



**AFFORDABLE,
LOCALLY HELD
COURSES FOR 2014
FROM
VOLUNTARY
ACTION
BARNSLEY
TRAINING**

**Half day courses priced at £40 per person,
full day courses priced at £80 per person, unless stated otherwise.**

**The training sessions listed here are normally held at
The Core, County Way, Barnsley, but they may also be held at a
similar local venue (this will be confirmed nearer the time of each
session).**

COURSES CURRENTLY AVAILABLE:

Minute Taking Skills
29 April, 9.30am to 12.30pm

Introduction to Drug Awareness
8 May, 9.30am to 12.30pm

Common Issues in Partnerships
20 May, 9.30am to 12.30pm

Job Seeking Skills
22 May, 9.30am to 12.30pm

Introduction to Alcohol
5 June, 9.30am to 12.30pm

The Effective Receptionist
10 June, 9.30am to 12.30pm

Using Survey Monkey For Questionnaires (Workshop)
3 July, 9.30am to 12.30pm

Business Planning
8 July, 9.30am to 12.30pm

Legal Structures
16 July, 9.30am to 12.30pm

Reducing the Risk
21 July, 9.30am to 12.30pm

**Back to Basics – Money Management Advice for Treasurers and Small
Groups**
3 September, 9.30am to 12.30pm

Report Writing Skills
9 September, 9.30am to 12.30pm

Emergency 1st Aid at Work
16 September, 9.30am to 4.30pm

Data Protection and Confidentiality
23 September, 9.30am to 12.30pm

Conflict Resolution
9 October, 9.30am to 12.30pm

Food Hygiene Level 2
14 October, 9.30am to 12.30pm

Individual Donations and Gift Aid (Briefing Session)
16 October, 9.30am to 12.30pm

Equality and Diversity
21 October, 9.30am to 12.30pm

Volunteering – All You Need To Know
23 October, 1.00pm to 4.00pm

Support and Supervision of Staff
4 November, 9.30am to 12.30pm

Chairing Skills to Ensure Effective Meetings
6 November, 1.00pm to 4.00pm

Dealing with Difficult People
19 November, 9.30am to 12.30pm

2015 COURSES

Monitoring and Report Writing
13 January, 9.30am to 12.30pm

Understanding Financial Accounts
20 January, 9.30am to 12.30pm

Partnership Working
20 January, 9.30am to 12.30pm

Social Media
3 February, 9.30am to 4.30pm

Paediatric 1st Aid (2 day course)
9 and 10 February, 9.30am to 4.30pm

Stroke Awareness
24 February, 9.30am to 4.30pm

Managing Difficult Teams
26 February, 1.00pm to 4.00pm

Bidding for Contracts
4 March, 1.00pm to 4.00pm

MORE COURSES COMING SOON!

BOOKING IS ESSENTIAL; PLEASE NOTE THAT BY BOOKING ON TO ANY OF OUR COURSES, YOU AGREE THAT IF YOU FAIL TO ATTEND (AND HAVEN'T LET US KNOW 2 WEEKS IN ADVANCE) YOU WILL BE CHARGED THE FULL FEE FOR THAT COURSE.

We can also provide bespoke training, specifically tailored to your organisational needs, as well as Nationally Accredited Courses. For more information, please do not hesitate to get in touch.

Work Club

Every Friday 10.30am - 12.30pm

Available to anyone looking for work! We can support you with CVs, covering letters, online job search and applications, general job search, accessing training and volunteering and any other matters relating to finding employment.

Basic Computer Course

Every Wednesday 10.30am – 12.30pm

FREE training available to anyone wishing to learn computers and the internet. We can support you to learn computer techniques from the very basic to subject specific areas individually for you, for example Skype; Social Media; Online shopping; Booking holidays and much more. We encourage you to bring your own laptop if applicable.

Other Training and Development Opportunities

There are lots of opportunities for you to learn something new in Barnsley. We have information on courses and evening classes from a variety of subject categories. These courses are for adult learners aged 19 and over, including those with learning support needs or disabilities.

***For further details on the above courses or to book a place,
please contact us on 01226 320100, or email:
training@vabarnsley.org.uk***