

## *Training courses for January 2012*

### **Introduction to safeguarding children and young people**

Thursday 5 January 2012, 1pm – 4pm  
St Mary's Centre, Middlesbrough  
FREE

Explore the importance of safeguarding for you and your organisation and consider examples of practice and procedures.

### **Becoming a constituted group**

**NEW**

Thursday 12 January 2012, 9.30am – 1pm  
St Mary's Centre, Middlesbrough  
FREE

For newly forming groups and those already running a group who need to draw up a set of rules or constitution.

### **Marketing: selling your services**

Tuesday 31 January 2012, 10am - 4pm  
Middlesbrough Teaching and Learning Centre,  
Middlesbrough  
subsidised cost: £60 (including lunch)\*

This will cover the principles of marketing, including selling services to individuals and those on personal budgets.

*Unless otherwise indicated, all courses are aimed at management committee members, staff and volunteers from voluntary and community organisations.*

#### **Applying for a place**

Send your completed booking form to:

MVDA, St Mary's Centre, 82-90 Corporation Road, Middlesbrough, TS1 2RW

Places are allocated on a first come first served basis, so book early to avoid disappointment. You will receive confirmation of your place approximately one week before the course.

*\* Bookings cancelled after 20 December 2011 will be non-refundable*

# Booking Form

Please complete a separate form for each delegate

Name:	
Organisation:	
Address:	
Phone:	
Email:	

	✓
<b>Please tick as appropriate</b>	
<b>Introduction to safeguarding children and young people</b> Thursday 5 January 2012, 1pm – 4pm	
<b>Becoming a constituted group</b> Thursday 12 January 2012, 9.30am – 1pm	
<b>Marketing: selling your services</b> Tuesday 31 January 2012, 10am – 4pm	

Please indicate payment method for marketing course:

- By Invoice** (please include purchase order number if applicable)  
 **Cheque enclosed for £60 (per person)** payable to MVDA

**Return this form at least a week before the date of the event(s) you want to attend to:** Christine Crawford, MVDA, St Mary's Centre, 82-90 Corporation Road, Middlesbrough, TS1 2RW  
[christine.crawford@mvdauk.org.uk](mailto:christine.crawford@mvdauk.org.uk)

**The venue is wheelchair accessible. If you have any other needs to enable you to participate please contact us (as above) and we will do our best to accommodate you.**