



bulletin

February - July 2010

Slough Community Training Partnership

Working together to bring you the best in Voluntary and Community Training

**Courses are open to all community and voluntary groups and individuals.
To book please contact the course provider directly.**

***Most courses are free for you, but expensive for the providers.
No shows/late cancellations will incur a charge.***

key skills for the workplace

COURSE TITLE	PROVIDER	DATE	TIME	FEE
First Aid Training Certified Course - Reading	British Red Cross	13.02.09 18.04.09 15.05.09 12.06.09 14.08.09	9:00am - 4:30pm	£48.99
This seven hour basic First Aid training will provide you with the knowledge and skills to confidently deal with a medical situation. To book please call William Henderson on 0118 935 8218.				
Tailored First Aid Courses and Talks	British Red Cross			
First aid talks and bookings for groups also available. Other courses available and can be tailored to your groups needs. For First Aid for Child Carers, paediatric courses or First Aid at Work please call 0844 871 8000. For youth and schools please call Alex Weatherburn on 01296 739311. If you would like to enquire about any of our other services please call 0844 4122 750.				
MiDAS Driver Training	Slough Community Transport	Weekly Thurs & Friday by appointment	9:00am - 4:00pm	£89 per person
Nationally recognised, assessment and training scheme for minibus drivers in the voluntary and not-for-profit sectors. MiDAS provides both classroom-based theory training and on-road driving assessments, additional training on passenger assistance and the use of wheelchair accessible vehicles, for drivers who will be transporting passengers with disabilities. To book please phone 01753 536273 or email shopmo2001@yahoo.com				
People 1st (Slough)				
People 1 st (Slough) are offering training for new tenant community groups that require additional assistance with areas such as Completing Smalls Grants, Minute Taking, Roles & Responsibilities, Report Writing and Setting up a Group. If you are interested in attending these free training sessions please contact Jatinder Randhawa on 01753 474027.				
Courses for the Homeless and/or Disadvantaged	Springboard Learning Centre	Ongoing	10:00am - 4:00pm	Free
Springboard Learning Centre offers a wide range of short courses including CV writing, basic skills, basic IT and many more. Please contact 01753 553143 to book a place or speak to Janet or Lynnette for course details.				

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sloughcvs 
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Working with community and
voluntary groups enabling them to achieve their objectives

key skills for the workplace

COURSE TITLE	PROVIDER	DATE	TIME	FEE
Introduction to MS Excel - Spreadsheets	Chalvey Learning & Advice Centre	22.02.10 - 22.03.10	10:00am - 12:00pm	Free
Introduction to creating simple & basic spreadsheets using MS-Excel - entering numbers, text & simple formulas / functions. Call us on 07909 875915 or 07890 572978.				
Free IT (Drop-in) Session	Chalvey Learning & Advice Centre	22.02.10 - 29-03-10	12:30pm - 2:30pm	Free
Use the computers for practising whatever they wish to. There is a tutor at hand to help and guide them whenever they are stuck or they need help or have any queries. Call us on 07909 875915 or 07890 572978.				
Computer Security & File Management	Chalvey Learning & Advice Centre	23.02.10 - 09.03.10	10:00am - 12:00pm	Free
Keep your computer secure and learn basic computer file management techniques. Call us on 07909 875915 or 07890 572978.				
Introduction to MS Word (FLT accredited course)	Chalvey Learning & Advice Centre	23.02.10 - 09.03.10	12:30pm - 2:30pm	Free
A beginners course to introduce learners to Word Processing, create, format, edit, spell-check, save, print preview & print. Call us on 07909 875915 or 07890 572978.				
Learn to use the Mouse and Keyboard	Chalvey Learning & Advice Centre - Britwell Library	23.02.10 - 09.03.10	10:00am - 12:00pm	Free
A beginner's course to introduce learners to the computer mouse & keyboard. Call us on 07909 875915 or 07890 572978.				
Introduction to PowerPoint (FLT accredited course)	Chalvey Learning & Advice Centre - My Council Britwell	24.02.10 - 24.03.10	10:00am - 12:00pm	Free
Learn to create professional looking presentations, using text, colours and pictures. Call us on 07909 875915 or 07890 572978.				
Introduction to MS Word Follow-up Course	Chalvey Learning & Advice Centre - My Council Britwell	24.02.10 - 24.03.10	10:00am - 12:00pm	Free
Learn to create professional looking presentations, using text, colours and pictures. Call us on 07909 875915 or 07890 572978.				
Introduction to MS Excel - Spreadsheets (FLT accredited course)	Chalvey Learning & Advice Centre - My Council Britwell	25.02.10 - 25.03.10	12:30pm - 2:30pm	Free
Introduction to creating simple & basic spreadsheets using MS-Excel - entering numbers, text & simple formulas / functions. Call us on 07909 875915 or 07890 572978.				
Learn to use Internet & Email	Chalvey Learning & Advice Centre - My Council Britwell	25.02.10 - 25.03.10	10:00am - 12:00pm	Free
A beginner's course to introduce learners to the basics of using the Internet & Email. Call us on 07909 875915 or 07890 572978.				

STOP PRESS!!!

Look out for the following training sessions at Slough CVS:

Starting and Running a community group
Safeguarding children
First Aid
Health and Safety
Basic Budgeting
Assertiveness and Self esteem
Presentation skills

Email shaheen@sloughcvs.org.uk to register interest.

developing your group

COURSE TITLE	PROVIDER	DATE	TIME	FEE
Making the most of your Volunteers	Volunteer Centre Slough	03.02.10	10:00am - 1:00 pm	Free
This is a workshop for all those managing, supporting or working with volunteers. Come and share best practice and pick up some useful information on how to get the most out of your volunteers. For more information, please contact Louise Jones 01753 528632.				
Funding Workshop (Slough)	Berks East Funding Project	18.03.10	9:30am - 1:00pm	Free to local voluntary sector
Funding Workshop (Bracknell)		20.05.10	10:00am - 4:30pm	*charges apply for all others
Funding Workshop (Maidenhead)		20.07.10	10:00am - 4:30pm	
At this workshop you will be able to meet the team and find out more about grants and funding opportunities. There will also have information about local and national funders. To book telephone Carole Allen on 01344 304404 or e-mail carole.allen@bfva.org				
Basic Budgeting for Groups	Slough CVS	03.03.10	10:00am - 12:00pm	Free to local voluntary sector
An introductory level course, giving practical advice and information including preparing an income and expenditure accounts, paying expenses and keeping your cash book. To book please complete the enclosed booking form/visit www.sloughcvs.org.uk/training or phone 01753 524176.				
Governance Workshop	Slough CVS	24.03.10	11:00am - 12:30pm	Free to local voluntary sector
To update participants on the legal and operational changes for organisations as a result of the Charities Act 2006 and Companies Act 2006. To discuss the significance of organisational structures and the importance of conducting regular Governance Reviews. To book please complete the enclosed booking form/visit www.sloughcvs.org.uk/training or phone 01753 524176.				
Monitoring & Evaluation	Slough CVS	29.03.10	10:00am - 4:30pm	Free to local voluntary sector
The training will help you learn how Monitoring and Evaluation can help an organisation to focus services and delivery and plan future services. To book please complete the enclosed booking form / visit www.sloughcvs.org.uk/training or phone 01753 524176.				
BIG's How to Prove the 'Need' for your Project & define Outcomes in your funding applications	Slough CVS	15.04.10	9:30am - 1:00pm	Free to local voluntary sector
This session will give you an overview of Big Lottery Fund's approach to identifying and explaining the need for your project and the difference it will make to the community. To book please complete the enclosed booking form / visit www.sloughcvs.org.uk/training or phone 01753 524176.				
Project Management	Slough CVS	13.05.10	10:00am - 4:00pm	Free to local voluntary sector
This one-day course will help you learn the key skills required to manage a project smoothly from concept to completion, managing people, priorities, communicating effectively and meeting deadlines. To book please complete the enclosed booking form / visit www.sloughcvs.org.uk/training or phone 01753 524176.				
Reviewing & Planning for your Organisation	Slough CVS	10.06.10	10:00am - 4:00pm	Free to local voluntary sector
This session will provide you with techniques for reviewing performance, understanding influences and impacts and thinking about the future. It will equip you to review progress and identify current priorities and challenges. To book please complete the enclosed booking form / visit www.sloughcvs.org.uk/training or phone 01753 524176.				
BIG's Full Cost Recovery (FCR)	Slough CVS	08.07.10	10:00am - 12:00pm	Free to local voluntary sector
This session will provide an overview of FCR and some hints on how to get started. The approach that organisation can take to FCR. An introduction to dividing your overhead costs. To book please complete the enclosed booking form/visit www.sloughcvs.org.uk/training or phone 01753 524176.				

personal development

COURSE TITLE	PROVIDER	DATE	TIME	FEE
Basic Internet and Email	Slough and Eton School	22.2.10 - 22.3.10 and 25.2.10 - 25.3.10	6:00pm - 8.00pm and 12:45pm - 2.45pm	£15
For further information please contact 01753 486047.				
Beginners Guide to Entrepreneurship	Enterprise Link Slough Borough	11.02.10	5:45pm - 8:30pm	Free
A short workshop for Slough local residents looking at setting up in business. To reserve a place please email bobbi.johal@slough.gov.uk or for further information call 01753 476621.				
Adult Learning Centre Slough & Eton School	Slough & Eton School	Jan-Apr & May-July	Daytime and evening classes	*
Offer a variety of short courses including literacy classes, Arabic, Web Design for Business, Clothes Making, Cake Decoration and Yoga. For further information please contact 01753 486047. * Fees vary depending upon course			Free crèche available for daytime courses	
UK Online Centre Adult Learning Centre Slough and Eton School	Slough and Eton School	various	9:30am - 2:30pm or 5:30pm - 7:30pm	Free
One-to-one support with getting started with using the internet and email. For further information please contact 01753 486047. To make an appointment please ring 01753 486 047.				
Courses include ESOL, Confidence building, Basic Computers, ECDL, CLAIT and other services like Information, Advice and Guidance, NARIC and many more	Migration Works-Slough Borough Council	On going	On going	Free
If you have lived in this country for less than five years and have come from a country like India, Pakistan, Bangladesh, Somalia or any other third country then we can provide you with the FREE courses to help you finding a career path into training or employment. For further information call Meliza on 01753 476614/476609 or come and see us at Migration Works, Thomas Gray Centre, Queens Road, Slough. SL1 3QW				
Employment Forum	Steps 2 Employment	25.02.10	9:30am - 2:00pm	Free
Monthly forum for graduates and people who have been made redundant or are fearing redundancy. This event is being held at The Centre, Farnham Road, Slough. To reserve a place please contact Umar Khan on 01753 476620.				
Sector Skills Support	Scout Enterprises	Mondays to Fridays	9:30am - 4:30pm	Free
A 13 week part time programme (15.1/2 hours pw) designed to assist unemployed people back into employment, CV writing, Interview Skills, Work Placements & Vocationally related training activities and Basic IT Skills. Telephone 01753 572 547 for information or to arrange an interview.				
Stepping Stones	Scout Enterprises	Mondays to Fridays	9:30am - 4:30pm	Free
A 13 week programme (12 hours pw) to assist in helping individuals aged 19+ with below level 2 qualifications to build confidence and the skills to return or enter work. Including Work Placements & Vocationally related training activities. CV writing, Interview and Basic IT Skills. Telephone 01753 572 547 for information or to arrange an interview.				

Slough Community Training Partnership (SCTP) is a coalition of local agencies that work collectively to help support the work of local communities and voluntary groups in Slough. The partners are:

British Red Cross	01189 514800	Slough Council for Voluntary Service	01753 524176
Chalvey Learning & Advice Centre	07909 875915	Slough Community Transport and Shopmobility	01753 691131
Enterprise Project	01753 476614	Slough & Eton ACL Centre	01753 486047
People 1st Slough	01753 875467	Slough Homeless Our Concern (SHOC)	01753 536745
Rethink	01344 861195	Slough Equalities Commission	01753 691266
Scout Enterprises (Western)	01753 572547	Volunteer Centre Slough	01753 528632