



Catch the Learning Bug here!



There are still places available on the following PAVS courses...

Minute Taking

14 January 10.00am-1.00pm

This session will be useful for: those who have to take minutes at formal or informal meetings.

Organising your work

21 January 10.00am-4.00pm

This session will be useful for: those who would like to plan their work more efficiently and involve others in the process.

Presentation Skills

28 January and 4 February 10.00am-4.00pm

This session will be useful for: those who are new to giving presentations or would like to improve their skills and give better, more confident, presentations. This session will be particularly useful for those who are considering tendering for contracts where presentation is part of the process.

Monitoring and evaluating your organisation's work

10 February 10.00am-1.00pm

This session will be useful for: those who are new to monitoring and evaluation within a voluntary / community organisation.

Skills for negotiation and influencing others

10 March 10.00am-4.00pm

This session will be useful for: those who would like an introduction to the skills needed for negotiation, particularly in meetings or with partners.

Please note this session is not about contract negotiations.

Preparing a sustainable fundraising strategy

16 March 12.30pm-4.30pm

This session will be useful for: those new to funding or those wishing to gain a further insight into planning fundraising.

Book now to avoid disappointment

www.pavs.org.uk/training

training@pavs.org.uk

01437 769422