

ITC TRAINING COURSES 2008/09

COURSE TITLE	TRAINER	DATE
APRIL 2008		
Writing Successful Grant Applications	Richard Oyarzabal	Tues 8 April
Coaching and Mentoring Skills	Danny Hearty	Fri 18 April
Touring Abroad	Gary Hills	Tues 22 Apr
Conflict Resolution	Keith Stewart	Fri 25 April
Transform your Meetings	Lois Grasselle	Tues 29 April
How to write a Business Plan	Miles Harrison	Weds 30 April
MAY 2008		
ITC Equity Contract	Jackie Elliman	Thurs 1 May
Introduction to Arts Marketing	Rachel Escott	Fri 9 May
Using Accounts and Accountants	Maureen McCulloch	Weds 14 May
Effective Fundraising	Joanna Ridout	Tues 20 May
Producing and Touring	Bryan Savery	Thurs 29 May (pm)
JUNE 2008		
Project Management	Michele Lazarus	Mon 2 June
Project Budgeting	John Cammack	Tues 3 June
Training the Trainers and Facilitators	Michele Lazarus/Danny Hearty	Weds 11/ Thurs 12 June
Incorporation and Charitable Status	Jackie Elliman	Tues 17 June
Effective Venue Management	Richard Morgan	Mon 30 June
JULY 2008		
TAX, NI and VAT (am)	Kevin Dunn	Tues 1 July
Child Protection	Simon Ruding	Weds 2 July
Delivering Workshops	Sam Rowe Beddoe	Thurs 3 July
Starting a Performing Arts Company	Katrina Duncan	Tues 8 July
Tour Booking	Roger Lang	Weds 9 July
Managing People and the Law	Jackie Elliman	Thurs 10 July (pm)
Stress Management at Work	Michele Lazarus	Tues 15 July
The Stage Manager as Manager	Jane Claire	Tues 22 July
SEPTEMBER 2008		
First Steps in Financial Management	Maureen McCulloch	Tues 9 Sept
Assertiveness at Work	Michele Lazarus	Tues 16 Sept
Managing Time and Tasks	Danny Hearty	Weds 17 Sept
Maximising your Career	Jeanette Siddal	Fri 19 Sept
Front of House Management	Joanna Ridout and Bryan Savery	Weds 24 Sept
Handling Challenging Behaviour and Volatile Situation	Pauline Gladstone	Thurs 25 Sept
Managing Change	Richard Hamilton	Fri 26 Sept
Site Specific Performance	Pippa Bailey	Tues 30 Sept
OCTOBER 2008		
Negotiations and Contract	Charlotte Jones	Weds 1 Oct
Promoting your work widely: Communicating with diverse groups	Kemi Bamidele and Carmen Morris	Thurs 2 Oct

Passport to International Touring 1	Jane C/ Gary H	Mon 6 Oct
Passport to International Touring 2	Jane C/ Gary Hills	Tues 6 Oct
Motivation and Team Building	Alan Margolis	Weds 8 Oct
Risk Management	Geoffrey Joyce	Fri 10 Oct
Introduction to Press Relations	Sue Rose	Thurs 23 Oct
Starting a Performing Arts Company		Tues 28 Oct
Working Effectively with Consultants	Katrina Duncan	Thurs 30 Oct (pm)
NOVEMBER 2008		
Taking and Writing Minutes	Michele Lazarus	Tues 4 Nov
Realising your Creative Business Ambitions	Pippa Bailey	Weds 5 Nov
Networking and Presenting Yourself	Charlotte Jones	Fri 14 Nov
Strategic Planning	Miles Harrison	Tues 18 Nov
ITC Equity/ Contract	Jackie Elliman	Tues 25 Nov
Recruiting and Inducting New Board Members	Tesse Akpeki	Thurs 27 Nov (am)
Finance for Board Members	Jeremy Smeeth	Thurs 27 Nov (pm)
Successful Co-Productions	Bryan Savery	Mon 24 Nov
DECEMBER 2008		
Working as a Freelance Producer	Pete Staves/ Shabina Islam	Mon 1 Dec
TAX, NI and VAT	Kevin Dunn	Tues 2 Dec (am)
Incorporation Charitable Status	Jackie Elliman	Tues 2 Dec (pm)
JANUARY 2009		
Producing and Touring	Bryan Savery	Weds 28 Jan (pm)
Introduction to Arts Marketing	Rachel Escott	Thurs 29 Jan
FEBRUARY 2009		
Managing Time and Tasks	Danny Hearty	Thurs 5 Feb
Personnel Systems and Practice	Madeline Hutchins	Thurs 12 Feb
Rural Touring	Alex Murdoch	Tues 17 Feb
IT for Performing Arts	Martin Black	Weds 25 Feb
MARCH 2009		
Negotiations and Contracts	Charlotte Jones	Mon 2 March
Starting a Performing Arts Company	Mary Loughran	Weds 4 March
Booking a Tour	Roger Lang	Fri 20 March
Tax, NI and VAT	Kevin Dunn	26 March (am)
Incorporation and Charitable Status	Jackie Elliman	26 March (pm)