



**Learning Programme  
Spring 2010**



Leading learning and skills



## COMMUNITY VOLUNTARY SERVICES TENDRING NEIGHBOURHOOD FUND LEARNING PROJECT

### Training Schedule January – June 2010

### QUALITY TRAINING FOR YOU

We are offering **FREE TRAINING** to people seeking employment and those who have not had any recent training, (subject to eligibility) and **DISCOUNTED TRAINING** for many others.

**LIMITED PLACES AVAILABLE** If you are interested in any of the courses below then please book your place **TODAY** Contact details below.

Please contact us to find out whether you are eligible to attend this course **FREE OF CHARGE**. If you are not eligible for free training, full day courses cost **£30**, half day cost **£15**.

Title and Description	Date	Time	Venue
<b>INTRODUCTION TO IT</b> An introduction to the desktop screen, mouse skills, MS Word, MS Paint and the Internet.	<b>Monday 1<sup>st</sup> March</b>	12.30pm – 4.30pm	CVST Rosemary Road Clacton
<b>Health and Safety</b> CIEH Level 2 Award in Health & Safety in the Workplace	<b>Tuesday 2<sup>nd</sup> March</b>	9.30am – 4.30pm	CVST Rosemary Road Clacton
<b>CULTIVATING CONFIDENCE</b> This session gives participants the skills required to raise their own self confidence.	<b>Wednesday 3<sup>rd</sup> March</b>	1.00pm – 4.00pm	CVST Rosemary Road Clacton
<b>MONEY MATTERS TO ME</b> An introduction to managing your money. Identifying the issues, organising paperwork and making a spending plan.	<b>Thursday 4<sup>th</sup> March</b>	9.30am – 12.30pm	CVST Rosemary Road Clacton

**For more information or to book – Contact Richard, Lindy or Lisa at CVS Tendring, Rosemary Road, Clacton**

**T: 01255 425692**

**E: [richard.perkins@tendringcvs.org.uk](mailto:richard.perkins@tendringcvs.org.uk)**

<b>Title and Description</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
<p><b>FIRST AID (EMERGENCY)</b> To provide participants with a knowledge of emergency procedures and basic first aid skills and to attain a recognised qualification in First Aid.</p>	<b>Monday 8<sup>th</sup> March</b>	9.30am – 4.30pm	CVST Rosemary Road Clacton
<p><b>COOKING WITH CONFIDENCE</b> Discover recipes to make the mouth water, create a delicious dish, taste the food, go home inspired.</p>	<b>Wednesday 10<sup>th</sup> March</b>	10.00am – 1.00pm	Ashlyns House 83 Fourth Ave. Frinton
<p><b>INTERVIEW SKILLS</b> Tips and hints for meeting the challenge of being interviewed this session will help you overcome nerves and be more positive and assertive.</p>	<b>Friday 12<sup>th</sup> March</b>	9.30am – 3.30pm	CVST Rosemary Road Clacton
<p><b>USING THE INTERNET</b> Learn how to use search engines, web addresses, bookmarking. Save and print web pages and images. Familiarity with the use of the keyboard and mouse is necessary.</p>	<b>Monday 15<sup>th</sup> March</b>	12.30pm – 4.30pm	CVST Rosemary Road Clacton
<p><b>DESK TOP PUBLISHING</b> Use Publisher software to produce documents such as; leaflets posters newsletters cards advertisements. Participants must be competent in the use of keyboard and mouse.</p>	<b>Monday 22<sup>nd</sup> March</b>	12.30pm – 4.30pm	CVST Rosemary Road Clacton
<p><b>SPEAKING WITH CONFIDENCE</b> Communicate your point of view effectively in public, during social interactions and on a one to one basis.</p>	<b>Wednesday 24<sup>th</sup> March</b>	1.00pm – 4.00pm	CVST Rosemary Road Clacton
<p><b>FOOD SAFETY</b> CIEH Level 2 Award in Food Safety designed to address the food safety needs of anyone working where food is prepared, cooked and handled.</p>	<b>Wednesday 31<sup>st</sup> March</b>	9.30am – 4.30pm	The Salvation Army 103 Old Road Clacton-on-Sea

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<b>FOOD SAFETY</b> CIEH Level 2 Award in Food Safety designed to address the food safety needs of anyone working where food is prepared, cooked and handled.	<b>Thursday 8<sup>th</sup> April</b>	9.30am – 4.30pm	CVST Rosemary Road Clacton
<b>FIRST AID (EMERGENCY)</b> To provide participants with a knowledge of emergency procedures and basic first aid skills and to attain a recognised qualification in First Aid.	<b>Monday 12<sup>th</sup> April</b>	9.30am – 4.30pm	CVST Rosemary Road Clacton
<b>TEAM WORKING &amp; MOTIVATION</b> The key to success at work. Understand the dynamics of a team and how to improve motivation and performance	<b>16<sup>th</sup> April</b>	9.30am – 3.30pm	CVST Rosemary Road Clacton
<b>WORKPLACE WRITING SKILLS</b> Improve your written communication skills in the workplace, tips and hints for writing memos, reports, emails and minutes	<b>Monday 19<sup>th</sup> April</b>	9.30am – 12.30pm	CVST Rosemary Road Clacton
<b>GETTING BACK IN CONTROL</b> This session aims to give participants the skills required to recognise and learn to deal with anger issues with themselves or with other people.	<b>Thursday 22<sup>nd</sup> April</b>	9.30am – 12.30pm	CVST Rosemary Road, Clacton
<b>INTRODUCTION TO EXCEL</b> Manage your budget. An introduction to basic calculations and formatting and the creation of graphs and charts. Participants should be familiar with keyboard and mouse.	<b>Monday 26<sup>th</sup> April</b>	12.30pm – 4.30pm	CVST Rosemary Road Clacton
<b>MAKING BETTER CHOICES</b> Gain the skills required to be assertive in making life choices.	<b>Thursday 29<sup>th</sup> April</b>	9.30am – 12.30pm	CVST Rosemary Road Clacton
<b>PRESENTATION SKILLS</b> Improve skills and learn tips and hints to help manage nerves and utilise skills for delivering better presentations.	<b>Friday 7<sup>th</sup> May</b>	9.30am – 3.30pm	CVST Rosemary Road Clacton

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<b>CONFIDENT COMMUNICATION</b> Getting your thoughts across in writing. Strategies and rules to make your writing more effective and help improve spelling.	<b>Monday 10<sup>th</sup> May</b>	9.30am – 12.30 pm	CVST Rosemary Road Clacton
<b>EFFECTIVE VOLUNTEERING</b> Learn how to build on your skills and be a volunteer in your community.	<b>Friday 14<sup>th</sup> May</b>	9.30am-12.30pm	CVST Rosemary Road Clacton
<b>INTRODUCTION TO POWERPOINT</b> Create your own presentation. Formatting text, inserting images, applying design templates, transitions. Participants should be familiar with the keyboard and mouse.	<b>Monday 17<sup>th</sup> May</b>	12.30pm – 4.30pm	CVST Rosemary Road Clacton
<b>INTRODUCTION TO CONSTRUCTION (ELECTRICAL WORK)</b> Learn about the industry and improve basic skills.	<b>Wednesday 2<sup>nd</sup> June</b>	1.30am – 4.30pm	Colchester Institute Church Road Clacton
<b>INTRODUCTION TO CONSTRUCTION (PLUMBING)</b> Learn about the industry and improve basic skills.	<b>Wednesday 9<sup>th</sup> June</b>	1.30pm – 4.30pm	Colchester Institute Church Road Clacton

# **Community Voluntary Services Tendring**

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