



# VODA

Training

**September 07 - January 08**

## September

**Legal Responsibilities of a Management Committee**

**Tuesday 25 September**  
9.30am-3.30pm

**Create it Yourself: Quizzes, Consultations and Evaluations**

**Friday 28 September**  
9.30am-3.30pm

## October

**Smart Ideas: Making the most of an Interactive Whiteboard**

**Friday 26 October**  
9.30am-3.30pm

**Monitoring & Evaluation**

**Tuesday 30 October**  
9.30am-3.30pm

## November

**Presentation Skills**

**Tuesday 13 November**  
9.30am-3.30pm

**Resolving Conflict**

**Wednesday 28 November**  
9.30am-3.30pm

## December

**Introduction to Managing for the First Time**

**Tuesday 4 December**  
9.30am-3.30pm

**Risk Assessment: Limiting your Liability**

**Thursday 6 December**  
9.30am-3.30pm

## January 2008

**Creating an Interactive Newsletter**

**Friday 18 January**  
9.30am-3.30pm

**Computerised Book—keeping**

**Thursday 24 January**  
9.30am-3.30pm

**Costs:** North Tyneside based Voluntary and Community Groups: £15- £50  
outside of North Tyneside: £60 Statutory Organisations: £85 Voluntary and Community Groups based Terms and Conditions apply.

This training programme is supported by a Bursary Scheme. For further details of the Bursary Scheme or to make a booking contact: North Tyneside VODA

**The Shiremoor Centre, Earsdon Road, Shiremoor, NE27 OHJ**

**T: 0191 200 8555**

**F: 0191 200 8556**

**E: [admin@voda.org.uk](mailto:admin@voda.org.uk)**

**W: [www.voda.org.uk](http://www.voda.org.uk)**