

**GWENT
ASSOCIATION OF
VOLUNTARY
ORGANISATIONS**

Charity Reg No. 1113558 Company Limited By Guarantee 5590517
(Est. 1927)

Training & Development

HEALTH & WELLBEING

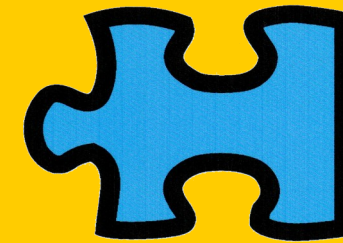
Course Title	Cost	Sept	Oct	Nov	Dec
Mental Health First Aid	£75		10-11 inc		
Mental Health First Aid in Youth	£75	29-30 inc			01-02 inc
Autism Awareness	£82		18		20
Child Protection Awareness—Level 1	POA	19		10, 17, 25	
Protection of Vulnerable Adults—Level 1	POA	19		10, 17, 25	
Key Legal Issues Awareness in Social Care	£82	14			
Medication Awareness	£69	27	25	29	13
Infection Control	£55	13		10	
Introduction to Degenerative Diseases	£82	21			

Centre Accreditations and Partner Organisations



For further information regarding the above courses or any other training requirements contact;

Jan Billinghamurst on 01633 241571, Email: janet.billinghurst@gavowales.org.uk or
Daryl Harries on 01633 241575, Email: daryl.harries@gavowales.org.uk
Further details and full comprehensive training brochure are available at
www.gavowales.org.uk/en.html/training



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Training Calendar Sept—Dec 2011



Gwent Association of Voluntary Organisations,
Training & Development, Ty Derwen, Church Road, Newport. NP19 7EJ
Tel.01633 241571, 01633 241575, 01633 241550
Web. www.gavowales.org.uk/en.html/training

VOLUNTARY SECTOR FRAMEWORK

Course Title	Cost	Sept	Oct	Nov	Dec
Effective Communication Skills	£20			15, 23	
Committee Skills	£20	08, 15, 26		16	
Minute Taking	£20	08, 15, 26		16	
Governance	£40				06-07 inc
Intro for Trustees & Committee Members	£20	23			
Roles & Responsibilities of Trustees & Members	£20	07	11	24	14
Handling Conflict	£20			29	
Business & Strategic Planning	£20			01, 22	
Develop a Sustainable Funding Strategy	£20	12	04		
Intro to Trading & Tendering	£20	23			
Accounting Basics	£20		13	01	08
Running a Community Building	£20		18		

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HEALTH & SAFETY

Course Title	Cost	Sept	Oct	Nov	Dec
First Aid at Work (HSE Accredited)	£185		04-06 inc	07-09 inc	
Emergency First Aid at Work (HSE Accredited)	£55	02		02	
Basic First Aid	£38	06, 14, 20, 30	20	17, 22	01
CIEH Level 2 Award in Food Safety	£40	06, 22, 28	19	03, 08, 16, 24	14
All Wales Passport Scheme, People Handling	£85	6-7 inc	6-7 inc	1-2 inc	6-7 inc

INFORMATION TECHNOLOGY & EMPLOYMENT

Course Title	Cost	Sept	Oct	Nov	Dec
Newsletters Using Microsoft Publisher	POA			29	
Creating & Delivering Presentations with Microsoft PowerPoint	POA			30	
Train the Trainer	£110		25-27 inc		
Equality & Diversity	£30				15
Disability Awareness	£40		21		

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