

### Book early to avoid disappointment!

To book a place on this workshop

- complete a booking form, available on request from our website or enclosed with this flyer
  - Post, email or fax it to Jean Myrie,  
Voluntary Action Luton  
15 New Bedford Rd Luton LU1 1SA
- or
- fax it to us on 01582 733013
- or
- email it to [jean.myrie@valuton.org.uk](mailto:jean.myrie@valuton.org.uk)

Your booking will be acknowledged and details of the event and directions to the venue will be sent to participants five days before the event.

**To reserve a place**, request a booking form or for more information about this workshop or our training programme contact :-

Jean Myrie, Infrastructure Training & Development Officer  
on 01582 733418 or email [jean.myrie@valuton.org.uk](mailto:jean.myrie@valuton.org.uk) You can also visit our website [www.valuton.org.uk](http://www.valuton.org.uk)

*The organisers reserve the right to modify the content of the programme*



INVESTORS IN PEOPLE

Charity Registration No.1059287 Reg Company No:3275961

Training and Development

February 2010

# Training Workshop

## Voluntary Action Luton

## Project Management

Thursday 10th June 2010

9:30 am - 3:30 pm

The Voluntary Resource Centre

15 New Bedford Road

Luton LU1 1SA





## Who should attend



This is a one-day workshop for anyone involved in managing projects and/or organisations such as Managers, Team leaders, Trustees and Directors of social enterprises, voluntary and community organisations.

## Introduction

There are many definitions of what constitutes a project..... However, there is no magic formula for ensuring that a project is successful, but there are well proven techniques available to help plan and manage projects.

Most of project management is plain, common sense and a lot of what we describe is simply a structured approach to what you would do instinctively.

Project management gives you a framework ...at certain points it prompts you to take a step back and think 'have I done this?', 'have I considered that?', ' what should we do if "x" happens?'

## About the Trainer

This workshop will be delivered by Lloyd Denny, a Management Consultant with many years of Senior management experience in both the Statutory and Third Sectors.

Lloyd is also an independent member of Bedfordshire Police Authority and a Board member of Luton Safeguarding Children Board. In 2008 he established restoration counselling services where he now operates as its director.

## Programme

9.30am Tea/Coffee and Registration  
10.00am Introduction to the day and each other

During the day the workshop will cover areas such as:-

- What is project management?
- Objectives and scope
- Structure and governance
- Monitoring—Reporting—Control
- Quality Assurance
- Recruiting & training
- Administration
- Financial Management
- Procurement
- Post completion review

Delivery will be through a combination of presentation, discussion and exercises.

## Access and Individual Requirements ...



The workshop will be held at **Voluntary Action Luton  
15 New Bedford Road Luton LU1 1SA.**

This venue is fully accessible. Parking is available in a pay and display car park nearby.

If you have any specific individual requirements to enable you to attend this event please let us know. Every effort is made to meet individual requirements, which might include; a loop system, wheelchair access, handouts in large print or special dietary requirements.



Details of how to book are on the next page