

To book please email: Sandra @suttoncvs.org.uk or  
Telephone: 020 8644 2867

**I. T. POWERPOINT  
BEGINNERS**

Wednesday 16th September 2009  
@ St Helier Community Centre  
10.00am-4.00pm Cost: 30.00

**QUICKBOOKS**

Tuesday 15th September 2009  
@ Civic Offices, St Nicholas  
Way, Sutton  
10.00am-3.30pm Cost: £25.00

**MARKETING**

Wednesday 23rd September 09  
@ SCVS, Granfers Centre  
9.30am-3.30pm Cost: £30.00

**GOOD PRACTICE IN SUPPORT,  
SUPERVISION & APPRAISAL**

Thursday 1st October 2009  
@ SCVS, Granfers Centre  
9.30am-4.30pm Cost: £30.00

**I. T. PUBLISHER  
BEGINNERS**

Wednesday 21st October 2009  
@ St Helier Community Centre  
10.00am-4.00pm Cost: £30.00

**BUSINESS PLANNING**

Thursday 12th November 2009  
@ SCVS, Granfers Centre  
9.30am-3.30pm Cost: £30.00

**I. T. EXCEL BEGINNERS**

Wednesday 18th November 2009  
@ St Helier Community Centre  
10.00am-4.00pm Cost: £30.00

**HEALTH & SAFETY**

Thursday 23rd November 2009  
@ SCVS, Granfers Centre  
9.30am-4.30pm Cost: £30.00

**I. T. WORD BEGINNERS**

Wednesday 9th December 2009  
@ St Helier Community Centre  
10.00am-4.00pm Cost: £30.00



# TRAINING

## TRAINING COURSES JULY ~ DECEMBER 09



To book please email: Sandra @suttoncvcs.org.uk or  
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## **I.T. WORD ~ BEGINNERS**



Wednesday 9th December 2009  
10.00am - 4.00pm  
at ICT Room, 1st Floor, Hill House,  
Bishopsford Road, Morden SM4 6BL

Cost Including Lunch:

£30.00 members    £45.00 non-members

*Important: booking to be received by 23rd October 2009*

### **Aim:**

- This course will provide participants with the skills and confidence to Work through practical exercises on Word Processing techniques and functions.

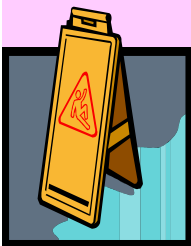
### **Objectives:**

- Creating a document
- Formatting and editing text
- Inserting images/Graphics
- Working with Toolbars
- Creating and running macros
- Applying Tracking
- Page/Application navigation

**Trainer: Navelette Walker**

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## HEALTH & SAFETY



Thursday 23rd November 2009  
At SCVS, Granfers Community Centre,  
Sutton SM1 3AA

9.30am to 4.30pm

Cost including lunch:

£30.00 members £50.00 non-members

*Important: booking to be received by 16th October 2009*

### Aim:

- This course is aimed at Trustees and individuals who have day-to-day responsibility for health and safety issues or oversight of safety management.

### Objectives:

- Employer duties.
- Hazard identification.
- Risk assessment, including fire risk assessment.
- How to identify hazards and to reduce or eliminate the risk associated with them.
- Firm grounding in applying the basics of health and safety law in the workplace.

**Trainer: Ann Landeryou**

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## I.T. POWERPOINT ~ BEGINNERS



Wednesday 16th September 2009  
10.00am - 4.00pm

at ICT Room, 1st Floor, Hill House,  
Bishopsford Road, Morden SM4 6BL

Cost Including Lunch:

£30.00 members £45.00 non-members

*Important: booking to be received by 1st September 2009*

### Aim:

- This course will provide participants with the skills and confidence to create a simple presentation.

### Objectives:

- Creating a presentation.
- Change the look of slides.
- Moving text and graphics
- Working with graphics/charts
- Changing the design of presentations.
- Organising a slide show.
- Adding effects and running a slide show.
- Sharing data with others.

**Trainer: Navelette Walker**

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## QUICKBOOKS

Tuesday 15th September 2009  
at Civic Offices, St Nicholas Way,  
Sutton, Surrey

10.00am to 3.30pm

Cost including lunch:

£25.00 members £35.00 non-members

**Important: booking to be received by 1st September**

### Aim:

- To introduce participants to the QuickBooks accounting package covering basic day-to-day transactions and simple reports.

### Objectives:

- The course involves setting up a company file from scratch and recording some basic transactions. This includes bank payments and deposits, using a petty cash account, reconciling the bank account to bank statements.
- Checking the quality of the records and producing an income and expenditure report.

**Trainer: Sue Mordecai**

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## I.T. EXCEL ~ BEGINNERS



Wednesday 18th November 2009  
10.00am - 4.00pm

at ICT Room, 1st Floor, Hill House,  
Bishopsford Road, Morden SM4 6BL

Cost Including Lunch:

£30.00 members £45.00 non-members

**Important: booking to be received by 4th November 2009**

### Aim:

- This course will provide participants with the skills and confidence to create worksheets and apply various techniques to manage and navigate worksheets.

### Objectives:

- Creating spreadsheets.
- Editing and organising data.
- Changing the look of data.
- Adding/using formulas.
- Creating charts.
- Manipulating worksheets.

**Trainer: Navelette Walker**

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## **BUSINESS PLANNING**



Thursday 12th November 2009  
At SCVS, Granfers Community Centre,  
Sutton SM1 3AA  
9.30am to 4.00pm

Cost including lunch:

£30.00 members £50.00 non-members

*Important: booking to be received by 9th October 2009*

### **Aim:**

- All participants should feel confident, motivated and empowered to go back to their organisation and start developing a Business Plan.

### **Objectives:**

- To explore differences between strategic, marketing, fund-raising and business planning.
- To provide an overview of business planning and how it relates to the voluntary sector.
- To explore where to start.
- To provide guidance on how to structure a business plan.
- To look at and comment on other existing plans drawing on good practice.
- To leave with an action plan and ideas of how to take it forward within your organisation.

**Trainer: Ian Beever**

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## **MARKETING**



Wednesday 23rd September 2009  
at SCVS, Granfers Community Centre,  
Sutton SM1 3AA  
9.30am to 3.30pm

Cost including lunch:

£30.00 members £50.00 non-members

*Important: booking to be received by 1st September 2009*

### **Aim:**

- This is a practical workshop providing a wide range of opportunities to discuss your needs & develop your ideas. Each delegate will be supported to develop new or revised marketing plans through the completion of a workbook over the course of the morning.

### **Objectives:**

- The workshop will explore core marketing concepts and will highlight good marketing strategies and approaches for voluntary & community organisations. This session will also explore:
- The relevance of marketing to voluntary organisations.
- Marketing – in the context of business planning.
- Preparing a marketing strategy.
- Preparing a promotional strategy.
- Collecting & analysing marketing information – market research.
- Meeting clients/customers/users needs.
- Product/service branding.

**Trainer: Hilary Chisnall**

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## **GOOD PRACTICE IN SUPPORT, SUPERVISION & APPRAISAL**



Thursday 1st October 2009  
At SCVS, Granfers Community  
Centre, Sutton SM1 3AA  
9.30am to 4.30pm  
Cost including lunch:  
£30.00 members £50.00 non-  
members

*Important: booking to be received by 28th August 2009*

### **Aim:**

- To understand and examine the supervisor's role and to consider and practice skills needed.

### **Course outcomes:**

By the end of the course participants will:

- Have examined the benefits of supporting, supervising and appraising staff.
- Have understood the different functions of the supervisor.
- Have understood and practised the skills of: Leadership and motivation, effective communication, supervision and appraisal meetings.

**Trainer: Ruth Dover, Freelance Trainer**

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## **I.T. PUBLISHER ~ BEGINNERS**



Wednesday 21st October 2009  
10.00am - 4.00pm  
at ICT Room, 1st Floor, Hill House,  
Bishopsford Road, Morden SM4 6BL  
Cost Including Lunch:  
£30.00 members £45.00 non-members

*Important: booking to be received by 7th October 2009*

### **Aim:**

- This course will provide participants with the skills and confidence to design a publication.

### **Objectives:**

- Working with Publisher
- Working with backgrounds
- Connecting text frames
- Grouping objects
- Positioning objects
- Rotating and flipping objects
- Working with layout guides
- Changing colour schemes.
- Wrapping text around pictures

**Trainer: Navelette Walker**