

# February to June 2010

## Full Day Courses from £15\* 9.30am to 3.30pm, including lunch

### Presentation Skills

Improve your skills and confidence when public speaking and presenting  
**Thursday 4 March**

### Dealing with Conflict and Complaints

Techniques for handling aggression and complaints  
**Wednesday 10 March**

### Creating Effective Newsletters

How to design and distribute eye-catching publications  
**Wednesday 28 April**

### What Every Board Needs to Know

Including good governance, effective planning and roles  
**Wednesday 19 May**

### Risk Assessment

Learn what risk assessments are, why they are vital and complete practical examples  
**Wednesday 16 June**

\* £15 to £85 per person, based on size and location of organisation. Contact **VODA** on 0191 200 8555 or visit [www.voda.org.uk](http://www.voda.org.uk) for a full breakdown of costs.

## Half Day Courses from £8\* 9.30am to 12.30pm

### Costing a Salary (NB 1pm to 3.30pm)

How to break down salary costs to include in a bid  
**Tuesday 16 February**

### Tender Training

The background to tendering for a contract plus hints, tips and practical demonstrations  
**Tuesday 23 February**

### Transgender Awareness

Clarifying the terminology and busting the myths  
**Tuesday 16 March**

### Fundraising Using the Internet

How to research and find funding opportunities online  
**Tuesday 20 April**

### Time Management

Examine your current use of time and learn hints and practical ways of managing it  
**Wednesday 12 May**

\* £8 to £68 per person, based on size and location of organisation. Contact **VODA** on 0191 200 8555 or visit [www.voda.org.uk](http://www.voda.org.uk) for a full breakdown of costs.

## Balancing The Books Four Day Course: £80

### Four-Day OCN Level 2 Accredited Financial Management Course

Work on and develop templates and formulas for your own cash books, budgets, year end accounts and cash forecasts.  
**Wednesday 26, Thursday 27 May, Wednesday 9 and Thursday 10 June**

### Computerised Book Keeping

An extra one-day course for participants of Balancing the Books. Learn how to use Microsoft Excel to manage your finances.  
**Thursday 17 June, £20 per person,**

## Film-Making Skills: £75

Learn how to write, edit and produce short films  
**Thursday 10 and Friday 11 June 2010**

## FREE Child Protection Courses 9.30am to 3.30pm, including lunch

Running as part of our Children's Workforce Development project, these free courses will outline the legal responsibilities and changes to practice you need to know if you work with children and young people. A free guide is also included.



**Wednesday 3 February**      **Saturday 6 February**  
**Saturday 27 February**      **Tuesday 2 March**

## FREE Volunteering Courses, 9.30am to 3.30pm, including lunch

### Introduction to Involving Volunteers

Get 'volunteer ready'  
**Wednesday 10 February**

### Volunteers and the Law

The laws you need to know  
**Wednesday 3 March**

### Recruiting and Matching Volunteers

Improve your recruitment  
**Thursday 15 April**

### Diversity in Volunteering: Mental Health

A one day course aimed at organisations wishing to support volunteers with a mental health diagnosis  
**Tuesday 27 April**

### Supporting and Supervising

Provide the correct support procedures for volunteers  
**Tuesday 4 May**

### Problem Solving in Volunteering

How to deal with complaints & other potential problems  
**Tuesday 1 June**

### Vetting and Barring Scheme

Overview and update of the new safeguarding scheme  
**Tuesday 8 June (half day)**

# BOOK NOW on 0191 200 8555 . Email [vodatraining@voda.org.uk](mailto:vodatraining@voda.org.uk)

All courses take place at accessible venues in North Tyneside. This training programme is supported by a bursary scheme for groups based in North Tyneside - contact **VODA** for full information and a breakdown of prices or visit [www.voda.org.uk](http://www.voda.org.uk). Terms and conditions apply.