

# Learn @ Exeter CVS 08/09

Course Title	Date/s	Booking Deadline
<b>Managing Volunteers-10am to 4pm</b>		
<b>Managing Volunteers Day 1</b> Volunteers & The Law Writing a Volunteer Policy	22 January 09	8 January 09
<b>Managing Volunteers Day 2</b> Recruiting Volunteers, Role Descriptions, Interviews / Selection, Checks, Volunteer Handbooks, Induction	4 March 09	18 March 09
<b>Managing Volunteers Day 3</b> Providing Support and Reviewing work carried out by volunteers, Retaining Volunteers, Saying Good Bye	23 April 09	9 April 09
<b>Management-10am to 4pm</b>		
Managing Diversity	4 February 2009	21 January 09
Designing a Survey/Questionnaire	26 February 09	12 February 09
Marketing & Publicity	25 March 09	11 March 09
Managing Absence	15 April 2009	1 April 09
<b>Governance &amp; Finance-10am to 4pm</b>		
Fundraising	6 November 08	23 October 08
Making Board Meetings Work (9.30 – 12.30)	4 December 08	20 November 08
Understanding Charity Accounts (9.30 – 12.30)	29 January 09	15 January 09
Finance & Business Planning for VCS groups	19 May 09	5 May 09
Sustainability and Social Enterprises	9 June 09	26 May 09
<b>Personal Development-10am to 4pm</b>		
Assertiveness	4 November 08	21 October 09
Introduction to NLP (2 days)	18 & 26 November 08	4 November 08
Developing & Managing Boundaries	10 December 08	26 November 08
Managing Conflict & Aggression	15 January 09	2 January 09
Time Management	5 February 09	22 January 09
NLP Intermediate	19 March 09	5 March 09
Understanding Body language	30 April 09	16 April 09
NLP Advanced	22 May 09	8 May 09
Developing Motivation Skills	23 June 09	9 June 09
<b>CPD for Trainers/Tutors - 10am to 4pm</b>		
CPD - What it is and how to do it	11 December 08	27 November 08
CPD – Resources for delivering & Supporting Learners	31 March 09	17 March 09
CPD – Co-Tutoring and Team Teaching	21 May 09	7 May 09

CPD – Trainer as Manager	16 June 09	2 June 09
CPD - What it is and how to do it	25 June 09	11 June 09
<b>ICT- 10am to 4pm</b>		
Publisher First Steps	7 October 08	19 September 08
Publisher Advanced	5 November 08	22 October 08
Introduction to Access	12 November 08	29 October 08
Introduction to Excel	20 November 08	6 November 08
Internet & E-mail – Basics (10am to 1pm)	3 December 08	19 November 08
Intermediate Access – Part A	10 December 08	26 November 08
Internet & E-mail – Next Steps (10am to 1pm)	11 December 08	24 November 08
Intermediate Access – Part B	14 January 09	31 December 08
Intermediate Excel	22 January 09	8 January 09
MS WORD	5 February 09	22 January 09
Advanced Access	11 February 09	28 January 09
PowerPoint First Steps	17 February 09	3 February 09
Advanced Excel	4 March 09	18 February 09

## National Qualifications:

### **NOCN Level 2 – Skills Development (Diploma for Progression)**

9.30am to 4.30pm

- Understanding the VCS & Your Role (Work Experience)
- Developing Personal Development Skills
- Developing Group & Teamwork Communication Skills
- Demonstrating Speaking & Listening
- Developing Own Interpersonal Skills
- Problem Solving in the Workplace
- Developing Personal Confidence & Self Awareness
- Improving Assertiveness & Decision Making Skills
- Understanding Prejudice and Discrimination
- Understanding Stress & Stress Management
- Developing Negotiation Skills

9 & 16 October 2008  
9 & 16 December 2008  
21 & 28 January 2009  
25 February 2009  
11, 18 & 26 March 2009  
16, 22 & 29 April 2009  
5, 12 & 20 May 2009  
10, 17 & 24 June 2009  
1 July 2009

**Booking Deadline: 25 September 2008**

### **City & Guilds Level 2 Diploma for IT Users.**

9.30am to 4.30pm

You must complete the core unit - IT Principles 2, followed by 2 optional units from the following list:

- Using word processing
- Designing and creating spreadsheets

#### **Course ONE**

Wednesday 15 October 2008  
Tuesday 21 October 2008  
Tuesday 28 October 2008  
Tuesday 4 November 2008

<ul style="list-style-type: none"> <li>• Designing and creating databases</li> <li>• Using the Internet for finding, selecting and sending information</li> <li>• Designing and creating presentations</li> <li>• Working with computerised accounting software</li> <li>• Designing and creating multi page documents using desktop publishing software</li> <li>• Combining word processing, spreadsheet and database applications to present information</li> <li>• Designing and creating multimedia presentations</li> <li>• Electronic communication using Outlook</li> <li>• Combining applications to create presentations</li> <li>• Using digital imaging to create and design presentations</li> <li>• Creating combined presentation design using ICT</li> <li>• Designing and creating multipage websites</li> </ul>	<p>Tuesday 11 November 2008  Wednesday 19 November 2008  Wednesday 26 November 2008  <b>Booking Deadline – 1 October 2008</b></p> <p><b>Course TWO</b>  Tuesday 24 February 2009  Tuesday 3 March 2009  Tuesday 10 March 2009  Tuesday 17 March 2009  Tuesday 24 March 2009  Tuesday 31 March 2009  Tuesday 7 April 2009  <b>Booking Deadline – 10 February 2009</b></p>	
<p><b>NOCN Level 2 – Writing for Meaning</b>  Two Day accredited course run 9.30am to 4.30pm</p>		
<p>Writing Newsletters, Press Releases and Reports</p>	<p>13 &amp; 27 November 08</p>	<p>29 October 08</p>
<p><b>NOCN Digital Imaging – Level 2</b>  Two Day accredited course run 9.30am to 4.30pm</p>		
<p>Manipulating and developing images for newsletters, annual reports, flyers and other publicity and marketing materials</p>	<p>11 &amp; 18 March 09</p>	<p>25 February 2009</p>
<p><b>Introduction to Training Skills</b>  Two Day accredited course run 9.30am to 4.30pm</p>		
<p>City &amp; Guilds 7300</p>	<p>5 &amp; 12 Nov 08</p>	<p>22 October 08</p>
<p>City &amp; Guilds 7300</p>	<p>6 &amp; 13 May 09</p>	<p>22 April 09</p>
<p><b>Initial Teacher Training - City &amp; Guilds 7303 Level 3/4 PTLLS</b>  Course Times – 10am to 4pm</p>		
<p><b>Preparing</b> to Teach in the Lifelong Learning Sector</p>	<p>18, 25, 30 September and  7, 14, 21 October 08</p>	<p>4 September 08</p>
<p><b>Preparing</b> to Teach in the Lifelong Learning Sector</p>	<p>4, 11, 18 June &amp;  2, 9, 16 July 09</p>	<p>21 May 09</p>
<p><b>Initial Teacher Training - City &amp; Guilds 7304 Level 3/4 CTLLS</b>  Course Times – 10am to 4pm</p>		
<p><b>Certificate</b> in Teaching in the Lifelong Learning Sector</p>	<p>13, 20, 27 January  3, 10, 24 February  3, 10, 17, 24 March;  14, 21 &amp; 28 April 09</p>	<p>30 December 08</p>