

Minute Taking

Tuesday 7 September 2010 - 10:00am to 4:00pm

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

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

The course 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

How to form a community interest company

Wednesday 8 September 2010 - 10:00am to 1:00pm

This will give you the basic requirements of what a community interest company is and why this structure might suit your organisation

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

This will go through the process of forming a community interest company, why it might be suitable for community and voluntary organisations, the implications for the organisation and how to go through the process of setting one up.

Please note that workers from statutory organisations will be charged a higher fee to attend, the prices quoted are for VCS groups, please ask for details

Basic Quickbooks

Friday 10 September 2010 - 10:00am to 4:00pm

This will give an overview of how the Quickbooks accounting package works. Aimed at those who are new to the package and thinking of computerising their finance systems.

Member Price: £55.00

Non-Member Price: £60.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

The day will include hands on practice at:

- Setting up/transferring manual records
- Entering receipts and payment transactions
- Doing bank reconciliations
- Recording petty cash transactions
- Reporting on restricted funds
- Activity and balances
- Backing up and restoring account files

Food Hygiene Level 2

Thursday 16 September 2010 - 9:30am to 4:30pm

This will cover the principles of food hygiene and you will get a three year certificate in safe good hygiene practice - click title for more details

Member Price: £60.00

Non-Member Price: £65.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

You will as part of the course take a test to lead you to the accreditation process, it will be practical and you will have covered all the areas during the day. This three year certificate is recognised by the **Institute of Public Health** as following good practice to ensure safe food handling. The areas covered during the day are;

- cleaning and disinfection
- storage of food
- bacteria and infection control
- meeting your statutory requirements

Finding Funding

Friday 17 September 2010 - 10:00am to 1:00pm

Finding the right funder can seem impossible, this course will help you find free resources to help you locate the right pot for you - click the title for more information. Bursaries available for leeds groups with income less than £20k

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

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

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

Emergency First Aid at Work

Thursday 23 September 2010 - 9:30am to 3:30pm

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

Member Price: £55.00

Non-Member Price: £55.00

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

How to Register as a Charity

Wednesday 29 September 2010 - 10:00am to 1:00pm

For anyone wanting to consider registering as a charity and what voluntary and/or community groups need to do.

Member Price: £30.00

Non-Member Price: £40.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The session will look at the process of registering as a charity including:

- Eligibility to register
- What you will need to register
- Where and how to register
- Looking at documents and practice filling them in

Food Safety Awareness

Thursday 30 September 2010 - 9:30am to 12:30pm

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

Member Price: £35.00

Non-Member Price: £35.00

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

Excel for book-keeping

Friday 8 October 2010 - 10:00am to 4:00pm

An overview of what excel can offer in terms of keeping track of your organisations finances. You will practice using the package and produce a simple spreadsheet set of accounts

Member Price: £55.00

Non-Member Price: £60.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

This is a full day course that will include all the elements of Excel that can make keeping the accounts simpler. How to produce reports and analyse income and expenditure, how to reconcile this to the bank statement and keep day to day transactions in order

Introduction to Health & Safety

Tuesday 12 October 2010 - 9:30am to 4:30pm

An introduction to health and safety and the things that you will need to consider as an organisation to meet your statutory requirements, click the title for more information on the session

Member Price: £55.00

Non-Member Price: £60.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This course will give you the essential information which your organisation needs to ensure that the necessary policies and procedures are 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

Managing Difficult Behaviour

Thursday 21 October 2010 - 9:30am to 4:30pm

This course will:

help you be able to identify challenging behaviour from clients and look at strategies to manage these

Member Price: £55.00

Non-Member Price: £55.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

During the day you will be able to understand how to positively affect the behaviour of difficult clients
Look at ways of promoting positive behaviour using practical examples and relevant interventions

Chairing Skills

Thursday 14 October 2010 - 10:00am to 1:00pm

This will give you an introduction to the role and responsibilities of the chair.

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

Often committees consist of people coming up with ideas and suggestions and then the expectation is that the chair does it all. This course will look at what exactly are your responsibilities and how to ensure the work gets done without burnout. We will also look at managing meetings well, delegation, keeping records and team work.

Emergency First Aid

Tuesday 19 October 2010 - 9:30am to 4:30pm

This course will give you a **three year accredited certificate in first aid** that will be suitable for a voluntary organisation

Member Price: £60.00

Non-Member Price: £65.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

This course will cover the basics of sustaining life until the support of the emergency services can be obtained and will cover;

- choking
- cpr - what to do and what not to do, why this will help and how to get over your fear
- dealing with shock
- putting people in the correct recovery position
- assessing a situation and what action to take

Food Hygiene

Wednesday 27 October 2010 - 9:30am to 4:30pm

This will cover the principles of food hygiene and you will get a three year certificate in safe good hygiene practice - click title for more details

Member Price: £60.00

Non-Member Price: £65.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

You will as part of the course take a test to lead you to the accreditation process, it will be practical and you will have covered all the areas during the day. This three year certificate is recognised by the **Institute of Public**

Health as following good practice to ensure safe food handling. The areas covered during the day are;

- cleaning and disinfection
- storage of food
- bacteria and infection control
- meeting your statutory requirements

How to Register as a Charity

Wednesday 27 October 2010 - 10:00am to 1:00pm

For anyone wanting to consider registering as a charity and what voluntary and/or community groups need to do.

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

The session will look at the process of registering as a charity including:

- Eligibility to register
- What you will need to register
- Where and how to register
- Looking at documents and practice filling them in

Health & Safety Awareness

Thursday 28 October 2010 - 9:30am to 12:30pm

A basic course to highlighting what you need to consider when looking at your health and safety requirements for an organisation or community group

Member Price: £35.00

Non-Member Price: £35.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

A short introductory course to health and safety issues that can occur when organisations are using volunteers, employing staff or planning activities and events

Moving and Handling

Thursday 28 October 2010 - 1:00pm to 4:00pm

A quick guide to the correct moving and handling procedures for anyone working in the community

Member Price: £35.00

Non-Member Price: £35.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This will give you an overview of the methods that are considered safe for anyone who does moving and handling as part of their role

Minute Taking

Monday 1 November 2010 - 10:00am to 4:00pm

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

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

The course 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

Thinking about Management (2 days)

Thursday 4 November 2010 - 10:00am to 4:00pm

This course will run on **4th & 5th of November 2010** from 10.00 - 4.00 you will need to attend both days of the course.

Member Price: £90.00

Non-Member Price: £100.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This course will allow you to explore the roles and responsibilities of being a Manager within a voluntary and community organisation, it will look at the issues you will face, dealing with staff, change management, and give you the skills to address issues as and when they arise with confidence

Intermediate quickbooks

Friday 5 November 2010 - 10:00am to 4:00pm

This course will cover how to raise invoices and the reporting system behind them.

Member Price: £55.00

Non-Member Price: £60.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

You will also look at customer statements and debtor reports, how to record budgets and produce reports comparing the actual spend against the budget as well as procedures for reporting restricted funds.

How to make a successful funding bid

Thursday 11 November 2010 - 10:00am to 1:00pm

Aimed at any voluntary and community group new to fundraising, click for more information and booking details

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

This short course will give you lots of information on how you can make better bids and what funders are looking for, you will look at;

- what to include in a bid
- key questions to answer to your funders around need, providing outcomes and your service users involvement
- how to present bids in a way that will sell your ideas
- why some succeed and others fail - learning tips for future

Train the Trainer

Wednesday 17 November 2010 - 10:00am to 4:00pm

An introduction to training skills which will run on **17, 18 November & 1 December 2010** inclusive. You will need to attend all 3 days to maximise the benefit of this course. .

Member Price: £140.00

Non-Member Price: £150.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This course is aimed at staff within organisations that take responsibility for training other staff or volunteers. It is an introduction to the basics of teaching or training and will look in detail at planning sessions, looking at values, presentation skills and how to handle nerves and work in a group with confidence

Roles and responsibility of management committee

Tuesday 23 November 2010 - 3:00pm to 5:00pm

This three hour session will give you an insight just what is involved in being a member of a management committee, click for more details and booking info

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

If you are unclear about your role as a trustee, or are considering taking part in a committee then this is the course for you. We will look at what your responsibilities are, what the role is for, key officers posts and also generic committee members duties.

We can take up to two management committee members free of charge on this course or any of the other advertised, under our bursary scheme if your organisation gets less than £20k income a year, contact us for more details or fill in a bursary form available on the training page.

Full Cost Recovery

Wednesday 24 November 2010 - 10:00am to 4:00pm

A guide to how full cost recovery works and the system you need to operate to apportion all the core costs incurred by your organisation

Member Price: £55.00

Non-Member Price: £60.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

This is a comprehensive introduction of how to implement the system within your budgets and finance operations, how to apportion costs per project, activity, etc

Planning a fundable project

Thursday 25 November 2010 - 10:00am to 3:00pm

A guide to how to plan your project and what steps to take to ensure you don't miss anything out. Click title to see more information and book place

Member Price: £55.00

Non-Member Price: £60.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Food Hygiene Level 2

Tuesday 30 November 2010 - 9:30am to 4:30pm

This will cover the principles of food hygiene and you will get a three year certificate in safe good hygiene practice - click title for more details

Member Price: £60.00

Non-Member Price: £65.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

You will as part of the course take a test to lead you to the accreditation process, it will be practical and you will have covered all the areas during the day. This three year certificate is recognised by the **Institute of Public Health** as following good practice to ensure safe food handling. The areas covered during the day are;

- cleaning and disinfection
- storage of food
- bacteria and infection control
- meeting your statutory requirements

Finding Funding

Thursday 2 December 2010 - 10:00am to 1:00pm

Finding the right funder can seem impossible, this course will help you find free resources to help you locate the right pot for you - click the title for more information. Bursaries available for Leeds groups with income less than £20k

Member Price: £30.00

Non-Member Price: £40.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

This morning session will look at how free resources as well as the funderfinder package are 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

Emergency First Aid

Wednesday 15 December 2010 - 9:30am to 3:30pm

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

Member Price: £55.00

Non-Member Price: £55.00

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

Applying for small grants

Wednesday 12 January 2011 - 10:00am to 1:00pm

This course is for any community and voluntary organisation who are looking at applying for grants under £10k, this will give you tips on how to identify funders and what they might be looking for in successful applications

Member Price: £30.00

Non-Member Price: £40.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The day will cover what to include in a bid:

including key questions around need, outcomes and involvement, presenting bids and key questions around why some bids succeed where others fail

Introduction to Finance

Thursday 13 January 2011 - 10:00am to 1:00pm

To introduce participants to the four foundations of good practice when keeping the finances in order

Member Price: £30.00

Non-Member Price: £40.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course is a half day and will look at good financial management, planning, record keeping, reports and rules (or sometimes called financial controls) that will support your organisation in keeping track of the money and minimising the risk of fraud or mis-management of funds

Minute Taking

Tuesday 18 January 2011 - 10:00am to 4:00pm

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

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

The course 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.

Food Safety Awareness

Wednesday 19 January 2011 - 9:30am to 12:30pm

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

Member Price: £35.00

Non-Member Price: £35.00

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

How to managing joint working – one size does not fit all

Wednesday 19 January 2011 - 10:00am to 4:00pm

An introduction to the intricacies of joint working, which includes a no nonsense look at joint working. This course is aimed at medium sized charities

Member Price: £55.00

Non-Member Price: £60.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

The course will define the jargon, look at different examples of partnerships, collaboration (ie joint working), and mergers. It will also look at the choices in structure and the legal forms this could take.

Emergency First Aid

Thursday 20 January 2011 - 9:30am to 4:00pm

This course will give you a **three year accredited certificate in first aid** that will be suitable for a voluntary organisation

Member Price: £60.00

Non-Member Price: £65.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

This course will cover the basics of sustaining life until the support of the emergency services can be obtained and will cover;

- choking
- cpr - what to do and what not to do, why this will help and how to get over your fear
- dealing with shock
- putting people in the correct recovery position
- assessing a situation and what action to take

Food Hygiene

Wednesday 26 January 2011 - 9:30am to 4:30pm

This will cover the principles of food hygiene and you will get a three year certificate in safe good hygiene practice - click title for more details

Member Price: £60.00

Non-Member Price: £65.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

You will as part of the course take a test to lead you to the accreditation process, it will be practical and you will have covered all the areas during the day. This three year certificate is recognised by the **Institute of Public Health** as following good practice to ensure safe food handling. The areas covered during the day are;

- cleaning and disinfection
- storage of food
- bacteria and infection control
- meeting your statutory requirements

Data Protection

Wednesday 26 January 2011 - 10:00am to 4:00pm

This course is looking at how to manage the information you collect and do it well.

Member Price: £55.00

Non-Member Price: £60.00

Venue: VA-L

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Course Description

If you keep records that identifies an individual, and is not in the public domain then you need to consider how you manage your data and ensure you comply with the data protection legislation, this course will look at how you can get this often confusing area of work right and not put your information at risk.

Understanding annual accounts

Thursday 27 January 2011 - 10:00am to 1:00pm

An introductory course to getting things in order for your annual accounts and how to prepare for your year end

Member Price: £35.00

Non-Member Price: £40.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The course will look at the requirements of your auditor, how to prepare for the annual accounts, presenting the accounts to your trustees and ensuring they understand the reporting system

Fire Awareness

Wednesday 2 February 2011 - 9:30am to 12:30pm

This course is an introduction to the latest legislation that organisations need to adhere to in relation to fire safety

Member Price: £35.00

Non-Member Price: £35.00

Venue: Feel Good Factor

53 Louis Street, Chapeltown, Leeds LS7 4BP

Course Description

The morning will cover;

fire evacuation procedures

extinguishers and what organisations need in relation to their activities

fire prevention measures

and ensuring safe working practice