

Training Courses

December 2011 to February 2012

Summary of Courses

December 2011

Effective Mediation in the Workplace

Monday, 5 December, 1:30pm - 4:30pm

Organising and Running an Event

Thursday, 8 December, 9:30am - 12:30pm

January 2012

Legal Issues for Forward Planning and Contracting

Tuesday, 10 January, 9:30am - 4:30pm

Roles & Responsibilities of a Secretary/Minute Taker

Thursday, 12 January, 9:00am - 10:30am

Writing Better Funding Applications

Wednesday, 18 January, 9:30am - 3:00pm

Roles & Responsibilities of a Treasurer

Thursday, 26 January, 9:00am - 10:30am

February 2012

Chairing and Managing Meetings

Tuesday, 14 February, 9:00am - 10:30am

Full Course Details

December 2011

Effective Mediation in the Workplace

This course will cover, why conflicts arise, the role of the Mediator, phases of Mediation, questioning and Mediation frameworks, and moving forward - settlements and agreements. Some form of conflict is inevitable in any organisation and how these situations are managed is critical. Mediation is recognised as one of the best tools to use in these difficult situations.

Date: Monday, 5 December 2011

Time: 1:30pm - 4:30pm

Cost Band: A

Organising and Running an Event

This course aims to provide you with the knowledge to plan and effectively manage an event. On completion you will be able to produce a planning checklist, understand legal issues including licensing and produce publicity such as a press release.

Date: Thursday, 8 December 2011

Time: 9:30am - 12:30pm

Cost Band: A

January 2012

Legal Issues for Forward Planning and Contracting

Are you planning for the future? Closing down existing funding streams and dealing with changes in staffing and or thinking of delivering contracted work? If yes, this course is suitable for you. This course is aimed at supervisors and managers who are involved with the development of services within their organisation, the management of staff, contract tendering and or the management of risk.

Date: Tuesday, 10 January 2012

Time: 9:30am - 4:30pm

Cost Band: C

Roles and Responsibilities of a Secretary/Minute Taker

This workshop would be suitable for anyone who is taking on the role of a secretary within a committee or is responsible for taking minutes at meetings.

Date: Thursday, 12 January 2012

Time: 9:00am - 10:30am

Cost Band: D

Writing Better Funding Applications

This course builds on the information learnt on the Introduction to Funding Course. It will enable you to not only source potential funders but to structure your applications to ensure a greater chance of success. You will learn about funders terminology, complete a sample application form and learn what is required in order to prove the need for your project.

Date: Wednesday, 18 January 2012

Time: 9:30am - 3:00pm

Cost Band: B

Roles and Responsibilities of a Treasurer

This workshop would be ideal for anyone new to the treasurer's role, or someone who would like to refresh their skills. It will cover the key duties, basic rules in dealing with money and how to communicate this information to a wider audience.

Date: Thursday, 26 January 2012

Time: 9:00am - 10:30am

Cost Band: D

February 2012

Managing and Chairing Meetings

This workshop would be ideal for anyone who is new to a chairing role or someone who would like to refresh their skills. Topics include the roles and responsibilities of a chairperson, the purpose of meetings and how to manage a meeting effectively.

Date: Tuesday, 14 February 2011

Time: 9:00am - 10:30am

Cost Band: D

All courses will be held at Doncaster CVS unless otherwise stated

Cost Band	Band A	Band B	Band C	Band D
Third Sector *	£35.00	£55.00	£70.00	£20.00
Statutory/Private	£40.00	£75.00	£115.00	£40.00

*Doncaster CVS offers a Bursary scheme for organisations with no paid staff and are not trading. For further details see our website.

For further information on any of the above courses, or to obtain booking or bursary forms please tel: 01302 343300 ext 208 or email: learning@doncastercvs.org.uk

Please visit www.doncastercvs.org.uk for further information and updates on our training courses