

## EFFECTIVE MINUTES TAKING WORKSHOP

**Other training / workshops/ Briefings**



**Date: 22<sup>nd</sup> April 2010  
Time: 9:45am- 4:00pm**

**Due to popular demand, VAC is putting on a workshop on Effective Minutes Taking. The workshop will be based on the National Occupational Standards for Management & Leadership and will cover the following:**

- **The importance of minutes taking**
- **How to use various methods in taking minutes effectively**
- **Sharing best practice**

**If you need more information on this workshop, please contact:**

**Somanah Achadoo**

**020 72846556**

**[SAchadoo@vac.org.uk](mailto:SAchadoo@vac.org.uk)**

**FEE: VAC MEMBERS - £25 ONLY**

**If your organisation is not a member of VAC, please contact VAC on the contact details below.**

### **March 2010**

- 8<sup>th</sup> – Writing Better Fundraising Application
- 9<sup>th</sup> – Religious & Cultural Perspective on Mental Health
- 17<sup>th</sup> – Living with Psychosis – An introduction (Mental Health)
- 22<sup>nd</sup> – Employers Annual Return (Finance)

### **April 2010**

- 20<sup>th</sup> – Governance in regards to Operations
- 21<sup>st</sup> – Understand Dementia: Practical Skills to support, work with and manage unusual behaviour (Mental Health)
- 26<sup>th</sup> – Conflict Resolution
- 27<sup>th</sup> – Mental Health First Aid (Day 1)
- 28<sup>th</sup> – Mental Health First Aid (Day 2)

**ACCREDITED COURSE WITH NOCN QUALIFICATION:**

**PROJECT MANAGEMENT will be starting on 12<sup>th</sup> March 2010 for 3 consecutive Fridays.**

**COMMISSIONING & CONTRACTING will be starting at Mary Ward Centre in summer 2010 on 12<sup>th</sup> May for 8 weeks every Wednesday.**

**To book, please complete booking form on VAC website or for more training information, visit VAC website:**

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