

# Training Calendar February - August 2010

Date	Course	Time	Cost M/NM**
2, 18 Feb and 4 March	Train the trainers *	10.00am-4.00pm	£350/500
23 February	Assertive managers *	10.00am-1.00pm	£50/70
2 March	Managing change and writing a strategic plan *	10.00am-4.00pm	£75/110
10 and 24 March	Managing to fundraise *	10.00am-4.00pm	£150/220
30 March	Problem solving and decision making techniques *	10.00am-4.00pm	£75/110
13 April	Running a charitable company	10.00am-1.00pm	£50/70
20 April	Recruitment and selection *	10.00am-4.00pm	£75/110
27 April	Marketing your organisation and developing a marketing strategy *	10.00am-4.00pm	£75/110
28 April	Applying to grant-making Trusts	10.00am-1.00pm	£50/70
11 May	Managing staff *	10.00am-4.00pm	£75/110
12 May	Managing and assessing risk *	10.00am-1.00pm	£50/70
18 May	Time management *	10.00am-1.00pm	£50/70
19 May	Community/volunteer fundraising	10.00am-1.00pm	£50/70
25 May	Introduction to event management	10.00am-1.00pm	£50/70
8 June	Managing conflict *	10.00am-1.00pm	£50/70
15 June	Practical skills in completing funding application forms	10.00am-1.00pm	£50/70
22 June	Social networking	10.00am-1.00pm	£50/70
29 June	Managing stress in the workplace *	10.00am-1.00pm	£50/70
17 August	Customer service *	10.00am-1.00pm	£50/70
24 August	Gift Aid fundraising	10.00am-1.00pm	£50/70

\* Accreditation available

\*\*M/NM refers to Member/Non Member costs. NICVA members benefit from a 30% discount.

For more information on each of the courses or to access a booking form, please visit the training section of [www.nicva.org](http://www.nicva.org).

As places are limited and demand is usually high, please return your booking form as soon as possible to [roisin.kelly@nicva.org](mailto:roisin.kelly@nicva.org).

All courses will be held in NICVA premises.