

CVS

TRAINING DIARY 1ST QUARTER 2010

Council for Voluntary Service Northampton & County

32-36 Hazelwood Road, Northampton NN1 1LN
Tel: 01604 627128 Email: cvs@cvsnorthamptonshire.org.uk
Website: www.cvsnorthamptonshire.org.uk
Charity Reg. No. 1034697

Charitable Company Limited by Guarantee in England and Wales No. 2902472

Supporting the third sector for 100 years



January 2010

Tuesday 12th

Petty Cash – Imprest System (including written procedure) 9.30 – 12.30pm £10.00
Income and Expenditure (including basic spreadsheet format) 1pm – 4pm £10.00
Victoria Centre Wellingborough

Thursday 14th

Communication 9.30 – 12.30pm £10.00
Recruitment and Retention of Staff 1pm – 4pm
Doddridge Centre Northampton £15.00

Monday 18th and 25th (plus 1st & 8th Feb)
Computer Training 1pm – 3.30 at Corby VCS £20.00

Tuesday 19th

Interviewing techniques and tools. 9.30 – 12.30
Rushden Volunteer Centre (NVCA) £15.00

Friday 22nd

Time Management 9.30 – 12.30 £15.00
Fundraising in the recession. 1pm – 4pm
Corby VCS. £15.00

Friday 29th

Communication 9.30 – 12.30 £10.00
Health and Safety. 1pm – 4pm £10.00
Abbey Centre Daventry.

February 2010

Monday 1st & 8th Computer Training 1pm – 3.30 Corby VCS
(plus Jan 18th & 25th) £20.00

Friday 12th

Developing a Business Plan. 1pm – 4pm Doddridge
Centre Northampton £15.00

Tuesday 16th

Contracts of employment 9.30 – 12.30 £15.00
Redundancy (including selection criteria) 1pm – 4pm
Victoria Centre Wellingborough. £15.00

Thursday 25th

Trustee Network Meeting. 6.30pm - 8pm DELOS
Community Wellingborough

Friday 26th

Bank reconciliation 9.30 – 12.30 £10.00
Management Accounting. 1pm – 4pm £10.00
Abbey Centre Daventry

APRIL 2010

March 2010

Friday 5th, 12th, 19th, 26th Computer Training. 10am – 12.30pm Rushden Volunteer Centre (NVCA) £20.00

Tuesday 9th

New rules surrounding Grievance and Disciplinary guidance. 10am–3pm Corby VCS £15.00

Tuesday 23rd

Communications 9.30 – 12.30 £10.00

Health & Safety 1pm - 4. Doddridge Centre Northampton. £10.00

Wednesday 31st

Team Building and Staff Development. 9.30 – 12.30pm £15.00

Time Management 1pm - 4 £15.00

Victoria Centre Wellingborough.

➤ Computer Training

2 week course

Thursday April 15th and 22nd
10am to 3.30pm each day.

Cost is £20 for the two day course.

Held at NVCA Northampton
Doulton House.



**This training is delivered by CVS Northamptonshire
in partnership with NVCA
and funded by the Big Lottery
under the BASIS Fund**

Booking conditions:-

Bookings will only be accepted with accompanying cheque for the specified amount of cost per person per course. Once booking is accepted a detailed map and confirmation will be sent to all participants.

CVS Northamptonshire, 32 – 36 Hazelwood Road Northampton NN1 1LN Charity No 2902472 Company Limited
by Guarantee No 1034697 Tel: 01604 624121 E mail john@cvsnorthamptonshire.org.uk

All courses will include light refreshments, but lunches are not included
and will need to be brought with you.