

Employment Policies and Procedures for small organisations



Tutor – Sue Bristow and Judy Herring from Poole Citizens Advice Bureau

Friday 20th January 2012
9:30-12:30 (Registration/refreshments from 9:15)

Oakdale Community Partnership Centre,
Wimborne Road, Oakdale,
Poole, BH15 3DL

Who is the course for?

This course is for voluntary/community groups and charities working in Bournemouth or Poole. It is aimed at committee members/trustees and managers with personnel responsibilities, who want to improve their knowledge and develop sound Employment Policies and Procedure. Spare places may be available to other voluntary/community groups and statutory staff at a higher rate.

The course objectives

- Legal aspects of becoming an employer including policies and procedures
- The difference between employing volunteers and paid staff
- Developing good practice
- Organisations who can help

What will you achieve?

- Develop your understanding of your legal responsibilities
- How to go about developing policies and procedures suitable for your organisation
- Be able to develop good practice
- Know where to go for further information/advice

About the Trainer

Sue and Judy between them have over 25 years' experience of delivering training and support to Citizens Advice Bureau volunteers and staff. They are both experienced as generalist and specialist advice workers, including representation and casework.



WORKING TOGETHER



To Support the Voluntary and
Community Sector

Booking form: Employment Policies and Procedures for small organisations, 20 January 2012

Organisation name	
Attendee(s) names (max 2 per organisation)	
E-mail address	
Tel number	
Any special access or other requirements?	

The fee for this course (subsidised by the Big Lottery) is £10 per person for voluntary/community groups and charities. If the course is not fully booked, spare places may be offered to statutory staff at £75 per person.

Please return the booking form by 17 January 2012 to:
Bournemouth CVS, Boscombe Link, 3-5 Palmerston Road, Bournemouth, BH1 4HN,
with your cheque made payable to "Bournemouth CVS".

Places are limited, so please book early. Your place will not be reserved until payment has been received.

Any queries about the booking process, please contact Jacqueline Salazar, 01202 466130
jacqueline.salazar@bournemouthcvs.org.uk.

Queries about the course, please contact Steve Place, 01202 466130,
steve.place@bournemouthcvs.org.uk

Cancellation policy:

Up to 14 days before the event- full refund. Please e-mail the above address to request this.
After 14 days before the event- no refund but you may send someone else in your place.

