

Spot a course for you?  
Book early!



## CVS St Albans Training News January - April

Spring  
2010

### Summary

Introduction to Benefit Entitlements  
for People on Low Incomes  
Being a Treasurer for the First Time

Being a Chair for the First Time

Creating your First PowerPoint  
Presentation

Emergency First Aid

Working with the Private Sector  
for the First Time

Managing Volunteers for the First Time

Being a Trustee for the first time

Tuesday 12th Jan  
10am - 1pm

Wednesday 13th Jan  
5pm - 6.30pm

Wednesday 10th Feb  
5pm - 6.30pm

Thursday 18th Feb  
6pm - 8pm

Tuesday 23rd Feb  
9.30am - 1pm

Wednesday 24th Feb  
5pm - 6.30pm

Wednesday 10th March  
5pm - 6.30pm

Wednesday 14th April  
5pm - 6.30pm

Local

Fantastic value

Excellent quality

Designed with  
YOU in mind



Book direct through  
[www.cvsstalbans.org.uk](http://www.cvsstalbans.org.uk)

## Introduction to Benefit Entitlements for People on Low Incomes



This course is aimed at anyone working in a supporting role where knowledge of the benefit system would be useful.

This previously over subscribed course covers the general framework of the benefits system.

Delegates will be able to identify what benefits someone may be entitled to and also be able to advise on how to claim them.

*Book especially early for this one!*

**Date: Tuesday 12th  
January**

**Time: 10am - 1pm**

**Venue: St Albans  
Community Fire Station**

## Being a Treasurer for the First Time



This course is aimed at anyone new to the role or considering becoming a treasurer.

If you are considering becoming or are new to the role of treasurer of a small community or voluntary group with a turnover of up to £25,000 / £30,000 then this session is for you.

Delegates will receive valuable information to increase their confidence in the role.

**Date: Wednesday 13th  
January**

**Time: 5pm - 6.30pm**

**Venue: St Albans Centre  
for Voluntary Service**

## Being a Chair for the First Time



This session is aimed at anyone new to the role or considering becoming Chair of a Community or Voluntary Group.

This session will provide you with an overview of the 'special responsibilities' of a Chair.

Delegates will look at:

Who is running the Organisation?

Who sets the Agenda?

Working with Fellow Trustees and Strategic Aims and  
Representing their organisation to the wider community.

**Date: Wednesday 10th  
February**

**Time: 5pm - 6.30pm**

**Venue: St Albans Centre  
for Voluntary Service**

## Creating your First PowerPoint Presentation



This course is aimed at anyone who has limited knowledge of using PowerPoint.

Learn how to create and deliver a powerful PowerPoint presentation using Microsoft Office PowerPoint 2003.

Delegates will build skills and confidence.

**Date: Thursday 18th  
February**

**Time: 6pm - 8pm**

**Venue: St Albans Girl's  
School**

## Emergency First Aid



This course is aimed at anyone who has limited or no experience of first aid.

This course covers the basics to give confidence if you are faced with having to deal with a sick or injured person.

**Date: Tuesday 23rd  
February**

Delegates will receive instruction and supervised hands-on practice with a life like 'Annie'.

**Time: 9.30am - 1pm**

**Venue: Number 1 Hatfield  
Community Resource Centre**

## Working with the Private Sector for the First Time



This course is aimed at voluntary groups and organisations looking to engage with the Private Sector.

Come and find out what businesses are prepared to sponsor and how to approach them.

**Date: Wednesday 24th  
February**

Delegates will receive top tips on how to engage with local businesses and build relationships.

**Time: 5pm - 6.30pm**

**Venue: St Albans Centre  
for Voluntary Service**

## Managing Volunteers for the First Time



This course is aimed at anyone who has new responsibility for, or limited experience in, managing one or many volunteers.

This session is for anyone who is either new to the role of being a volunteer manager or would like to refresh skills. .

**Date : Wednesday 10th  
March**

Delegates will learn about effective induction schemes, training and development, ongoing support, supervision and the all important retention of volunteers.

**Time: 5pm - 6.30pm**

**Venue: St Albans Centre  
for Voluntary Service**

## Being a Trustee for the First Time



This short session is aimed at helping prospective and new trustees.

This session will cover the responsibilities and duties of charity trustees and advice on where to locate sources of help and support.

**Date : Wednesday 14th  
April**

Delegates attending will receive an overview of this rewarding role from a current charity trustee.

**Time: 5pm - 6.30pm**

**Venue: St Albans Centre  
for Voluntary Service**

Centre for Voluntary  
Service  
31 Catherine Street  
St Albans Herts AL3 5BJ

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training@cvsstalbans.org.uk

Some of these are  
subsidised £10 for  
Herts CVS  
members and  
some are  
£20

## Booking Conditions

**Please Book Early**

Details and a course booking form are available on our web site [www.cvsstalbans.org.uk](http://www.cvsstalbans.org.uk).

If you require further information about courses and bookings, please telephone the CVS training officer on 01727 852657 or you can email via [training@cvsstalbans.org.uk](mailto:training@cvsstalbans.org.uk).

**In the event of a delegate cancelling within 5 working days, or non attendance, their course payment is non refundable.**

We reserve the right to cancel a course that is undersubscribed. Delegates will not be charged for a cancelled course.

If you don't spot the course for you, contact us to talk about your training needs and we'll include it next time!

## Training Venues

A map and directions will be sent within 10 days of the course date with your confirmation.

### Number 1 Hatfield Community Resource Centre

1 Town Centre, Hatfield, Herts, AL10 OJZ . Tel: 01707 270590

### St Albans Community Fire Station

153 London Road, St Albans, Herts, AL1 1RQ. Tel: 01727 818919

### St Albans District Centre for Voluntary Service

31 Catherine Street, St Albans, Herts, AL3 5BJ. Tel: 01727 852657

### St Albans Girls School

Sandridgebury Lane, St Albans, Herts, AL3 6DB. Tel: 01727 853134

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