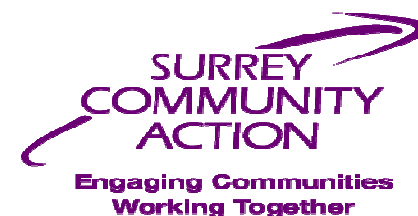


SCA TRAINING

Providing short courses in a wide range of personal & professional skills, in-house training services & organisation development services



Course	Duration	Trainer	Location	Date	Fee		
					SCA Member	Non SCA Member	Other
SEPTEMBER							
Learn to be an Effective Trainer	3 days	Sue Skrobanski	Guildford	8,9 & 15-Sep	£85.00	£90.00	£175.00
Project Management	2 days	Harish Davda	Redhill	13 & 29-Sep	£55.00	£60.00	£175.00
First Aid - The Basics	1 day (9-5)	Mary Shiels	Guildford	14-Sep	£70.00	£75.00	£175.00
The Art of Assertiveness	1 day	Nicky Gregory	Guildford	17-Sep	£70.00	£75.00	£175.00
Conflict Management & Resolution	1 day	Paul Gapper	Epsom	17-Sep	£40.00	£45.00	£100.00
Outcomes	2 days	Peter Arnold	Guildford	20 Sept & 11Oct	FREE	FREE	FREE
The Art of Presentation	1 day	Nicky Gregory	Woking	20-Sep	£25.00	£30.00	£175.00
Using MS Publisher - A Guide to Creating Effective Publicity Material	1 day	David Kent	Leatherhead	21-Sep	£70.00	£75.00	£175.00
ICT - Using MS Excel - Introduction	1 day	David Kent	Woking	22-Sep	£70.00	£75.00	£175.00
Developing & Leading Effective Teams	1 day	Paul Gapper	Redhill	22-Sep	£25.00	£30.00	£175.00
Effective Administration Skills	1 day	Guildford Business C	Guildford	27-Sep	£70.00	£75.00	£175.00
Role of the Chair	1 day	Marika Dalgliesh	Redhill	30-Sep	£40.00	£45.00	£175.00
The Art of Supervision	1 day	Nicky Gregory	Guildford	30-Sep	£25.00	£30.00	£175.00
OCTOBER							
Sustainable Fundraising Strategies	1 day	Bill Bruty	Redhill	04-Oct	£75.00	£80.00	£100.00
Health & Safety	1 day (9-5)	Maureen Wisdom	Guildford	04-Oct	£75.00	£80.00	£100.00
Day to Day People Management	2 days	Nicky Gregory	Guildford	5 & 6-Oct	£94.00	£99.00	£175.00
The Art of Presentation for Chief Executives and Senior Managers'	1 day	Nicky Gregory	Farnham	07-Oct	£75.00	£80.00	£100.00
How to Lobby Parliament	(10-12.30pm)	Anne Milton	Guildford	08-Oct	FREE	FREE	FREE
Using MS Outlook	1 day	David Kent	Farnham	12-Oct	£75.00	£80.00	£100.00
Fire Safety Awareness	Half day (9.30-1 pm)	Matthew Plumridge	Guildford	12-Oct	£45.00	£50.00	£100.00
Business Planning	1 day	Harish Davda	Redhill	15-Oct	£40.00	£45.00	£100.00
Fundraising from Grant Making Trusts	1 day	Bill Bruty	Redhill	18-Oct	£40.00	£45.00	£100.00
Introduction to BME Mental Health & Community Development	2 days 10-4	Alana Gooding	Astolat	18th Oct & 22nd Nov	FREE	FREE	FREE
Personal Safety & Lone Working NEW	1 day	Libby Minto	Guildford	20-Oct	£75.00	£80.00	£100.00
Understanding the Full Cost of a Project	1 day	Harish Davda	Reigate	27-Oct	£40.00	£45.00	£100.00

NOVEMBER

Create your own Website	1 day	Douglas Brown	Astolat	03-Nov	£75.00	£80.00	£100.00
All You Need to Know about Charity Law	1 day	Helen Harvie	Redhill	04-Nov	£40.00	£45.00	£100.00
ICT - Using MS Excel - Intermediate	1 day	David Kent	Woking	09-Nov	£75.00	£80.00	£100.00
Equality Impact Assessments	1/2 day	Suzanne Akram	Guildford	09-Nov	£55.00	£60.00	£100.00
Introduction to Social Enterprise	1 day	Ed Baker	Guildford	10-Nov	£75.00	£80.00	£100.00
Improving Performance Through Coaching	1 day	Reg Friddle	Guildford	15-Nov	£75.00	£80.00	£100.00
Outstanding Customer Service	1 day	Guildford Business College	Guildford	17-Nov	£75.00	£80.00	£100.00
Volunteer Induction	1 day	Matthew Plumridge	Redhill	19-Nov	£40.00	£45.00	£100.00
A Guide to Redunancies and Restructure	1/2 day 9.30 - 1pm	Sharon Humphries	Astolat	24-Nov	£45.00	£50.00	£100.00
Child Protection Refresher	(9.30 - 2pm)	Carla Thomas	Astolat	26-Nov	£55.00	£60.00	£100.00

DECEMBER

Time Management	1 day	Guildford Business C	Astolat	01-Dec	£75.00	£80.00	£100.00
Social Networking - Why Bother	1/2 day 10 - 1pm	Mark Walker	Astolat	02-Dec	£30.00	£35.00	£35.00
Mental Health First Aid	2 days	Alana Gooding & Kate Johnson	Astolat	02 & 03 Dec	£94.00	£99.00	£175.00
Gypsy & Traveller Cultural Awareness	1 day 12-4	Ann Wilson	Astolat	07-Dec	£30.00	£35.00	£30.00

JANUARY

The Art of Assertiveness	1 day	Nicky Gregory	Guildford	11-Jan	£75.00	£80.00	£100.00
The Art of Presentation	1 day	Nicky Gregory	Guildford	12-Jan	£75.00	£80.00	£100.00
ICT - Using MS PowerPoint	1 day	David Kent	Guildford	17-Jan	£75.00	£80.00	£100.00
Health & Safety at Work	1 day 9-5	Maureen Wisdom	Guildford	20-Jan	£75.00	£80.00	£100.00
Marketing	1 day	Solette Sheppardson	Guildford	19-Jan	£75.00	£80.00	£100.00
AYNTK about Community Development	1 day	Paul Naphine	Guildford	24-Jan	£75.00	£80.00	£100.00

FEBRUARY							
Introduction to Human Resources in the Voluntary Sector	1 day 9.30 -3	Sharon Humphries	Redhill YMCA	01-Feb	£40.00	£45.00	£100.00
Mental Health First Aid	2 days	Alana Gooding & Kate Johnson	Astolat	01 & 02 Feb	£94.00	£99.00	£175.00
Raising Cultural Awareness	1/2 day 9.30 - 1pm	Suzanne Akram	Guildford	07-Feb	£55.00	£60.00	£100.00
Effective Administration Skills	1 day	Guildford Business C	Farnham	08-Feb	£75.00	£80.00	£100.00
Trustee Training	1 day	Marika Dalgliesh	Reigate	11-Feb	£40.00	£45.00	£100.00
ICT - Using MS Publisher	1 day	David Kent	Guildford	15-Feb	£75.00	£80.00	£100.00
Vulnerable Adult Awareness	1 day	Sue Skrobanski	Reigate	23-Feb	£40.00	£45.00	£100.00
MARCH							
ICT - Using MS Excel - Advanced	1 day	David Kent	Woking	03-Mar	£75.00	£80.00	£100.00
The Art of Supervision	1 day	Nicky Gregory	Guildford	08-Mar	£75.00	£80.00	£100.00
First Aid	1 day	Mary Shiels	Astolat	08-Mar	£75.00	£80.00	£100.00
Effective Minute Taking	1 day	Guildford Business C	Astolat	14-Mar	£75.00	£80.00	£100.00
Child Protection Awareness	1 day	Carla Thomas	Bookham	14-Mar	£40.00	£45.00	£100.00

Courses to be arranged

Collaboration Skills
Bid Writing