

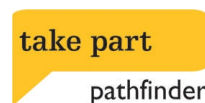


FREE Training Programme Winter 2009/2010

GET ACTIVE... GET INVOLVED
Supporting Voluntary & Community
Groups & Thurrock residents

DATE	TIME	TITLE	VENUE	CODE
Tues 1 Dec (2 weeks)	9.30 a.m. to 11.30 a.m.	Converting to Microsoft Office 2007	Grays AEC	NLA2A01
Thurs 3 Dec (2 weeks)	12.30 p.m. to 2.30 p.m.	Databases - Advanced Microsoft Access	Grays AEC	NLA4L02
Mon 7 Dec	7 p.m. to 9.30 p.m.	Tips for Promoting Your Organisation	Grays AEC	NLA1Z01
Weds 9 Dec	9.30 a.m. to 12.30 p.m.	Presentation & Speaking Skills	Grays AEC	NLA3A01
Mon 11 Jan	9.30 a.m. to 12.00 p.m.	Tips for Promoting Your Organisation	Grays AEC	NLA1A01
Tues 12 Jan	9.30 a.m. to 12.00 p.m.	Representing Your Group	Grays AEC	NLA2A02
Weds 13 Jan	9.30 a.m. to 4.30 p.m.	Demonstrating the Difference They Make	TLS	OUT13D01
Thurs 14 Jan	7 p.m. to 9.30 p.m.	Book-Keeping for Treasurers	Grays AEC	NLA4Z01
Tues 19 Jan	9.30 a.m. to 4.30 p.m.	Improving Your Negotiation & Influencing Skills	Beehive	OUTA2D01
Thurs 21 Jan	7 p.m. to 9.30 p.m.	Community Forums - What's in it for ME?	Grays AEC	NLA4Z02
Mon 25 Jan	9.30 a.m. to 12.00 p.m.	What Does That Mean? - Jargon & Partnerships	Grays AEC	NLA1A02
Mon 25 Jan	7 p.m. to 9.30 p.m.	Reaching Out & Getting People's Views	Grays AEC	NLA1Z02
Tues 26 Jan	9.30 a.m. to 1.30 p.m.	First Aid Appointed Persons	Beehive	OUTA2A02
Tues 26 Jan	10.30 a.m. to 4.30 p.m.	Empowering the Voluntary and Community Sector	Beehive	TBC
Thurs 28 Jan	9.30 a.m. to 4.30 p.m.	CIEH Level 2 Award in Health & Safety	TLS	OUTA4D01
Mon 1 Feb	9.30 a.m. to 4.30 p.m.	CIEH Level 2 Award in Food Safety	Beehive	OUTA1D01

To book your place simply call **0800 783 7733** (& quote TP1)



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DATE	TIME	TITLE	VENUE	CODE
Tues 2 Feb	9.30 a.m. to 12 p.m.	Reaching Out & Getting People's Views	Grays AEC	NLA2A03
Weds 3 Feb	9.30 a.m. to 4.30 p.m.	Chairing & Facilitation Skills	TLS	OUTA3D02
Mon 8 Feb	7 p.m. to 9.30 p.m.	Presentation & Speaking Skills	Grays AEC	NLA1Z03
Weds 10 Feb	9.30 a.m. to 12.30 p.m.	Event Management	Beehive	OUTA3A02
Weds 10 Feb	1.30 p.m. to 4.30 p.m.	Fire Marshal Training	Beehive	OUTA3L01
Fri 19 Feb	9.30 a.m. to 4.30 p.m.	Trustee Essentials - Accredited NOCN Level 3	TLS	OUTA5D02
Mon 22 Feb	9.30 a.m. to 12.00 p.m.	Book-Keeping for Treasurers	Grays AEC	NLA1A03
Mon 22 Feb	7 p.m. to 9.30 p.m.	Tips for Promoting Your Organisation	Grays AEC	NLA1Z04
Thurs 25 Feb	9.30 a.m. to 12.30 p.m.	Presentation & Speaking Skills	TLS	OUTA4A01
Mon 1st March	7 p.m. to 9.30 p.m.	Introduction to NLP (Neuro-Linguistic Programming)	Grays AEC	NLA1Z06
Weds 10 March	9.30 a.m. to 12.00 p.m.	Community Forums - What's in it for ME?	TLS	OUTASA03
Mon 15 March	9.30 a.m. to 1.30 p.m.	First Aid Appointed Persons	Beehive	OUTA1A01
Mon 22 March	7 p.m. to 9.30 p.m.	What Does That Mean? - Jargon & Partnerships	Grays AEC	NLA1Z05
Weds 24 March	9.30 a.m. to 12.30 p.m.	Introduction to NLP (Neuro-Linguistic Programming)	Grays AEC	NLA3A02
Tues 30 March	9.30 a.m. to 4.30 p.m.	Dealing with Difficult Situations	Beehive	OUTA2D02

The listed training sessions will be held at the following venues in Grays:

Grays Adult Education Centre, Richmond Road.
 Thurrock Learning Shop, The Old Post Office, George Street.
 The Beehive, Voluntary & Community Resource Centre, West Street.

The following courses are planned, for more information please register your interest:

Skills for the Group Secretary, Personal Development, Improve your Writing Skills, Microsoft Word Additional Features

- Do you want to receive a full programme including more detailed information about what will be covered in the sessions?
- Would you like to be added to a mailing list to receive information about new training sessions as they appear?

If so, please contact: **Claire Downes, ngage** **Tel: 01375 389893** **E-mail: claire@ngagethurrock.org.uk**