

If you do not want to process this form online, please complete and return to the address at the bottom of this form

Organisation:.....

Address:
.....

Email:

Tel/Fax

Contact Person:

Is the organisation: Voluntary & Community Sector Yes/No (if No the full course fee applies).

Name of Course..... **Date of Course**.....

NAMES OF THOSE ATTENDING	Non OCN	OCN	Cost £
.....
.....
.....
.....
.....
Total Cost			

Details of whether the course is OCN or non OCN accredited can be found on the reverse of this booking form.

Payment must be in advance to secure booking

BACS Payments: Bank Account 00019788 Sort code 40-52-40

Cheque enclosed made payable to **Voluntary Action Within Kent**

Our Cancellation policy states whether payment has been received or not, your organisation will be liable for the whole course fee unless we receive notification at least 10 working days before the event.

Please inform us if any person wishing to attend a training course is under 19 years of age.

Special needs

Please let us know if you have any special requirements that we should be aware of.

Please tick here if you are interested in any of the following:

Consultancy Services

Team Building

Skills Advice

TRAINING COSTS

	Prices per person Voluntary or Community Groups		Prices per person Statutory and other	
	OCN	Non OCN	OCN	Non OCN
Personal Development				
Mentoring Skills	£50.00	£40.00	£100.00	£80.00
Negotiation and Conflict Resolution	£50.00	£40.00	£100.00	£80.00
Assertiveness at Work	£50.00	£40.00	£100.00	£80.00
Presentation and Public Speaking	£50.00	£40.00	£100.00	£80.00
Developing Staff				
Teamwork	£50.00	£40.00	£100.00	£80.00
Coaching in the Workplace	£50.00	£40.00	£100.00	£80.00
Supervision and Appraisal Skills	£50.00	£40.00	£100.00	£80.00
Personnel Practice	£50.00	£40.00	£100.00	£80.00
Responsibilities of Trustees	£50.00	£40.00	£100.00	£80.00
Organisational Development				
Partnership Working	£50.00	£40.00	£100.00	£80.00
PR and Marketing	£50.00	£40.00	£100.00	£80.00
Effective Fundraising	£50.00	£40.00	£100.00	£80.00
Equal Opportunities	£50.00	£40.00	£100.00	£80.00
Safeguarding Adults	-	£40.00	-	£80.00
Introduction to Safeguarding Children	-	£20.00	-	£40.00
Community Development	£50.00	£40.00	£100.00	£80.00
PQASSO	-	£35.00	-	£70.00
Introduction to Tendering	-	£35.00	-	£70.00
Introduction to Quality	-	£35.00	-	£70.00
Introduction to Monitoring and Evaluating	-	£40.00	-	£80.00
Managing Change in a Voluntary Organisation	£50.00	£40.00	£100.00	£80.00
Introduction to Bid Writing	-	£35.00	-	£70.00
Introduction to Outcomes	£50.00	£40.00	£100.00	£80.00
Essential Skills				
Effective Communication	£50.00	£40.00	£100.00	£80.00
Making the most of Meetings	£50.00	£40.00	£100.00	£80.00
Managing Yourself	£50.00	£40.00	£100.00	£80.00
Minute Taking Skills	£50.00	£40.00	£100.00	£80.00
Volunteer Training				
Volunteering in an Organisation	-	£30.00	-	£60.00
Managing your Volunteers	-	£40.00	-	£80.00
Maintaining and Retaining Volunteers	£50.00	£40.00	£100.00	£80.00
Management				
Support and Development of Chief Officers	-	£55.00	-	£110.00
Strategic Planning	£50.00	£40.00	£100.00	£80.00
Introduction to Management	£50.00	£40.00	£100.00	£80.00
Project Management	£50.00	£40.00	£100.00	£80.00
External Training Courses				
First Aid Training	-	£60.00	-	£120.00
Fire Marshall/Warden Training	-	£40.00	-	£80.00
Mental Health Awareness	-	£40.00	-	£80.00
Food Hygiene	-	£55.00	-	£110.00
Manual Handling	-	£40.00	-	£80.00
Health & Safety	-	£60.00	-	£120.00

BOOK ONLINE www.vawk.org.uk OR CALL 01892 530330