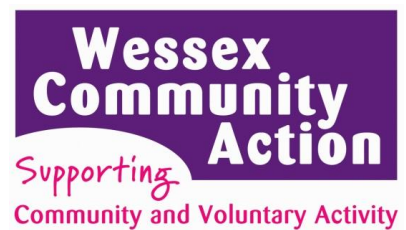


Training Course Request Sheet



This is a list of training courses Wessex Community Action can provide for you and your staff. Please indicate how many people from your organisation would be interested in any of the courses below and let us know:

Assertiveness		Minute Taking	
Active Listening		Paediatric First Aid	
Basic Skills (reading & writing to level 2)		Report Writing	
Chairing Skills		Risk Assessment	
Child Protection/Safeguarding		Stress Management	
Conflict Management		Supervision Skills	
Customer Care		Time Management	
Data Protection		Trustees Roles & Responsibilities	
DDA (Disability Discrimination Act)			
Driving at Work Policies		IT COURSES	
Employment Law		Digital Photography	
Equal Opportunities – Compliance with the Equalities Act 2010		Facebook & Twitter Introduction	
		Internet Usage	
Equality and Diversity		Microsoft Office:	
Fire Warden		Access Essentials	
First Aid		Excel Essentials	
First Aid Refresher		Excel Formulas & Functions	
Food Safety		PowerPoint	
Fundraising		Publisher	
Health and Safety		Word Essentials	
Lone Working & Personal Safety at Work		Word Next Steps	
Manual Handling		Newsletters using Mailchimp	
Marketing		Outlook Usage	

Name & Position:
Organisation:
Contact Details:
Other Suggestions: