

Supervision Skills

Thursday 9th February 2012 from 10.00 am - 1:00 pm

This half day course will provide you with an overview of best practice in supervision. It will address the role and function of supervision, suggest a range of supervision models and address a range of common issues facing those who supervise staff.

Essentials of Marketing 2: Getting Your Message Across in Writing

Tuesday 21st February 2012 from 9:45 am - 1:00 pm

Do you want to know the secrets of writing successful promotional material? This practical course will give you an overview of how to present your case clearly in writing and get the reaction you want. You will learn how to:

- Compose, structure and write compelling copy
- Use relevant writing styles for different mediums such as e-news, the web or fundraising
- Target your writing and stay focused
- Put together a strong, clear argument that gets read

FREE follow up support is on offer after this course from an experienced Marketing expert

Monitoring and Evaluation & Demonstrating Impact & Outcomes (2 courses in one day)

Tuesday 13th March 2012 from 10.00 am - 4.00 pm

This course on outcomes links monitoring and evaluation to project planning. The course will cover all of the essential information you need to develop a monitoring and evaluation framework to measure and demonstrate effectiveness. It is ideal for people who are new or fairly new to monitoring and evaluation and/or for those people who can only spare a day out of the office.

For more information or to book onto any of these courses, please contact Lillian Brown, Learning Partnership Officer on 020 8314 9044 or at lillian@valewisham.org.uk. Alternatively you can request a form from Sheila Murphy on 020 8314 9411 or at sheila@valewisham.org.uk.

Regards