers
- wine bottles
- various types of glasses  
(champagne, wine, water) plates
- glitter dust
- lace edging
- fabric ribbon ½"
- glue gun
- wooden spoons



# Soap/Candle Making

Class Days:	<b>Tuesday – Arima</b> <b>Saturday - PoS</b>
Tutor:	<b>Dianne Cummings</b>
Time:	<b>9:00am – 12:00pm (PoS)</b> <b>5:00 pm – 8:00 pm (Arima)</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

- **SESSION 1:** Safety, tools equipment and ingredients to be used.
  - Introduction to soap making. Scenting, colouring and moulding soaps.
- **SESSION 2:** Safety, tools, equipment and troubleshooting spills / accidents.
  - Introduction to candle making.
  - Demonstration of candle decorating and usage.
- **SESSION 3:** Christmas soap making employing swirling, layering and gradient techniques.
- **SESSION 4:** Christmas tree container candles, employing whipping, embedding and layering techniques.
- **SESSION 5:** Decorated Trini Christmas cakes exfoliating soaps.
- **SESSION 6:** Christmas centrepiece pillar set.
  - Demonstration of usage with poinsettias, pine cones etc.
- **SESSION 7:** Angels, we have heard on high, luxury soap bars. Will pamper you from head to toe and make you sing.
- **SESSION 8:** Christmas globe and village candle.

# General Cooking

Class Day:	<b>Thursday</b>
Tutor:	<b>Eileen Salandy</b>
Time:	<b>5:00 pm – 8:00 pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

- Saltfish/Accra Dip
- Barbecue Sauce
- Oven barbecue chicken
- Corn pie
- Alloo pies/Tamarind sauce
- Curried crab
- Dumplings
- Ponche de crème
- Coo Coo
- Calaloo
- Fish in coconut milk
- Glazed Banana nut bread
- Meat balls/Dip
- Beef pot roast
- Stuffed potatoes
- Garden fresh salad
- Grecco
- Lasagne
- Paprika chicken
- Pumpella
- Chicken and Shrimp jambalaya
- Ochro rice
- Pastelles
  - Beef
  - Chicken
  - Fish
  - Vegetables
- Roast pork
- Sorrel sauce
- Festive rice
- Sautéed Cassava

# Know your car and tune up

Class Day:	<b>Saturday</b>
Tutor:	<b>Kimraj Ragoobar</b>
Time:	<b>9:00am-12:00pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

- Introduction to the automobile.  
Preventative maintenance.  
Daily vehicle checks (P.O.W.E.R)
- Introduction to safety when working on vehicles.  
Hazards and how to minimize them.
- Use of tools and equipment/ Engine overview  
& tune up
- Types of vehicle fluids, and how to replace them.
- Braking system overview and service.
- Suspension and Steering overview & service.
- Defensive driving and dealing with emergencies
- Vehicle electrical overview and service
- Alternator, Batteries, Fuses, Bulbs, Wipers
- Transmission (manual & automatic) overview and service
- Wheels and alignment/ Alternative fuels -Hybrid, CNG, Electric

### Tools required

- 1 pair safety glasses  
(mandatory)
- 1 10mm combination  
spanner
- 1 11mm combination  
spanner
- 1 12mm combination  
spanner
- 1 13mm combination  
spanner
- 1 14mm combination  
spanner
- 1 pliers
- 1 flat head screwdriver

# Soap Making- Hot/Cold process

Class Days: **Saturday November 9<sup>th</sup> & 16<sup>th</sup>**  
Tutor: **Dianne Cummings**  
Time: **10:00 am – 4:00 pm**  
Course Pre-requisite: **None**

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## Course Outline

### DAY 1

What is soap?

- How is it Made?
- What goes into it?
- The importance of Safety equipment
- Choosing equipment and moulds
- Step by step cold process soap making
- The clean up

### DAY 2

Soap making oils/butters

- Using Herbs and other natural additives
- What is/ why? (trouble shooting)
- Saying hello to the soap calculator
- Taking it to the next level (designing)
- Wrapping it up (labelling and packaging)
- Ready to Sell (costing)
- Introduction to hot process

# Bath and Body care

Class Day:	<b>Saturday September 7<sup>th</sup></b>
Tutor:	<b>Dianne Cummings</b>
Time:	<b>10:00 am – 4:00 pm</b>
Course Pre-requisite:	<b>None</b>

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## Course Outline

**SESSION 1:** Safety, Sanitization, Sterilization: Why go Chemical Free?

- Lip Balms and Lip Butters

**SESSION 2:** Introduction to aromatherapy

- Essential oils: their uses and safeguards
- Aromatic Body Oils

**SESSION 3:** Basics of foot-care. callouses, cracked heels

- Bath Salts

**SESSION 4:** Exfoliating (Dos/Don'ts)

- Check your skin-type does it matter?

- Face and body Scrubs

**SESSION 5:** Pamper Yourself

- Everyday Body Butters.

**SESSION 6:** Antiperspirant versus perspirant:

- Detox
- Natural Deodorant

**SESSION 7:** Making Body Powder

**SESSION 8:** Healthy Hair: Fizz Free

- Hair Food

**SESSION 9:** Introduction to soap making

**SESSION 10:** Cream/ Lotion are they the same?

- Body Lotion/Cream

**SESSION 11:** About pulse-points

- Blending
- Solid Perfume

# *East Indian Cooking- Appetizers & Desserts*

Class Days: **Saturday October 10<sup>th</sup>**  
Tutor: **Audra Mohammed**  
Time: **10:00 am – 4:00 pm**  
Course Pre-requisite: **None**

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## **Course Outline**

- Aloo pies with chutney
- Samosa
- Baigani
- Doubles with all accompaniments
- Barfi
- Ladoo

## **Tools required**

- Headwear (hair nets, cap, head tie)
- Apron
- Hand towel
- Enclosed flat footwear
- Gloves

# *It's all about Christmas cooking*

Class Days: **Saturday October 26<sup>th</sup>**  
Tutor: **Eileen Salandy**  
Time: **10:00 am – 4:00 pm**  
Course Pre-requisite: **None**

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## **Course Outline**

- Pastelles
- 2. Roast leg of pork
- 3. Sorrel sauce
- Festive rice
- Chow chow

### **Tools required**

- Apron
- Head covering
- Kitchen knife

