



HAVS Training and Learning Centre (TLC)

*HAVS TLC working with the Charity Learning Consortium providing essential online learning supporting Voluntary and Community Organisation through the community web portal
www.hillingdonconnected.org.uk*



Course Listing

- Health and safety
- Customer Service
- Leadership and Management
- Legislation
- Personal Development
- Training and Facilitation
- IT Skills
- Communication
- Recruitment and Selection
- Literacy
- Sales and Marketing
- Budgeting and Finance



IT Skills

- ECDL v4 - v5
- MS Office 97—2007
- MS Project 98



Soft Skills/ Personal Development Courseware

- Communication Skills
- Customer Service
- Health and Safety
- Leadership and Team Development
- Legislation in the UK Workplace
- Literacy Skills
- Personal Development
- Sales Skills
- Training and Facilitation Skills
- Understanding Budgeting and Finance

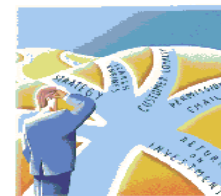


Professional Management Series (Pro MS)

- Covering 52 Learning Objective

Management Milestone Masters

- Business Skills
- Coaching Skills
- Developing Performance Skills
- Leadership Skills
- Managing Change
- Team Development



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**Connecting the voluntary sector in
 West London**