



TRAINING DATES

JANUARY TO MARCH 2012

Building a Budget

Tuesday 10 January 2012 – 10:00 to 16:00

A full day course on how to prepare your budget for the coming year or for a funding bid.

Member Price: £55.00

Non-Member Price: £60.00

Statutory Price: £110.00

Venue: VA-L, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW

Course Description

This course will consider and use examples to show:

- * what is a budget and how to put one together
- * delving into detail: producing a month-by-month cash flow forecast
- * why it is useful

Whether you want a budget for a funding bid or for your organisation's management, budgets are a crucial part of planning. We will use templates and a step-by-step practical example to unravel the mystery!

Finding Funding

Wednesday 11 January 2012 – 10:00 to 13:00

A good starting point for anyone looking for funding for their group, you will get to see what free resources are available to help you, click the title for more details on the session. This course is **FREE** however you do need to book a £10 deposit is required which is refunded on attendance

Member Price: free

Non-Member Price: free

Statutory Price: free

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This morning session will look at how free resources as well as the funder finder package is available to help you locate funders that are interested in your project. You will cover:

- identifying funders
- a range of sources including local pots
- how to search for up to date information using the web and other free resources

Please note to book this course you will need to send a fully refundable £10 booking deposit with your booking form.

Basic Book-keeping

Tuesday 17 January 2012 – 10:00 to 16:00

An introduction to keeping your organisations finances in order and getting the system correct from the start for recording the money coming in and out of the organisation.

Member Price: £55.00

Non-Member Price: £60.00

Statutory Price: £110.00

Venue: VA-L, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW

Course Description

On this day course you will learn:

- * how to record your money in and out
- * how to match them to what the bank says (and/or the petty cash tin balance)
- * how to produce a simple finance report so you know your current situation

A WYCAS tutor will lead the session, working through a practical exercise, so that you will be able to set up and use a paper-based recording method for your organisation

Food Safety - Level 2

Wednesday 18 January 2012 - 09:30 to 16:00

This will cover the principles of food hygiene

Price: £60.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This training will cover microbiological hazards (bacteria), food poisoning and its control, spoilage and preservation, personal hygiene, food premises and equipment, food pests, cleaning and disinfection, food safety law and enforcement. Delegates need to successfully complete a multiple choice test paper in order to attain the Level 2 certificate, valid for 3 years

Emergency First Aid at Work

Thursday 19 January 2012 - 09:30 to 16:00

This is an accredited course giving a certificate which is valid for three years.

Price: £60.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course will cover the aims of providing first aid by an organisation and the expectations of the nominated first aiders. It will also look at how to deal with the incidences below;

- CPR and maintaining life until the emergency services arrive
- Recovery position
- Dressings and bandages
- Burns, bleeds and poisons
- Head injuries
- causes and treatment of clinical shock

First Aid at Work (Full First Aid Course)

Wednesday, Thursday and Friday 25, 26 and 27 January 2012 - 09:30 to 16:00

This course is aimed at those wishing to achieve the Full First Aider Certificate.

Price: £175.00

(A £20 reduction per person if an organisation books 2 or more places)

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course includes: all the information contained in the one day Emergency First Aid at Work but with more emphasis on why conditions occur and continuous practice on practical parts of the course to ensure confidence and competence. The course runs over 3 days with assessments (practical and written) on the third day.

Minute Taking

Friday 27 January 2012 – 10:00 to 16:00

This course will equip you with the knowledge needed to produce accurate, clear and concise minutes and reduce time spent on transcribing and producing typed minutes.

Member Price: £55.00

Non-Member Price: £60.00

Statutory Price: £110.00

Venue: VA-L, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW

Course Description

The course is aimed at voluntary sector organisations and covers: what are minutes, matching minutes to their purpose, six types of minutes, time saving tips and techniques, note taking skills, summarising skills, vocabulary and grammar, use of jargon and agendas-formats.

Fire Safety – Level 2

Wednesday 8 February 2012 – 09:30 to 16:00

This training is an introduction to the latest legislation you need to adhere to in relation to fire safety in voluntary or community projects and will equip you to act as Fire Warden.

Price: £55.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course consists of: legislation, fire risk assessment, elements of fire, fire procedures and prevention, fire stage standards, theory of fire fighting equipment and role of the Fire Warden.

Creating Better Flyers and Leaflets

Wednesday 8 February 2012 – 10:00 to 13:00

This session looks at the basics of getting your communications right, how to create leaflets and flyers and what the best selling points to include. This course is **FREE** however you do need to book a £10 deposit is required which is refunded on attendance

Member Price: free

Non-Member Price: free

Statutory Price: free

Venue: VA-L, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW

Course Description

This course will show participants an overview of the best ways to convey information effectively using leaflets and flyers.

By introducing them to the basic principles that underpin clear design and increase their understanding of the needs of their target audience you can go on to improve your publicity materials.

Please note to book this course you will need to send a fully refundable £10 booking deposit with your booking form.

Food Safety – Level 1

Thursday 9 February 2012– 09:30 to 12:30

This course is at an introductory level and will cover the legal requirements of the food handler

Price: £35.00

Three places for the price of two

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This course will be a half day course in good practice when handling food and does not give an accredited certificate, however it is suitable for occasional food handling usage and will cover the legalities and compliance, germs and food poisoning, cross contamination, food pests cleaning, safe food temperatures and personal hygiene for the food handler.

Health & Safety – Level 2

Tuesday 21 February 2012 – 09:30 to 16:30

This is suitable for everyone who wishes to learn basic health & safety within a workplace context. You will receive a **certificate valid for 3 years.**

Member Price: £55.00

Non-Member Price: £60.00

Statutory Price: £65.00

Venue: VA-L, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW

Course Description

This course will give you the essential information to ensure your organisations has the correct procedures in place to comply with legislation. You will also be examining the potential risk to employees or service users and how to come up with solutions and record your actions. You will look at: **Costs of Poor Health & Safety, Causes of Accidents, Legislation, Duties & Responsibilities, Risk Assessing, Fire & Fire Extinguishers, First Aid, Electricity, Manual Handling**

All delegates will receive a course book, accompanied with a course training pack

Spreadsheets for Beginners

Tuesday 21 February 2012 – 10:00 to 16:00

A full day course about Excel and how this can help you keep basic finance records for your organisation, it is a simple and easy solution to keeping records up to date and in order and you can see if will save you work.

Member Price: £55.00

Non-Member Price: £60.00

Statutory Price: £110.00

Venue: VA-L, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW

Course Description

What is a spreadsheet? Can it save me work? This course is aimed at beginners and will:

- give you an understanding of how they work
- build experience and confidence in setting up and using spreadsheets
- equip you to start using a spreadsheet for financial recording

Developing Supervision Skills

Wednesday 22 February 2012 – 10:00 to 16:00

The course will explore what supervision is, what makes it effective and how to improve your skills if you are new to managing people or need an update.

Member Price: £55.00

Non-Member Price: £60.00

Statutory Price: £110.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This course will look at a variety of supervision techniques and give you a greater understanding the different models to help you feel more confident throughout the process.

You will also discuss difficulties that might occur and how to deal with them, as well as understanding how the process benefits the organisation and individuals within.

Safeguarding

Wednesday 23 February 2012 – 09:00 – 16:00

This course is suitable for people who are in contact with children, young people or adults.

Price: £55.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course will cover: legislative and policy framework, your responsibilities, indicators of different kinds of abuse, barriers to disclosing abuse/barriers to professionals responding to abuse

Food Safety – Level 2

Thursday 8 March 2012 – 09:30 to 16:00

This will cover the principles of food hygiene

Price: £60.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This training will cover microbiological hazards (bacteria), food poisoning and it's control, spoilage and preservation, personal hygiene, food premises and equipment, food pests, cleaning and disinfection, food safety law and enforcement. Delegates need to successfully complete a multiple choice test paper in order to attain the Level 2 certificate, valid for 3 years

Finding Funding

Tuesday 27 March 2012 – 10:00 to 13:00

A good starting point for anyone looking for funding for their group, you will get to see what free resources are available to help you, click the title for more details on the session. This course is **FREE** however you do need to book a £10 deposit is required which is refunded on attendance

Member Price: free

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Statutory Price: free

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- identifying funders
- a range of sources including local pots
- how to search for up to date information using the web and other free resources

Please note to book this course you will need to send a fully refundable £10 booking deposit with your booking form.

Emergency First Aid at Work

Wednesday 28 March 2012 – 09:30 to 16:00

This is an accredited course giving a certificate which is valid for three years.

Member Price: £60.00

Venue: Feel Good Factor, 53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course will cover the aims of providing first aid by an organisation and the expectations of the nominated first aiders. It will also look at how to deal with the incidences below;

- CPR and maintaining life until the emergency services arrive
- Recovery position
- Dressings and bandages
- Burns, bleeds and poisons
- Head injuries
- causes and treatment of clinical shock