



**HAVCO TRAINING
BROCHURE
Spring 2010**



Courses Spring 2010
BOOK NOW

TRAINING PROGRAMME SPRING 2010

PROJECT PLANNING & PROJECT MANAGEMENT

Who is it for?

Those responsible for managing individual projects within their organisations

What will I learn?

Participants will learn how to effectively plan new projects and how to ensure projects are successfully managed within the organisation

When: Tuesday 23rd February 9.45—4.30

Where: Conference Room, Lea Valley Technopark, Ashley Road, London N17 9LE

PLANNING YOUR FUNDRAISING STRATEGY

Who is it for?

Those responsible for the setting the budget and implementing the funding strategy in the organisation

What will I learn?

Participants will gain knowledge on income generation from various sources, Budgeting & how to build a sustainable organisation

When: Thursday 11 March 9.45—4.30

Where: Conference Room, Lea Valley Technopark, Ashley Road, London N17 9LE

LONE WORKERS PERSONAL SAFETY

Who is it for?

Those responsible for staff safety and for implementing policies within the organisation

Participants will explore the issues surrounding the personal safety of lone workers and review what action they can take to minimise the risks & begin to formulate policies to protect lone workers

When: Tuesday 23 March 9.45—4.30

Where: Conference Room, Lea Valley Technopark, Ashley Road, London N17 9LE

APPLICATION FORM

Name of person attending course.....

Position in organisation.....

Organisation

Organisation Address.....

.....

Telephone Number:

Email address:

Courses chosen (please tick):

Project Planning

Fundraising Strategy

Lone Workers

Special needs.....

SignatureDate

Print Name Position.....

Please return forms with a cheque for £40 by to :
Sue King, Training & Skills Development Officer
Haringey Association of Voluntary and Community Organisations
(HAVCO)
Room 337 Lee Valley Technopark, Ashley Road, Tottenham Hale,
London N17 9LN
suek@haringey.org.uk

HAVCO BOOKING POLICY

Please complete the booking form and monitoring form and forward it to HAVCO, do keep a copy for your personnel records.

Ensure you book well in advance to avoid disappointment, as courses may become full.

Let us know of any special needs that you may have well in advance of the training programme.

Selected organisations will be notified 10 days before the course. Contact us immediately if your details are incorrect or you have not received a reply.

Please come on time. Those arriving 30 minutes or more late may be refused entry to the training.

The **Training Programme is free** to organisations based in Haringey. We are operating a first come first served policy, so book early as places are limited. We will operate a waiting list. (please note a deposit cheque for £40.00 is required see non attendance below)

All courses are pitched at either beginners or intermediate level.

A certificate of attendance will be given at the end of the course.

Non- Attendance

This training is free. However your organisation will need to send a cheque for £40 made payable to HAVCO with your application for training, this cheque will be returned to you unless you fail to attend the training without giving 48 hours notice in which case HAVCO reserve the right to cash the cheque.

