

<p>Secretarial Skills (For Your Group)</p> <p>3 week course Tuesday 2 to 16 March 9.30 a.m. to 11.30 a.m. Grays Adult Education Centre Code: NLA2A03</p>	<p>This is for you if you are the Secretary of a group or are thinking of taking on the role. It will help you improve your skills and help you to be a more effective group secretary.</p> <p>It will cover how to write an agenda, effective ways of taking and writing minutes, common spellings, formal and informal letters etc.</p>
<p>Tips for Promoting Your Organisation</p> <p>Monday 8 March, 7.00 p.m. to 9.30 p.m. Grays Adult Education Centre, Code: NLA1Z04</p>	<p>This session is for voluntary and community groups who want to renew their enthusiasm for promoting their organisation. It covers:</p> <ul style="list-style-type: none"> • The different ways of raising the profile of the organisation • An understanding of the pros and cons of different promotional methods • How to produce eye-catching and easy to read written publicity material such as leaflets and posters
<p>Getting People's Views</p> <p>Tuesday 9 March, 9.30 a.m. to 12.30 p.m. The Beehive, West Street, Grays Code: OUTA2A03</p>	<p>For groups who want to 'reach out' and involve by finding out peoples views about their group, services or community issues. It covers:</p> <ul style="list-style-type: none"> • Who you want to 'reach out' to and what you want to know • Introduction to different methods of consulting • Pros and cons of methods and most appropriate for different audiences • Ensuring your methods are accessible and open to all • Introduction to relevant strategic documents / guidelines
<p>'Your Money, Their Budget' - but where does it go?</p> <p>Tuesday 9 March, 6.00 p.m. to 9.30 p.m. The Beehive, West Street, Grays Code: OUTA2Z02</p> <p><i>(Includes a light buffet)</i></p>	<p>A workshop to help residents understand how public sector agencies make spending decisions. This is for you if you have ever wondered how public agencies including Thurrock Council, the Police and Health Authorities set their budgets and decide what it gets spent on. The workshop will include:</p> <ul style="list-style-type: none"> • Where the money comes from • How budgets are constructed • Timescales for decision making • Consultation exercises • Margins for discretionary use <p><i>Hear from an experienced and knowledgeable external consultant - Chris Wells, Directory of Social Change.</i></p>

<p>Community Forums - what's in it for me?</p> <p>Weds 10 March, 9.30 a.m. to 12.00 p.m. Thurrock Learning Shop Code: OUTA3A03</p>	<p>Heard a lot about Community Forums but still not sure how you might benefit from getting involved? This session will explore why Forums are important to all residents of Thurrock. It will cover ways of finding out information and how to influence decisions that affect you.</p> <p>It will also explain about the funding available to improve your area and benefit your community.</p>
<p>Improve Your Writing Skills</p> <p>2 week course Friday 19 and 26 March 9.30 a.m. to 12.00 p.m. Grays Adult Education Centre Code: NLA5A02</p>	<p>Do you need to write letters, e-mails or reports on behalf of your organisation? Has your confidence in your writing skills put you off getting more involved in activities? Do you write extra long sentences, are you not sure what punctuation to use and when, or do your spellings let you down? If so then this course is definitely for you.</p> <p>It will help you feel more confident about your writing ability. During the course you will explore punctuation, common spellings, paragraphs, sentences etc. You will also have the chance to look at the writing skills needed to produce formal and informal documents.</p>
<p>What Does That Mean? - Jargon & how it all fits together!</p> <p>Monday 22 March, 7.00 p.m. to 9.30 p.m. Grays Adult Education Centre, Code: NLA1Z05</p>	<p>This is for you if you are confused by all the words and phrases used by other people at meetings or in things you read. It will help you get to grips with the jargon so you feel more confident to speak up and get involved.</p> <p>This session will also help you gain information about and understand the different agencies, initiatives and partnerships around - locally, regionally and nationally.</p>

**To book a place please phone
0800 783 7733 or 01375 372476**

Can't find what you are looking for?

If so, tell us your idea for a training session and we may be able to include it in our next training programme running April to July 2010.

Don't forget that if you have a group of people who are interested in the same training then we can run it direct for you. This would be at a time and place that suits you - **FREE!**

Contact Claire Downes, ngage: 01375 389893 or claire@ngagethurrock.org.uk