

Feel Good Factor Training Programme 2009/10



Date (s)	Course Title	Time	Venue	Cost
16th September	Food Safety Training	9.30am - 4.30pm	FGF	£55.00
28th September 09	Developing Supervision Skills	10.00am - 4.00pm	FGF	£45.00
1st October 09	Appointed Person First Aid	9.30am - 4.15pm	FGF	£55.00
5 th , 6 th & 20th Oct 9	Train the Trainer	10.00am - 4.00pm	FGF	£140.00
8 th October 09	Minute Taking	10.00am - 4.00pm	VA-L	£45.00
13 th October 09	Spotting & Recognising your Organisation's Financial Difficulties	10.00am - 1.00pm	FGF	£25.00
14 th October 09	Commissioning Contracting in VCS	10.00am - 4.00pm	FGF	£45.00
15 th October 09	The Challenges of Being A Manager	10.00am - 4.00pm	VA-L	£15.00
3rd November 09	Basic Presentation Skills	10.00am- 4.00pm	FGF	£45.00
10th November 09	Food Safety Awareness	9.30am - 12.30pm	FGF	£35.00
12th November 09	Quick Guide to Monitoring and Evaluation	10.00am - 4.00pm	FGF	£45.00
17th November 09	Paediatric First Aid	9.30am - 3.30pm	FGF	£45.00
24th November 09	Confidence Building	9.30am - 3.30pm	FGF	£35.00
8th December 09	Creating Successful E-Newsletters	10.00am - 4.00pm	VA-L	£45.00
9th December 09	Fire Warden Training	9.30am - 12.30pm	FGF	£40.00
15th December 09	Basic Book-Keeping	10.00am - 4.00pm	FGF	£45.00
13th January 10	DIY Fundraising	10.00am - 1.00pm	FGF	£25.00
19th January 10	Recruitment & Selection of Staff	10.00am - 4.00pm	FGF	£45.00
27th January 10	Emergency First Aid	9.30am - 3.30pm	FGF	£45.00

There are a number of courses that we can deliver outside our training programme to groups of a minimum of 8-10 people:

Food Awareness—Food Safety—Paediatric First Aid—Confidence Building

FREE Bursary places are available to cover the fees for groups with under £20k income a year, please ask when booking a place.

To book your place contact FGF 0113 350 4200

Venues for Training:

Feel Good Factor
53 Louis Street, Leeds LS7 4BP

Voluntary Action Leeds, Stringer House,
34 Lupton Street, LS10 2QW

Brief Course Contents



<p>First Aid (1 day course) Suitable for those who would like to learn what to do in an emergency:</p> <ul style="list-style-type: none"> • CPR, Recovery Position, choking Bleeding & burns <p>Assessment process throughout.</p>	<p>Paediatric First Aid Aimed at people with and/or working with children & babies:</p> <ul style="list-style-type: none"> • CPR on adults, babies & children • Recovery position • Childhood illnesses 	<p>Train the Trainer Designed to develop confidence & skills when delivering training:</p> <ul style="list-style-type: none"> • Skills needed • Lesson plans • Practice sessions
<p>Food Safety Level 2 Intended for those already working in catering & handling food:</p> <ul style="list-style-type: none"> • 30 question multi-choice paper • Certificate valid for 3 years 	<p>Minute Taking Designed to enable participants to produce accurate, clear and concise minutes and reduce the time spent on transcribing and producing typed minutes.</p>	<p>Food Safety Awareness Intended for those working with food on an occasional basis or as a refresher for L2 Food Safety.</p>
<p>Developing Supervision Skills Introduces a range of models of supervision to enable participants to select and apply those which are most appropriate to their working environment.</p>	<p>Spotting & Recognising Financial Difficulties Designed to enable participants to spot the signs of financial difficulties within an organisation and know what could & should be done.</p>	<p>Commissioning Contracting in VCS Gives an introduction to the process of Contracting & Commissioning, plus exploring funding opportunities in Leeds.</p>
<p>The Challenges of Being a Manager This day will explore:</p> <ul style="list-style-type: none"> • What makes a good manager • Managing a team • Managing a meeting • Managing conflict 	<p>Basic Presentation Skills Aimed at those who are new to presenting or want to develop their presentation style. Participants will get to practice delivery techniques and receive feedback.</p>	<p>Measuring Success – a quick guide to Monitoring & Evaluation Aimed to show participants how to measure what has been achieved and ways to monitor the progress of your project; sort out the jargon; outputs.</p>
<p>Confidence Building Includes the preparation of a "Planning Journal" in order to identify and carry out your own personal goals:</p> <ul style="list-style-type: none"> • Relaxations sessions • Confident attitudes • How to succeed 	<p>Creating Successful E-Newsletters To help you look at your organisation's ability to communicate by email and improve external communications.</p>	<p>Fire Warden Training Designed to enable employers to have competent people available to respond positively in an emergency in order to meet the legal requirements.</p>
<p>Basic Book- keeping Aimed to introduce participants to the basics of recording day-to-day bank and cash transactions and maintaining an asset register, in order to enable financial reports to</p>	<p>DIY Fundraising Looks at ways of encouraging the public to give; the pros and cons of individual giving; legal issues and tips for planning events.</p>	<p>Recruitment & Selection Aimed at organisations that have little experience of recruiting employees.</p> <ul style="list-style-type: none"> • Getting the best from candidates at interview

For more information on our training and/or services you can visit our Website: www.fgfleeds.org