

# Voluntary Sector Training

A registered charity providing training exclusively to the voluntary sector in Essex



**TRAINING**

17/01/12	CIEH Level 2 Award in Health & Safety	Chelmsford
19/01/12	Essential Equality and Diversity	Chelmsford
25/01/12	Trustee Essentials*	Basildon
26/01/12	Volunteers & The Law	Chelmsford
30/01/12	Emergency First Aid at Work	Brentwood
31/01/12	IT- Excel	Chelmsford/Braintree
01/02/12	Commissioning & Procurement (part 2 half day 21/2/12)	Chelmsford
02/02/12	CIEH Level 2 Award in Food Safety	Chelmsford
09/02/12	How to raise your Charity's Profile (Marketing)*	Colchester
21/02/12	Making a Difference - Outcomes training*	Rayleigh
23/02/12	IT - Publisher	Dunmow
28/02/12	Supporting Individuals with Mental Health Issues	Chelmsford
29/02/12	Presenting with Confidence	Chelmsford
01/03/12	Emergency First Aid at Work	Feering (A12)
01/03/12	Simple Steps to Raising Money from Legacies	Chelmsford
06/03/12	Enterprising Ideas for Sustainability	Harlow
14/03/12	Legal Responsibilities of Voluntary Organisations	Brentwood
15/03/12	The Effective Administrator	Chelmsford
20/03/12	Introduction to Neurolinguistic Programming (NLP)	Chelmsford
22/03/12	Data Protection	Chelmsford
28/03/12	Skillful Interviewing Techniques	Chelmsford
29/03/12	IT - PowerPoint	Chelmsford

\* Half day courses, rest one day

Fees vary from £40/£70 for local charities and community groups to £100/140 per half/full day for town and parish councils.

For more details and how to book, visit the VST website [www.voluntarysectortraining.org.uk](http://www.voluntarysectortraining.org.uk)

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