

COURSE DIRECTORY MAY-JULY 2008

TIME MANAGEMENT

Thursday 8 May, 9.30am-4.30pm £40
The Winchester Centre

Have you ever wondered where your time really goes? Are you spending your time on the things that really matter? Do you seem to have more and more to do and less and less time to do it in?

- Why different approaches suit different personalities
- How you use your time
- Time management techniques
- How to deal assertively with time wasters and interruptions without losing friends!
- How to make meetings more effective
- How to cope with your own time management problems and learn from the experience of colleagues

BEGINNERS ACCESS

Wednesday 4 June, 9.30am-4pm £40
KAYAC Centre, Winnall, Winchester

This is a beginners course for anyone who needs to create a basic database using MS Access, for example converting address and phone books into a database, then using the data in Access to search for specific information within the database, simple forms and reports.

Prior knowledge: Understanding of working in a windows environment.

AN OUTCOMES FOCUS

Thursday 26 June, 10am-1pm £20
The Winchester Centre

The Government and major funders will only fund organisations which can clearly identify and evidence the intended outcomes of their proposed work. This course aims to explain what these funders mean by 'outcomes' and looks at how information can be collected so that you can demonstrate that outcomes have been achieved.

FREE FITTER FINANCE PROGRAMME

Basic Principles of Managing Finances—1

Monday 14 April, 9.30am-1.30pm, Wells Place, Eastleigh (Nightingale Room)

Tuesday 15 April, 9.30am-1.30pm, The Orchard, Basingstoke (Cedar Room)

Basic Principles of Managing Finances—2

Monday 21 April, 9.30am-1.30pm, Wells Place, Eastleigh (Nightingale Room)

Tuesday 22 April, 9.30am-1.30pm, Maltings Centre, Alton (Target Room)

Financial Planning

Tuesday 13 May, 10am-1pm, Wells Place, Eastleigh (Nightingale Room)

Tuesday 20 May, 10am-1pm, The Orchard, Basingstoke (Cedar Room)

Paying Staff

Tuesday 3 June, 9.30am-1.30pm at Wells Place, Eastleigh (Nightingale Room)

Tuesday 10 June, 9.30am-1.30pm at Maltings Centre, Alton (Target Room)

Financial Controls: Good Practice

Tuesday 17 June, 9.30am-1.30pm, The Orchard, Basingstoke (Cedar Room)

Thursday 26 June, 9.30am-1.30pm, Wells Place, Eastleigh (Fair Oak Room)