



## Neath Port Talbot CVS

### Training Programme

November 2011 - March 2012

Course	Date & Time	Trainer and Venue	Course Description	Fee*
<b>Health and Safety in the Workplace Level 2</b>  <b>Closing Date:</b> 8 <sup>th</sup> Nov 2011	Thurs 17 <sup>th</sup> Nov 2011  10.00am - 4.00pm	RT Training	At the end of the course participants will understand: <ul style="list-style-type: none"> <li>• The nature of health and safety</li> <li>• The scope and nature of legislative requirements</li> <li>• The importance of preventing work-related ill health</li> <li>• The principles of accident prevention</li> </ul>	£20.00
<b>Introduction to Business Planning</b>  <b>Closing Date:</b> 10 <sup>th</sup> Jan 2012	Thurs 19 <sup>th</sup> Jan 2012  10.00am - 4.00pm	Eileen Murphy Consultancy	At the end of the course participants will understand: <ul style="list-style-type: none"> <li>• The planning cycle</li> <li>• The purpose of different types of plans e.g. business, strategic and action plans</li> <li>• Why every organisation needs a business plan</li> <li>• The benefits of the business planning process</li> </ul> How to develop a comprehensive business plan	£20.00

<b>Grants – Fit for Funding</b>  <b>Closing Date:</b> 24 <sup>th</sup> Jan 2012	Tues 2 <sup>nd</sup> Feb 2012  10.00am - 4.00pm	Third Sector Development and Training	The course will help participants to: <ul style="list-style-type: none"> <li>• Understand how good research, realistic outcomes and accurate budgeting, can improve the chances of a proposal being accepted</li> <li>• Learn to write concise and compelling proposals</li> <li>• Build relationships with grant-givers and meet their expectations</li> </ul>	£20.00
<b>Employment Law</b>  <b>Closing Date:</b> 28 <sup>th</sup> Feb 2012	Thurs 8 <sup>th</sup> Mar 2012  10.00am - 4.00pm	Swansea CAB	This course will help participants to understand: <ul style="list-style-type: none"> <li>• Current employment legislation</li> <li>• Personal and organisational responsibilities</li> <li>• The impact of employment legislation on personnel policies and procedures within an organisation</li> </ul>	£20.00

## Other Courses

In addition to the Core Programme CVS will also be hosting the following series of courses:

Course	Date & Time	Venue	Course Description	Fee
<b>The Role of the Parent Representative</b>	Tues 6 <sup>th</sup> Dec 2011 10.00am – 2.30pm	Neath Port Talbot CVS	Delivered by the Parent Network, the course is for parents and carers who use family support, information, and advice, and childcare services within the Neath Port Talbot area. <ul style="list-style-type: none"> <li>• Participants will learn how to gather the views of parents and carers and to present them to Service Managers and Professionals</li> </ul>	Free

Bursaries are available for those groups and organisations with limited training funds. Fees will vary for non-voluntary sector organisations.

**Please contact Neath Port Talbot CVS:** Neath Port Talbot CVS, Tŷ Margaret Thorne, 17-19 Alfred Street, Neath, SA11 1EF 01639 631387 [info@nptcvs.org.uk](mailto:info@nptcvs.org.uk). For more information visit our website at [www.nptcvs.org.uk](http://www.nptcvs.org.uk).