

# empower courses

February – April 2012



One day  
courses

just £40  
+vat

Two day  
courses

just £80  
+vat

**empower**   
Support for the Voluntary Sector

*Putting the Third Sector First!*

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CORPORATE MEMBER

  
Investing in Welsh

  
Approved Consultant  
2011  
ncvvo

## Managing Stress in the Workplace

Last year a total of 13.5 million work days were lost due to work-related stress, anxiety and depression, making it the largest contributor to lost work days. Falls in productivity are directly linked to work-related stress, from the rise in levels of absenteeism and the subsequent cost of cover, to the more subtle yet devastating effects of a rise in human error leading to a loss of customers, the organisational cost of re-doing the job and the personal cost of reputation. Managing Stress in the Workplace will enable you to identify the signs and symptoms of stress in themselves and colleagues; Identify the causes of stress; Develop a number of strategies to manage stress effectively; and avoid stress where possible.

22nd March in FLVC Corlan, Mold

11th April in Cardiff Business Centre, Barry

## Be a Highly Effective Manager

*“Effective Management Skills” to help people and organisations improve their own effectiveness and efficiency. The quality of manager and effective management styles can determine the culture of the organisation, the productivity of its staff, and, ultimately, success or failure. A manager should have the ability to direct, supervise, encourage, inspire, and co-ordinate, and in doing so facilitate action and guide change. Managers develop their own leadership qualities and those of others.”*

Margaret Francis, MSW, M.Phil, PGDCIM

This is not just another management course. Empower brings the subject to life offering you the essential knowledge and skills to undertake this vital but often daunting task. What’s more, we will share our secrets in order to make you confident and ready to take on the role with enthusiasm.

15th March in Cardiff Business Centre, Barry

*“The whole course was of real benefit...a very positive and beneficial course which has reenergized and re-focused my efforts for my organisation and team. Very enjoyable.”*

## Effective Project Management

Ever wondered why some projects go wrong? Wish you had the insight to foresee problems before they happen and have the tools to respond to issues as soon as they arise? Delivered with years of project management experience, Empower will share with you the tools for effective project management, whether you are just starting out as a project manager or you want to check how you’ve been doing. Includes an element on measuring outcomes and creating milestones.

22nd February 2012 in Cardiff Business Centre, Barry

13th March 2012 in Community House Kimnel Bay, Conwy

*“Bev [has] infectious enthusiasm! Excellent as usual, Bev’s delivery was engaging and informative, allowing for interaction on relevant projects participants are engaged with.”*

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Courses run from 9.30 – 3.30pm. Cost for a one day course is £40+vat and £80+vat for a two day course. Costs include a vegetarian lunch, refreshments and bound course materials.

## Project Management Master Class

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This course provides an opportunity for experienced project managers to hone their skills and share ideas with fellow professionals. Over two days, the course is jam packed with material, which will empower you to manage complex and multiple projects; keep stakeholders engaged and effectively measure the impact/results of the project. We define who the customer is and look in depth at risk, including external dependencies and contingency planning.

Day 1 15th February in Empower office, Abercynon

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Day 2 28th February in Empower office, Abercynon

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## Working in Your Community

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Working in Your Community has already impacted on the work of professionals and volunteers working to improve the communities within which they live and work. The course explores the stages of a groups development and how to lead them through each stage; how to 'Say No' in a way which promotes independence and builds capacity within communities, together with what to do if something goes wrong. A day packed with strategies and tools and an opportunity to share experiences and build confidence.

6th March in Riverside Community Centre, Pontardawe

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*"Really interesting and useful course which has given me plenty of new ideas to help my work in the community."*

## Effective Multi Agency Partnership Working

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Increasingly organisations are required to work in partnership with a range of other agencies to deliver on Area Based Initiatives. Whilst the benefits to the policy makers and commissioning agents is obvious; it requires a clear shared understanding of the vision and delivery framework. There needs to be a culture of honesty and true partnership working through a structure which will stand the stresses and strains of individual agendas and conflicting priorities. We will take you through the process and provide a road map to success.

28th March in Empower office, Abercynon

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## Writing Winning Bids and Developing a Strong Fundraising Strategy

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This firm favourite is back by popular demand. Developed in consultation with key funders the session provides a straight forward approach to writing a successful funding application, with heaps of experience added from Empower trainers. Ideal for those new to bid writing and those who find themselves writing bids by following their instincts.

3rd April in Riverside Community Building, Pontardawe

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*"I can translate this knowledge to my workplace activities. The delivery was very informal which made the information easier to understand. Training courses can be very dry and heavy going - Empower's courses are definitely not!"*

# booking form

call us with any queries on: 01443 749787

Please complete **one form per delegate** together with either your payment or invoice details and return to the FREEPOST address below or email to [admin@empowersvs.co.uk](mailto:admin@empowersvs.co.uk)

**Book me a place on the following course(s)**

All Empower venues are wheelchair accessible.

1	Course title	Location	Date
2	Course title	Location	Date
3	Course title	Location	Date
4	Course title	Location	Date

## Course fees\*

**One day courses Special Offer Price £40+VAT**

**Two day courses Special Offer Price £80+VAT**

\*includes a vegetarian lunch, refreshments and bound course materials

Your welcome pack will arrive 14-21 days prior to the course which will include the course outline, venue details and a map.

Please tell us your dietary requirements or any reasonable adjustments you require in this box.

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

## Method of Payment

Cheque (payable to Empower SVS)

Invoice \_\_\_\_\_

Invoice address (if different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Purchase order reference \_\_\_\_\_

Total cost:

## Course Transfers

If you wish to transfer to a different day or course once you have booked, we will be happy to help; however an administration charge of £20+VAT will be payable for each booking transferred or re-issue of invoices. Transfers will not be allowed within two weeks of the course date.

## Cancellation Policy

On cancellation the following charges apply:  
22 days or more prior to the event: no fee  
15-21 days prior to the event: 50% of fee  
14 days or less (or failure to attend) 100% of fee  
If Empower cancel an event a full refund will be given.

Send me additional information about the Priority Learning Pass

I would like to purchase the Priority Learning Pass at a cost of £550.00 + VAT

Where did you hear about Empower's training courses?

direct mailing  website  word of mouth  returning customer  other \_\_\_\_\_

**FREEPOST RSJS-ZRZK-AGEG Venture House Navigation Park Abercynon CF45 4SN**

**Data Protection Act 1998** Personal data is gathered in accordance with the Data Protection Act 1998. Any relevant data supplied by you will be used to process your booking and will be held on our database. We may use this data to inform you of our products and services. We will not pass your details on to any external companies or third parties without your express permission.