

# January

## Parents, Carers & Employment Law

- 31** Maggie Lawton & Rod Smith  
10.00 - 12.30, York

# February

## Health & Safety in the Workplace CIEH Level 2 Award

- 6** Pete Kilbane  
09.30 - 16.30, Malton

## Design better leaflets, newsletters and reports using Publisher

- 7** Mark Kennedy  
10.00 - 12.30, Thirsk

## Fair & Unfair Dismissal

- 20** Maggie Lawton & Rod Smith  
10.00 - 12.30, York

## Mental Health Awareness

- 22** Jackie Aldis  
10.00 - 16.00, Scarborough

## Responsibility of Charity Trustees

- 26** Neil Irving  
18.30 - 21.00, Northallerton

## Effective Communication

- 28** Nhys Glover  
10.00 - 14.30, Ripon

# March

## An Introduction to Employment Rights

- 5** Maggie Lawton & Rod Smith  
10.00 - 12.30, Harrogate

## Understanding Behaviour that Challenges

- 6** Avalon  
10.00 - 16.00, Easingwold nr York

## Save-a-Life

- 10** British Red Cross  
10.00 - 12.00, York

## Confident Speaking in Public - level 1

- 12** Maureen Ryan  
10.00 - 16.00, Scarborough

## Recruitment and Selection

- 17** Maggie Lawton & Rod Smith  
10.00 - 16.00, York

# April

## Introduction to Personal Safety for the Lone Worker

- 7** Jackie Dolan  
13.30 - 16.00, Harrogate

## Charities Act 2006

- 8** Neil Irving  
18.30 - 21.00, Pickering

## Negotiating the Discrimination Minefield

- 16** Maggie Lawton & Rod Smith  
10.00 - 12.30, York

## Take Control of Microsoft Outlook

- 17** Martin Walsh  
14.00 - 16.30, Richmond

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