

Voluntary Action Training Calendar 2008

Updated 30th April 2008



Date	Time	Event Title	Course details	Trainer	Venue	Cost (members)
Thursday 22 nd May 2008	12.30 - 2.00pm	Introduction to Funderfinder TRG124	This session will enable groups identify appropriate funding using Voluntary Action resources. Bring your own lunch	Paul Dixon	Voluntary Action Training room	FREE
Wednesdays June 25 th and July 23 rd 2008	9.30 - 4.00	Implementing an Outcomes Approach TRG112	The session will give people tools to help them identify outcomes; to distinguish between outputs and outcomes and understand how to shape their services to achieve their desired outcome. Two persons per group to attend both sessions	Paul Dixon	Voluntary Action Training room	Both sessions are Free
Tuesday 3 rd June 2008	10.00. - 1.00pm	Introduction to PQASSO TRG116	The session will give a good starting point for implementing PQASSO it will cover:- What is PQASSO and what will implementing PQASSO involve. An overview of the 12 PQASSO quality areas and the benefits of implementation. Plus an introduction to using the PQASSO CD	John Phipps	Voluntary Action Training room	FREE
Wednesday June 4 th 2008	10.00am - 4.00pm	Understanding Finance - full cost recovery TRG120	Aimed at staff, trustees and funders having responsibility for funding matters. The course covers the Full cost recovery concept and model and provides templates for individual group use.	Paul Dixon / John Phipps	Voluntary Action Training room	£40 per person
Tuesday June 10 th 2008	10.00 - 1.00pm	Essential Chairing Skills TRG127	Aimed at Chairs and prospective chairs of voluntary organisations. This session will cover <ul style="list-style-type: none"> • what makes a good chairperson • the role of the chairperson in meetings • developing and understanding agendas • running a meeting decisions and other actions taken between meetings	John Phipps	Voluntary Action Training room	FREE
Tuesday 17 th June 2008	10.00 - 1.00pm	Business Planning TRG 118	This session will cover:- <ul style="list-style-type: none"> • A structure for creating business plan (including vision, mission and aims objectives • How to carry out a gap analysis • How to carry out a SWOT analysis • How to measure progress 	Paul Oldroyd	Voluntary Action Training room	£10

Wed 9 th July 2008	9.30am - 4.00pm	Basic First Aid (Appointed Person) TRG123	HSE recognised certificate for the Appointed Person. A practical, skills-based course including: resuscitation, unconsciousness, bleeding and fractures. First aid at work for Appointed Persons Certificate, valid for 3 years, will be issued on completion	Marjie Pook	Voluntary Action Training room	£40 per person
Tuesday 15 th July 2008	10.00 - 1.00pm	Leading a Team TRG122	This session will cover:- <ul style="list-style-type: none"> • How leadership impacts on your team, individual members of staff and the task you are performing within the context in which the organisation operates • How to motivate individuals and teams • How to know when you are being successful 	Paul Oldroyd	Voluntary Action Training room	£10
Tuesday 9 th September 2008 (provisional)	10.00 - 1.00pm	Managing Discipline and Grievance TRG117	Part of the Human Resource (HR) series provided by the Swindon Trustee Network	Paul Oldroyd	Voluntary Action Training room	£5
Tuesday 23 rd September 2008	10.00 - 1.00pm	Writing About Need TRG125	This session will provide groups with an improved understanding of how to identify need in their community that can be used in funding applications	Paul Dixon	Voluntary Action Training room	FREE
Tuesday 30 th September 2008 (provisional)	10.00. - 12.30	Fire Safety Awareness TRG121	There will be an overview of Reformed Regulatory Order which came into effect in October 2006, and what that means to the person responsible for fire safety in your building. Also covered will be the use of fire extinguishers and the role of fire wardens.	James Sadler	Voluntary Action Training room	£30 per person
Tuesday 21 st October 2008	9.30 - 12.30pm	Applying to Awards for All TRG126	This session will provide information about how to make a good application to Awards for All	Paul Dixon	Voluntary Action Training room	FREE
Tuesday 18 th November	10.00 - 1.00pm	Supervision and Appraisal TRG119	Part of the Human Resource (HR) series provided by the Swindon Trustee Network	Paul Oldroyd	Voluntary Action Training room	£5

For details of any of these courses contact John Phipps at:- Voluntary Action Swindon, 1 John St Swindon SN1 1RT

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