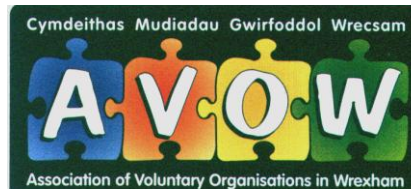


## ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM



### AVOW 2010/2011 LOW COST TRAINING PROGRAMME

**(These courses are arranged as part of the “Courses for Communities Cymru” which is an initiative providing affordable training course for voluntary groups, delivered by local County Voluntary Councils in Wales.**

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

1. Taking Minutes – Thursday 23<sup>rd</sup> July 2010, 10.00am-4.00pm  
(Registration and Refreshments 9.50am)  
Ty Avow, 21 Egerton Street, Wrexham

This course aims to provide:-

- A clear understanding of the minute-taker’s role
- A check list of what should be included in the minutes
- Instruction in taking accurate, brief and clear minutes
- An understanding of the important dynamic between the minute-taker and chair
- Listening techniques to enhance concentration

Trainer: - Arfon Rhys

The cost of this course is £20.00 per person including lunch

2. Food Hygiene (C.I.E.H.) – Thursday 16<sup>th</sup> September 2010,  
9.30am-4.30pm (Registration and Refreshments 9.20am)  
Ty Avow, 21 Egerton Street, Wrexham

This course aims to provide:-

- A firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved.
- An understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling)
- Confidence and expertise to safely deliver quality food to customers

CIEH Accreditation will be awarded to successful candidates

Trainer: - Premier First Aid

The cost of this course is £40.00 per person

3. Committee Skills- Chairing Thursday 16<sup>th</sup> September 2010  
10am-4pm (Registration and Refreshments 9.45am)  
Ty Avow, 21 Egerton Street, Wrexham

This course aims to provide:-

- Policies and Procedures
- Clarifying and Communicating
- Setting goals and following up
- Keeping members engaged
- Handling Conflict
- Handling disruptive behaviours

Trainer: - Arfon Rhys

The cost of this course is £20.00 per person including lunch

Please contact AVOW on 01978 312556 or [reception@avow.org](mailto:reception@avow.org) to book a place on any of the courses.

