

Learning Programme

WINTER 2011 - SUMMER 2012

Quality Training For You



**Community
Voluntary
Services
Tendring**

**Community Information Centre
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Clacton on Sea
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admin@cvstendring.org.uk
01255 425 692**



Neighbourhood Fund courses are delivered by CVS Tendring under contract with Essex County Council, Adult Community Learning and are funded by the Skills Funding Agency.

We are offering FREE training to people without a full level 2 qualification who are seeking employment or have not had any recent training, and discounted training for others. Limited Places Available. If you are interested in any of the courses then please book your place today.

Contact: Richard Perkins. Tel: 01255 425692. Email: richard.perkins@cvstendring.org.uk

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Community Courses				
Title and Description	Date	Time	Venue	Fee
<p>COMMUNITY ENGAGEMENT For anyone involved with voluntary organisations, know what to do and what not to do. Learn how to spread the word, fund raise, attract volunteers and involve the right people. Participants will be asked for their own specific issues, which will be addressed during the session.</p>	Monday 13 February 2012	9.30am - 1.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
<p>RUNNING AN EFFECTIVE ORGANISATION This event is for all those currently involved in an organisation or starting up a new one. Discussion will include: procedures, constitution, finance, rules, running effective meetings, supporting volunteers and fund raising. Participants will be asked for their own specific issues, which will be addressed during the session.</p>	Monday 12 March 2012	9.30am - 3.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £40
<p>RUNNING AND INFLUENCING MEETINGS A vital session for all and particularly for those on committees. Discussion will include; effective chairing, having your say, agendas and minutes.</p>	Monday 16 April 2012	9.30am - 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
<p>RECRUITING AND SUPPORTING VOLUNTEERS For current volunteers and for those considering the opportunity. Discussion will include; roles, responsibilities, safety and support.</p>	Monday 14 May 2012	9.30am - 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . If you are not eligible for free training this course will only cost £50

PLANNING AND RUNNING AN EVENT Discussion will include; venues, safety, publicity, organisation, volunteers, target attendees.	Monday 21 May 2012	9.30am - 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
IT Courses				
Title and Description	Date	Time	Venue	Fee
INTRODUCTION TO IT How to get started with a computer. An introduction to the desktop screen, mouse skills, MS Word, MS Paint and the Internet.	Friday 27 January 2012	9.30am - 1.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . If you are not eligible for free training this course will only cost £20
INTRODUCTION TO WORD Use Word software to create and edit your documents. Format words and paragraphs. Edit move, copy and paste pieces of text. Use bullets, numbers, borders and shading to enhance your document. Insert an image. Print and save your document.	Friday 3 February 2012	9.30am - 1.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
USING THE INTERNET Learn how to use search engines, web addresses, bookmarking. Save and print web pages and images. Familiarity with the use of the keyboard and mouse is necessary.	Friday 10 February 2012	9.30am - 1.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
DESK TOP PUBLISHING Use Publisher software to produce documents such as; leaflets, posters, newsletters, cards and advertisements. Participants must be competent in the use of keyboard and mouse.	Friday 2 March 2012	9.30am - 1.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20

Title and Description	Date	Time	Venue	Fee
INTRODUCTION TO EXCEL Manage your budget. An introduction to basic calculations and formatting and the creation of graphs and charts. Participants should be familiar with keyboard and mouse.	Friday 27 April 2012	9.30am – 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
INTRODUCTION TO POWERPOINT Create your own presentation. Formatting text, inserting images, applying design templates, transitions. Participants should be familiar with the keyboard and mouse.	Friday 25 May 2012	9.30am – 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20

“A good introduction to basic IT and Computers”

“The Powerpoint course was very good and had good pace. I can now go on to make a presentation.”

“I received excellent instruction”

“I wanted to gain an insight to Excel and I have achieved that.”

Keeping Safe Courses				
EMERGENCY FIRST AID AT WORK Gain knowledge of emergency procedures and basic first aid skills and attain a recognised qualification in First Aid. (Accredited Course)	Thursday 1 December 2011	9.30am – 4.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £50
MANUAL HANDLING Lift safely. Learn techniques required to transport or support a load by hand or bodily force	Tuesday 6 December 2011	9.30am – 12.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20
FOOD SAFETY LEVEL 2 CIEH Level 2 Award in Food Safety designed to address the food safety needs of anyone working where food is prepared, cooked and handled. (Accredited Course)	Tuesday 13 December 2011	9.30am – 4.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £50

“Enjoyable course and thought provoking”

“The interview skills course was very helpful and I feel better equipped to prepare for and undergo interviews”

“very good training, clear and well designed handouts”

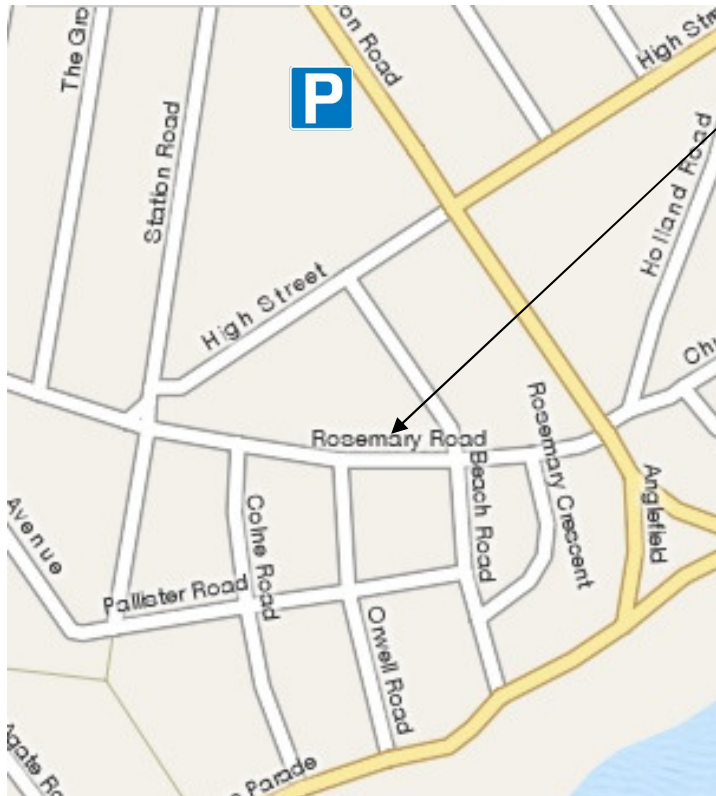
Title and Description	Date	Time	Venue	Fee
<p>INTRODUCTION TO HEALTH & SAFETY Designed to meet the needs of those who are entering a place of work, by providing an awareness of key health and safety issues and the part that they should play in keeping themselves and others free from harm at work.</p>	<p>Thursday 19 January 2012</p>	<p>9.30am - 12.30 pm</p>	<p>CVST Rosemary Road Clacton</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20</p>
<p>FOOD SAFETY CIEH LEVEL 2 Designed to address the food safety needs of anyone working where food is prepared, cooked and handled. (Accredited Course)</p>	<p>Monday 13 February 2011</p>	<p>9.30am - 4.30pm</p>	<p>Elmstead Community Centre</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £50</p>
<p>FIRST AID (EMERGENCY RESPONSE) An ideal course for anyone who would like to learn critical life saving procedures. The aim of this short course is to enable you to deal with an unconscious casualty.</p>	<p>Thursday 23 February 2012</p>	<p>9.30am - 12.30 pm</p>	<p>CVST Rosemary Road Clacton</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20</p>
<p>MANUAL HANDLING – PEOPLE The course covers the following topics: legislation, ergonomics, back care, controversial techniques which are now not allowed, risk assessment, principles of hoisting, duty of care. Practical work will cover: assisting people in day to day movements such as getting out of a chair and bed, using a belt, slide sheet, hoist, transfer aid such as a banana board, wheelchair.</p>	<p>Tuesday 28 February 2011</p>	<p>9.30am - 1.30pm</p>	<p>Home Instead, Suite 5 Gallery Chambers, 145A Connaught Avenue, Frinton on Sea</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £30</p>

Title and Description	Date	Time	Venue	Fee
FOOD SAFETY LEVEL 1 Understand the basic requirements of food safety and hygiene, including: cleanliness, hygiene, clean work areas, reducing contamination and identification of key food safety issues.	Thursday 15 March 2012	9.30am - 12.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20
Mental Health Awareness Participants with or without a formal knowledge will share & gain insights in a trusting environment.	Tuesday 20 March 2012	9.30am - 3.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £40
EMERGENCY FIRST AID AT WORK Gain knowledge of emergency procedures and basic first aid skills and attain a recognised qualification in First Aid. (Accredited Course)	Thursday 3 May 2012	9.30am - 4.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £50
INTRODUCTION TO CONSTRUCTION (ELECTRICAL WORK) Learn about the industry and learn some basic skills.	Wednesday 6 June 2011	1.00am - 4.00pm	Colchester Institute, Church Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20
INTRODUCTION TO CONSTRUCTION (PLUMBING) Learn about the industry and learn some basic skills.	Wednesday 13 June 2011	1.00pm - 4.00pm	Colchester Institute, Church Road Clacton	You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20

Personal development				
Title and Description	Date	Time	Venue	Fee
CULTIVATING CONFIDENCE This session gives participants the skills required to raise their own self confidence.	Friday 3 February 2012	1.30pm - 4.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
INTERVIEW SKILLS Tips and hints for meeting the challenge of being interviewed. This session will help you overcome nerves and be more positive and assertive	Monday 20 February 2012	9.30am - 3.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £40
EQUALITY AND DIVERSITY Respect is at the heart of the Equality and Diversity agenda. This issue will be explored through two scenarios; cyber bullying and sexism.	Thursday 8 March 2012	9.30am - 12.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
SPEAKING WITH CONFIDENCE Communicate your point of view effectively in public, during social interactions and on a one to one basis.	Tuesday 13 March 2012	1.30pm - 4.30 pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
TEAM WORKING & MOTIVATION The key to success at work. Understand the dynamics of a team and how to improve motivation and performance.	Friday 23 March 2012	9.30am - 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will cost £20

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WORKPLACE WRITING SKILLS Improve your written communication skills in the workplace, tips and hints for writing memos, reports, emails and minutes.	Wednesday 28 March 2012	1.30pm - 4.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
GETTING BACK IN CONTROL This session aims to give participants the skills required to recognise and learn to deal with anger issues with themselves or with other people.	Thursday 29 March 2012	1.30pm - 4.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
BUILDING CONFIDENCE THROUGH YOGA Increase confidence and reduce stress by knowing your body better. Self esteem and self confidence is increased and the general level of background stress is reduced.	Thursday 19 April 2012	9.30am - 12.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
ASSERTIVENESS Gain the skills to be confident in expressing your feelings and opinions, while still valuing those of others. Become more assertive and help to improve the quality of your life.	Wednesday 25 April 2012	1.30pm - 4.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20
PRESENTATION SKILLS Improve competence and learn tips and hints to help manage nerves and utilise skills for delivering better presentations.	Tuesday 1 May 2012	9.30am - 1.30pm	CVST Rosemary Road Clacton	You may be eligible to attend this course FREE OF CHARGE . Please contact us to find out. If you are not eligible for free training this course will only cost £20

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<p>KEEP STRAIGHT WITH A BUDGET The basics of budgets and book keeping for beginners or as a refresher. The Excel spreadsheet will be introduced in the second half of the session.</p>	<p>Thursday 17 May 2012</p>	<p>9.30am - 3.30pm</p>	<p>CVST Rosemary Road Clacton</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £50</p>
<p>CONFIDENCE THROUGH ACTING Have you ever envied the natural confidence stance and presentation of actors, bringing a theatre to silence as they speak? This course will take you through the basic actor's toolkit to improve and develop your confidence. A day of self-exploration, with stage techniques and role play.</p>	<p>Thursday 31 May 2012</p>	<p>9.30am - 3.30pm</p>	<p>CVST Rosemary Road Clacton</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £40</p>
<p>INTRODUCTION TO CUSTOMER CARE Covering the making and taking of telephone calls, assertive attitudes and behaviours, formal and informal language and dress code & strategies to diffuse difficult situations.</p>	<p>Tuesday 12 June 2012</p>	<p>1.30pm - 4.30pm</p>	<p>CVST Rosemary Road Clacton</p>	<p>You may be eligible to attend this course FREE OF CHARGE. Please contact us to find out. If you are not eligible for free training this course will only cost £20</p>



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ACCURACY: This brochure describes the programme offered by Community Voluntary Services Tendring at the time of publication. While we try to make it as accurate as possible, it is for guidance and does not form part of any contract. CVST reserves the right to change this programme.