



Glasgow  
Council  
for the  
Voluntary  
Sector

# Upcoming Training

Day/Date	Course	Timings	Day/Date	Course	Timings
Tuesday 10th March	Recruitment & Selection	9am to 12.30pm	Wednesday 12th August	Absence & Attendance	9am to 12.30pm
Wednesday 25th March	Office Health & Safety	9am to 12.30pm	Thursday 27th August	Loneworking	9am to 4.30pm
Thursday 9th April	Interview Skills	9am to 12.30pm	Tuesday 8th September	Discipline & Grievance	9am to 4.30pm
Monday 20th April	Introduction to Risk Assessments	9am to 12.30pm	Wednesday 23rd September	Manual Handling	9am to 12.30pm
Tuesday 12th May	Communication Tools	9am to 12.30pm	Thursday 8th October	Equality & Diversity	9am to 12.30pm
Wednesday 27th May	Fire Safety Awareness	9am to 12.30pm	Tuesday 20th October	Working at Height	9am to 12.30pm
Thursday 11th June	Induction, Performance Management & Appraisals	9am to 4.30pm	Wednesday 4th November	Difficult Conversations	9am to 12.30pm
Tuesday 23rd June	Occupational Driving	9am to 12.30pm	Thursday 19th November	Occupational Driving	9am to 12.30pm
Wednesday 8th July	Parental Rights & Leave	9am to 12.30pm	Tuesday 1st December	Flexible Working	9am to 4.30pm
Thursday 23rd July	Assessing DSE	9am to 12.30pm	Wednesday 9th December	Stress Awareness	9am to 12.30pm

See [www.eventbrite.co.uk](http://www.eventbrite.co.uk) or our website [www.gcvs.org.uk](http://www.gcvs.org.uk) for booking information

Places are on a first-come, first-served basis and are limited, book early to avoid disappointment.



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## About the Speaker

### Natasha Gordon, HR Service Manager

Natasha joined GCVS on 2<sup>nd</sup> December 2019.

Natasha worked within EVH (Supporting Social Employers) providing HR, Employment Law and Health & Safety advice and training to members. She is a CIPD member, Employment Law Paralegal and has a strong background in leadership and management.



Previously, Natasha worked within Sense Scotland and the NHS and is very much looking forward to continuing to fully support our members in achieving and maintaining positive environments and ensuring the physical and mental wellbeing of everyone within the organisation.

## Course Arrangements

Half day courses—Registration 9am, Session starts 9.30am, Session ends 12.30pm

Full day courses—Registration 9am, Session starts 9.30am, Session ends 4.30pm (lunch inc)

## Finding us

The Albany Centre is situated in the Woodlands area of Glasgow, minutes from Charing Cross train station and St Georges Cross underground.

**Albany Centre, 44 Ashley Street,  
Glasgow, G3 6DS**

**For more information, contact  
Natasha Gordon, 0141 354 6515 or  
[natasha.gordon@gcvs.org.uk](mailto:natasha.gordon@gcvs.org.uk)**

