PROMOTING LOCAL VOLUNTARY ACTION

HACVS

Ebulletin 20th January 2009

Title: (1) Adults Safeguarding Roadshows 2009 (2) Time Management training (3) Volunteers and the Law training (4) Partnership News Jan 09 edition

Dear Members,

1 You may well have already seen this flyer elsewhere - apologies if so. Places are going fast, so early booking is advised.

2 There are two training opportunities, see item 3 for the second event and details of the trainer and costs. The first is on Wednesday 11th February 2009 from 9.30 am – 12.30pm Venue: The Cranston Suite, East Court, East Grinstead
This ½ day workshop is designed to provide delegates with the skills required to analyse their use of time and to give practical tools to improve their own self-management. The course objectives:

- Identify the barriers that get in the way of your work
- Understand the importance of planning and prioritising your workload
- Identify behaviours in yourself and others that cause time to be encroached upon

Identify ways to maximise your time to reduce stress and tips to improve productivity

3 The second event is on Thursday 22nd April 2009 from 9.45 am – 4.15pm Venue: The Cranston Suite, East Court, East Grinstead
This full day gives people who manage volunteers and overview and an working guidance of legal issues that effect volunteers. The course objectives:

- Understanding of the key issues of law that affect volunteering
- Raise an awareness on volunteers and employment rights
- How to make your volunteer policy and policies inclusive
- An introduction to a practical approach to health and safety for volunteers.

Trainer: Victoria Dickinson licensed provider of Excellence in Volunteer Management Programme. Experienced in delivering good quality training for the voluntary sector in partnership with East Grinstead Council for Voluntary Services
Course cost: £40.00 full day £25.00 half day For further information and a booking form contact: 07908624942 or Jakki EGCVS 01342

4. Please find attached the January 2009 edition of Partnership News, the newsletter of the West Sussex Public Partnership Forum

Many thanks –
Janet

Attachments: Safeguarding Roadshow Flyer Partnership News

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