



learn@exetercvs 08/09

| Course Title | Date/s | Booking Deadline: |
|--|---------------|-------------------|
| Managing Volunteers -10am to 4pm | | |
| Managing Volunteers Day 1 Volunteers & The Law Writing a Volunteer Policy | 22 January 09 | 8 January 09 |
| Managing Volunteers Day 2 Recruiting Volunteers; Role Descriptions; Interviews / Selection; Checks; Volunteer Handbooks; Induction | 4 March 09 | 18 March 09 |
| Managing Volunteers Day 3 Providing Support and Reviewing work carried out by volunteers; Retaining Volunteers; Saying Good Bye | 23 April 09 | 9 April 09 |

| Course Title | Date/s | Booking Deadline: |
|---|-----------------|-------------------|
| Management -10am to 4pm | | |
| 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 |

| Course Title | Date/s | Booking Deadline: |
|---|---------------|-------------------|
| Governance & Finance -10am to 4pm | | |
| Fundraising | 6 November 08 | 23 October 08 |
| Making Board Meetings Work (10am – 1pm) | 4 December 08 | 20 November 08 |
| Understanding Charity Accounts (10am – 1pm) | 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 |

| Course Title | Date/s | Booking Deadline: |
|---|----------------|-------------------|
| Personal Development -10am to 4pm | | |
| Assertiveness | 4 November 08 | 21 October 09 |
| Introduction to NLP (2 days) | 18 & 26 Nov 08 | 4 Nov 08 |
| Developing & Managing Boundaries | 10 Dec 08 | 26 Nov 08 |
| Managing Conflict & Aggression | 15 January 09 | 1 January 09 |
| Time Management | 5 February 09 | 22 January 09 |
| NLP Intermediate | 11 February 09 | 28 January 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 |

| Course Title | Date/s | Booking Deadline: |
|--|----------------|-------------------|
| CPD for Trainers/Tutors - 10am to 4pm | | |
| CPD - What it is and how to do it (10am to 1pm) | 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 (10am to 1pm) | 25 June 09 | 11 June 09 |

| Course Title | Date/s | Booking Deadline: |
|--|----------------|-------------------|
| ICT - 10am to 4pm | | |
| 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)

Funded through Train to Gain

- 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

- Core unit called IT Principles 2 followed by 4 optional units from the following list:
- Using word processing
- Designing and creating spreadsheets
- Designing and creating databases
- Using the Internet for finding, selecting and sending information
- Designing and creating presentations
- Working with computerised accounting software
- Designing and creating multi page documents using desktop publishing software
- Combining word processing, spreadsheet and database applications to present information
- Designing and creating multimedia presentations
- Electronic communication using Outlook
- Combining applications to create presentations
- Using digital imaging to create and design presentations
- Creating combined presentation design using ICT
- Designing and creating multipage websites

Course ONE 9.30am to 4.30pm
Wednesday 15 October 2008
Tuesday 21 October 2008
Tuesday 28 October 2008
Tuesday 4 November 2008
Tuesday 11 November 2008
Wednesday 19 November 2008
Wednesday 26 November 2008
Tuesday 2 December 2008
Tuesday 9 December 2008
Tuesday 16 December 2008
Booking Deadline – 1 October 2008

Course TWO 9.30am to 4.30pm
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
Tuesday 14 April 2009
Tuesday 21 April 2009
Tuesday 28 April 2009
Booking Deadline – 10 February 2009

| Course Title | Date/s | Booking Deadline: |
|--|---------------------|-------------------|
| NOCN Level 2 – Writing for Meaning Two Day accredited courses run 9.30am to 4.30pm | | |
| Writing Newsletters, Press Releases and Reports | 13 & 27 November 08 | 29 October 08 |

| Course Title | Date/s | Booking Deadline: |
|--|------------------|-------------------|
| NOCN Digital Imaging – Level 2 Two Day accredited courses run 9.30am to 4.30pm | | |
| Basic skills for manipulating and developing images for newsletters, annual reports, flyers and marketing materials. | 11 & 18 March 09 | 25 February 09 |

| Course Title | Date/s | Booking Deadline: |
|---|--------------------|-------------------|
| Introduction to Training Skills Two Day accredited courses run 9.30am to 4.30pm | | |
| City & Guilds 7300 | 5 & 12 November 08 | 22 October 08 |
| City & Guilds 7300 | 6 & 13 May 09 | 22 April 09 |

| Course Title | Date/s | Booking Deadline: |
|--|--|-------------------|
| Initial Teacher Training City & Guilds 7303 Level 3/4 | | |
| Preparing to Teach in the Lifelong Learning Sector | Course ONE 18, 25, 30 September and 7,14, 21 October 08 10am to 4pm | 4 September 08 |
| Preparing to Teach in the Lifelong Learning Sector | Course TWO 4,11,18 June & 2,9,16 July 09 10am to 4pm | 21 May 09 |

| Course Title | Date/s | Booking Deadline: |
|--|---|-------------------|
| Initial Teacher Training City & Guilds 7304 Level 3/4 | | |
| Certificate in Teaching in the Lifelong Learning Sector | 13, 20, 27 Jan; 3,10, 24 Feb, 3, 10, 17, 24 March; 14, 21 & 28 April 09 10am to 4pm | 30 December 08 |