



## Beeston Training Programme - Autumn 2009

The Training Programme is funded by the Boots Charitable Trust, and delivered by Volunteer Centre Broxtowe. The following courses will be held in the Devonshire Room of Cavendish Lodge in Beeston.

To be accepted, all bookings must be made using the appropriate booking form, and the booking fee of £5 must accompany your booking form.

### **Tuesday 22 September 2009 - Motivating and Retaining Volunteers**

A course for any organization or group working with Volunteers. Sometimes Volunteers leave because their circumstances change, but sometimes it is because they get fed up or somehow lose that spark.

Should you have seen it coming? Could you have prevented it? Can you do anything to rescue the situation? This session aims to answer all these questions - and more!

**Times:** 09.30 - 12.30. Drinks provided

**Cost:** Paid Staff - £25 per head

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

### **Wednesday 23 September 2009 - Diversity Training**

Diversity is an integral part of our culture and this Course will deliver insight into this important issue.

**Times:** 09.30 - 12.30. Drinks provided

**Cost:** Paid Staff - £25 per head

Free to Volunteers/Unemployed people

The returnable booking fee of £5 applies to all.

### **Thursday 24 September 2009 - Basic Food Hygiene Certificate Course**

Essential course for all volunteers and paid workers, giving you a recognised certificate.  
Also useful for those volunteers seeking paid employment.

**Times:** 09.00 - 16.15. Full day course, all drinks provided, but please bring a packed lunch.

**Cost:** Paid Staff - £45 per head

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

### **Tuesday 29 September 2009 - Assertiveness Training**

An invaluable course to help you discover ways to develop an assertive and positive attitude.

**Times:** 09.30 - 12.30. Drinks provided

**Cost:** Paid Staff - £25 per head

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

### **Thursday 29 October, 2009 - Self Audit**

Take stock, analyse yourself, your skills and your present situation. Get a clearer picture of where you want to go in your life and realistically how to go about it.

**Times:** 09.30 - 12.30. Drinks provided

**Cost:** Paid Staff - £25 per head

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

### **Thursday 5 November, 2009 - Assertive Communication**

Learn to recognize your own patterns and danger spots. Learn ways of handling situations with friends, family and work colleagues with tact and fairness on all sides.

**Times:** 09.30 - 12.30. Drink provided.

**Cost:** Paid Staff - £25 per head.

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

## **Tuesday 10 November, 2009 - Basic First Aid and Lifesaving Skills**

How to keep someone safe until the emergency services arrive.

**Times:** 09.30 - 4.00pm. Full day course, all drinks provided, but please bring a packed lunch.

**Cost:** Paid Staff - £30 per head.

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

## **Thursday 12 November, 2009 - Relaxation Techniques**

Learn 5 ways of relaxing for different situations, e.g. interviews, parent's evenings, and getting to sleep at night. Includes Self-Hypnosis to give you control of your own state.

**Times:** 09.30 - 12.30. Drinks provided.

**Cost:** Paid Staff - £25 per head.

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

## **Thursday 19 November, 2009 - Looking Good on Paper**

How to fill in application forms and how to create winning CVs. The aim of 'looking good on paper' is to get that all-important interview.

**Times:** 09.30 - 12.30. Drinks provided.

**Cost:** Paid Staff - £25 per head.

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

## **Thursday 26 November, 2009 - Blowing Your Own Trumpet**

How to speak up for yourself in interviews. This session will help you overcome shyness and reticence and do justice to yourself - without going on too long!

**Times:** 09.30 - 12.30. Drinks provided.

**Cost:** Paid Staff - £25 per head.

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

### **Thursday 3 December, 2009 - How To Eat An Elephant**

How to tackle any project, large or small, and keep motivated. Sometimes a task seems so huge or difficult we feel daunted and give up before we begin. This session will give you strategies for getting started (and keeping going!)

**Times:** 09.30 - 12.30. Drinks provided.

**Cost:** Paid Staff - £25 per head.

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.

### **Thursday 10 December 2009 - Basic Food Hygiene Certificate Course**

Essential course for all volunteers and paid workers, giving you a recognised certificate.

Also useful for those volunteers seeking paid employment.

**Times:** 09.00 - 16.15. Full day course, all drinks provided, but please bring a packed lunch.

**Cost:** Paid Staff - £45 per head

Free to Volunteers/Unemployed people.

The returnable booking fee of £5 applies to all.