

**GWENT  
ASSOCIATION OF  
VOLUNTARY  
ORGANISATIONS**

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

**Training & Development**

**HEALTH & WELLBEING**

Course Title	Cost	May	June	July
Protection of Vulnerable Adults Awareness	POA	<b>2</b>		
Safeguarding Children Awareness	POA			
Medication Awareness	£69			
Youth Mental Health First Aid (2 Days)	£75	<b>3&amp;4</b>	<b>28 &amp; 29</b>	
Adult Mental Health First Aid (2 days)	£75			<b>3&amp;4</b>

**Centre Accreditations and Partner Organisations**



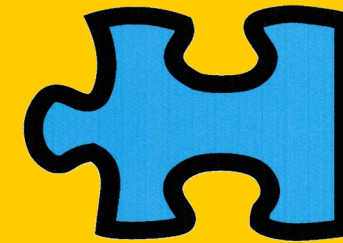
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For better  
mental health



**All courses in RED are now fully subscribed courses**

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

Jan Billingham on 01633 241571, Email: [janet.billinghurst@gavowales.org.uk](mailto:janet.billinghurst@gavowales.org.uk) or  
Daryl Harries on 01633 241575, Email: [daryl.harries@gavowales.org.uk](mailto:daryl.harries@gavowales.org.uk)  
Further details and a full comprehensive training brochure are available at  
[www.gavowales.org.uk/en.html/training](http://www.gavowales.org.uk/en.html/training)



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**Training Calendar  
May—July 2012**



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](http://www.gavowales.org.uk/en.html/training)

### VOLUNTARY SECTOR FRAMEWORK

Course Title	Cost	May	June	July
Committee Skills	£20	10pm	27pm	10pm
Intro to Volunteering	£20			
Time Management	£20			
Basic Accounts	£20	3, 16		5
Minute Taking	£20	10am	27am	10am
Effective Communication Skills	£20			
Roles & Responsibilities of Trustees & Officers	£20			
Business Strategic Planning	£20			
Supervision & appraisal	£20		14	
Introduction to Tendering & Trading	£20	11		

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### HEALTH & SAFETY

Course Title	Cost	May	June	July
Basic Paediatric First Aid	£38			
Basic First Aid	£38	1, 9, 15, 23, 31	12, 21, 26	3, 12
Emergency First Aid at Work (Accredited)	£55			
Food Safety Level 2	£40	17	20	10
Health & Safety at Work Level 1	£55			
Health & Safety Risk Assessment Level 2 (2 day course)	£55			
Health & Safety— Lone Working ( 9-1pm)	£25	15		
Health & Safety-Manual Handling— Theory & Practical	£55	10		

### INFORMATION TECHNOLOGY & EMPLOYMENT

Course Title	Cost	May	June	July
PowerPoint & Presentation skills	£35			
Publisher	£35			

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