



Training Partnership

SAVS working in partnership with Southend Adult Community College

This is a one year funded project which supports the programme until March 2010; this may be your only opportunity to access these courses from AdVance Training

INDEX - AdVance Training Programme Autumn and Winter 2009 - 2010		
<i>Please see overleaf for course descriptions</i>		
October 09		
Thursday 1st	Minute Taking	10.00 – 4.30pm
Monday 5th	Recruiting Volunteers	10.00 – 4.30pm
Monday 12th	Introduction to Management	10.00 – 4.30pm
Wednesday 21st	Governance of Voluntary Organisations	10.00 - 4.30pm
Friday 23rd	Safeguarding Children	10.00 - 4.30pm
November & December 2009		
Monday 2nd	Retaining Volunteers	10.00 – 4.30pm
Friday 6th	Leadership and Strategy	10.00 – 4.30pm
Friday 13th	Introduction to Procurement	09.30 -12.30pm
Tuesday 17th	Festive and Creative (Using Word & Publisher) This is a FREE event	2.00pm - 5.00pm
Friday 27th	Managing Challenging Behaviour	10.00 4.30pm
Tuesday 8th December	Word & Excel Tips and Trips	10.00 - 4.30pm
<p>Most of our courses are held at SAVS, Alexandra Street Southend. Costs of half day courses are generally £15.00 per person and £35.00 per person full day including lunch and £50.00 for accredited courses. Refunds will not apply for late cancellation and non-attendance, although substitutions are welcome for the same course on same day.</p> <p>All courses have FREE bursary places available, for smaller organisations; please enquire for an application form or to make a telephone reservation (held for 7 days). Booking forms can be downloaded from the Website www.savs-southend.org/training or contact Tel: 01702 356056 email: training@savs-southend.co.uk</p>		



This Project is supported by the East of England Development Agency and Southend Together

INDEX - AdVance Training Programme Autumn and Winter

2009 - 2010

Please see overleaf for course descriptions

January 2010		
Tuesday 12th	Excel for Beginners	10.00 – 4.30pm
Friday 15th	First Aid at Work (Accredited)	10.00 – 4.30pm
Thursday 21st	Managing Time and Stress at Work	10.00 – 4.30pm
Friday 29th	Internet and Email for Beginners (Part One - see below))	10.00 – 1.00pm This is a 2 part course at £35.00 complete
February 2010		
Monday 1st	Mental Health First Aid Part 1 (1 st full day - see below day2)	10.00 – 4.30pm This is a 2 day accredited course at £70.00
Friday 5th	Internet and Email for Beginners (Part Two)	10.00 – 1.00pm This is a 2 part course at £35.00 complete
Monday 8th	Mental Health First Aid Part 2 (2 nd full day)	10.00 – 4.30pm This is a 2 day accredited course at £70.00
Friday 12th	Word for Beginners	10.00 – 4.30pm
Monday 22nd	Design and Create (Word & Publisher)	10.00 – 4.30pm
March 2010		
Monday 8th	Introduction to Digital Photography	10.00 – 4.30pm
Tuesday 16th	Publisher Tips and Tricks	10.00 - 4.30pm

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**Course Outline - AdVance Training Programme
Autumn & Winter 2009 -2010**

October 09		Trainer
Thursday 1st Minute Taking	Do you need to be in control when recording meetings? This short course will help you to prepare & understand the requirements needed to get good results.	Judith Williams
Monday 5th Recruiting Volunteers	Providing help with information on and where to look for volunteers and how to recruit them so they stick with you. Looking at best methods for you and how to plan and identify your needs	Kate Hinch
Monday 12th Introduction to Management	What is a good manager, what is a project? This one day course will cover various aspects including looking at the special nature of Voluntary Sector management	Andy Brady
Wednesday 21st Governance of Voluntary Organisations	Trustees are the people who serve on the governing body of a charity. This one-day course will provide a clear description of the role that the Management Committee and its members undertake	Samantha Drummond
Friday 23rd Safeguarding Children	This course is ideal for those working or volunteering with children. It will help to identify signs & behavioural indicators. Using case studies & discussing top tips and actions to take after a disclosure.	Judy Taylor
November 09		
Monday 2nd Retaining Volunteers	A stand-alone or follow on session from recruiting volunteers. Ensure you know how to support, value and provide motivation for your volunteers	Kate Hinch
Friday 6th Leadership and Strategy	A course for leaders or potential leaders in the Voluntary Sector. Considering different styles & when to use them, about motivation and objectives and looking at the skills needed to inspire others to follow.	Andy Brady
Friday 13th Introduction to Procurement	This half day course provides an overview of the procurement process, including EU law and how this works within Southend Borough Council. On behalf of their Organisations, participants will be able to use what they have learnt to help them make informed decisions about the process.	David Levy

**Course Outline - AdVance Training Programme
Autumn & Winter 2009 -2010**

November and December 2009 and JANUARY 2010		Trainer
<p>Tuesday 17th November</p> <p>Festive and Creative (Using Word & Publisher)</p>	<p>Come along to this FREE IT session, which launches the delivery of our new IT training suite –</p> <p>Using Word and Publisher look at ways of designing and creating publications for the festive season, including your newsletters, fliers & posters and learn how to improve your advertising & marketing</p>	<p align="center">Lorna Reeve</p>
<p>Friday 27th</p> <p>Managing Challenging Behaviour</p>	<p>Identifying what challenging behaviour means. Looking at company policies and using activities focusing on techniques to manage and avert behaviour including the use of SMART/Learning Styles and Motivation Questionnaires</p>	<p align="center">Judy Taylor</p>
<p>Tuesday 8th December</p> <p>Word & Excel Tips and Tricks</p>	<p>This session could be the perfect answer for those who are fairly capable PC users and familiar with both Word & Excel already but who just need to fill in a few gaps. Do you use these applications already and feel moderately competent but still have 'a few little wrinkles' that you need to iron out. Or maybe you may know the 'long way' but want to find out some more shortcuts. Then this session is for you - so bring along your questions!</p>	<p align="center">Sarah Diggins</p> <p align="center">For those familiar with using a PC</p>
January 2010		
<p>Tuesday 12th</p> <p>Excel for Beginners</p>	<p>Learn the essentials of spreadsheets, charts, entering text, numbers and formatting etc. Understand how to use spreadsheets to perform simple mathematical functions i.e. add, subtract, multiply and divide. Learn how to change how your data is displayed and how to produce a chart to make your data easy to read.</p>	<p align="center">Lorna Reeve</p> <p align="center">Basic mouse & keyboard skills needed.</p>

**Course Outline - AdVance Training Programme
Autumn & Winter 2009 -2010**

January and February 2010		Trainer
<p>Friday 15th First Aid at Work – Appointed Person (Accredited)</p> <p>One day course £50 complete</p>	<p>Are you the person responsible for First Aid in your organisation? Learn how to manage a first aid incident, how to manage one or more casualties, your health & safety responsibilities and resuscitation. Also control of bleeding and what to do with an unconscious casualty. Successful completion of this course will provide a recognised qualification</p>	<p align="center">Debbie Jones</p> <p>Please note photographic identification is required (e.g. passport/driving licence Or verified photo)</p>
<p>Thursday 21st January Managing Time and Stress at Work</p>	<p>Learn about effective time management, how to plan, prioritise, delegate and manage disruptions. Find out how to decline requests for more work. In this course you will also learn useful tools and techniques to help you minimise and manage stress</p>	<p>Julia Murphy</p>
<p>Friday 29th Internet & Email for Beginners (Part 1)</p>	<p>For all those new to using PCs. This short course will help you to browse the web effectively and be able to search for local and national websites to assist both you and your organisation with your everyday needs. Also you will find out how to set up an email account and send emails and attachments successfully. (Day2 see below)</p>	<p align="center">Elaine Holland</p> <p align="center">For beginners</p>
<p>Monday 1st February Mental Health First Aid (Part 1)</p>	<p>This 2 day (12 hour) training is an interactive course, designed for everyone who wants to increase their knowledge about mental health issues. It also focuses on what action to take in relation to colleagues, friends or family who may be experiencing difficulties with their own mental health. This is an accredited course.</p>	<p align="center">Angela Garrard & Alison Williams</p> <p align="center">No previous knowledge or experience needed</p>
<p>Friday 5th Internet and Email for Beginners (Part Two)</p>	<p>Part two of this course especially for those new to the internet and email Both mornings must be attended to obtain the full course benefits</p>	<p align="center">Elaine Holland</p> <p align="center">For beginners</p>

**Course Outline - AdVance Training Programme
Autumn & Winter 2009 -2010**

February and March 2010		Trainer
Monday 8th Mental Health First Aid (Part 2)	Day two of this course which continues with information, tools and techniques commenced in day one.	Angela Garrard & Alison Williams
Friday 12th Word for Beginners	This short word course will enable you to learn in a relaxed and informal way, how to perform the basic tasks, such as inputting, saving work, editing, formatting etc	Elaine Holland Basic mouse & keyboard skills needed
Monday 22nd Design and Create (Word & Publisher)	For those who are already fairly proficient with word and publisher but who want to get creative and make more of their organisation's publications. Get the best results from your newsletters, posters, fliers or schedules. Make more of your advertising and marketing!	Sarah Diggins For those familiar with using Word & Publisher
March 2010		
Monday 8th Introduction to Digital Photography	Make effective use of digital photography for your organisation's publications such as newsletters, posters, invitations, events or even for your website. Learn how to set the camera to deal with common photographic situations and lighting before downloading them to the PC. The day will be divided into two parts; camera tuition in the morning and instruction on how to review your photos and work with the computers in the afternoon.	Clarissa Debenham Essential- own camera with which you are familiar- with fully charged batteries, memory card, USB lead & instruction manual. Basic mouse & keyboard skills needed
Tuesday 16th Publisher Tips and Tricks	Do you need to produce leaflets & posters? Regularly publish your newsletter? You may be reasonably capable but feel you could benefit from a few short sharp 'tips and tricks' to make better use of your skills and time? Learn about short cuts or inserting text and pictures. This short session could be the perfect answer for fairly capable users who want to enhance their skills. Come along & find out how to work more effectively with Publisher.	Lorna Reeve For those familiar with Using Publisher