



Training Programme January - July 2012

Health and Safety	Wednesday 11 th January £65.00 per person
First Aid	Wednesday 18 th January £65.00 per person
Managing Money	Friday 27 th January
Financial Management	Friday 3 rd February
Management Committee Skills	Tuesday 14 th February
Minute Taking Skills	Wednesday 29 th February
Train the Trainer	Wednesday 7 th March
Safeguarding Vulnerable Adults	Wednesday 14 th March
Safeguarding Children	Wednesday 21 st March
Stress Management	Wednesday 4 th April

Time Management	Thursday 12 th April
Dealing with Conflict	Thursday 19 th April
Confidence Building	Thursday 26 th April
Introduction to Fundraising Skills	Wednesday 16 th May
Customer Service Skills	Wednesday 23 rd May
Presentation Skills	Friday 1 st June
Health and Safety	Wednesday 13 th June £65.00 per person
First Aid	Friday 15 th June £65.00 per person
Food Safety	Wednesday 20 th June £65.00 per person

Qualifications:

Course:	Cost:	Dates:
Award Preparing to Teach in the Lifelong Learning Sector (PTLLS)	£175.00 per person	5 weeks 10am – 3pm Starting 17 th April
Certificate in Teaching in the Lifelong Learning Sector (CTLTS)	£450.00 per person	10 weeks 10am – 4pm Starting 12 th January
Level 2 Certificate in Team Leading	£650.00 per person	Delivered in the workplace
Level 2 Certificate in Business Administration	£700.00 per person	Delivered in the workplace
Level 3 Certificate in Business Administration	£950.00 per person	Delivered in the workplace
Level 4 Certificate in Business Administration	£1000.00 per person	Delivered in the workplace
Level 3 Certificate in Management	£950.00 per person	Delivered in the workplace
Level 5 Diploma in Management	£1100.00 per person	Delivered in the workplace

Level 3 Certificate in Advice and Guidance	£950.00 per person	Delivered in the workplace
Level 4 Diploma in Advice and Guidance	£1000.00 per person	Delivered in the workplace

Costs	<p>Unless otherwise stated on the course advert, cost per person:</p> <ul style="list-style-type: none"> • £35.00 for voluntary organisations & community groups • £175.00 for statutory bodies
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For further information contact:

Capacity Building Project
 Gateshead Voluntary Organisations Council
 Registered Office
 John Haswell House
 8/9 Gladstone Terrace Gateshead
 NE8 4DY
 Telephone: 0191 478 4103
 E-mail: capacitybuilding@gvoc.org.uk

Company Registration Number
 7302622

Registered Charity Number
 1137389

A Company Limited by Guarantee, registered in England and Wales



GVOC's 2012 Training Programme Booking Form

(One per person)

Course Title: _____

Course Date: _____

Name:	
Organisation:	
Address:	
Postcode:	
Telephone:	
Email:	

Please indicate any additional requirements you may have to enable us to try and meet your needs.

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Please return your completed form (s) and payment (cheques made payable to 'GVOC Services') to:

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NE8 4DY
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Company Registration Number
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Please photocopy this form if you wish to book a place on more than one training course.