

Training programme

April - October 2004

Courses for the Voluntary Sector



Funded by



Learning+Skills Council
Derbyshire

General Information

Welcome

Thank you for taking the time to read our training brochure. Our training programme has built a reputation for being of high quality, and all of the sessions are delivered by qualified tutors who understand the needs of the voluntary sector locally.

Accessibility

All of our courses are held at accessible venues across the High Peak. If needed, we are able to provide resources to ensure that all can participate fully - please indicate your needs on the booking form. We can also assist with childcare and transport costs - please telephone us to discuss your specific needs.

If you are a voluntary or community group based in the borough, and cannot find what you are looking for, please let us know - we may be able to offer tailored training just for you!

Charges

All of the half-day courses in this brochure are **FREE** to paid staff and volunteers from voluntary and community groups and organisations in the High Peak.

Full day courses, which include lunch, are £10. If you are from the statutory sector or from a group outside of the High Peak, the charge is £20 half day, £30 full day.

Booking & confirmation

To book a place, simply complete the form on the back of this brochure. Course instructions, including directions, will be sent a couple of weeks before the course date.

Cancellation

In 2003, we had a significant number of people who had booked places on courses who failed to turn up and didn't let us know. This meant that courses became expensive to run for the number of delegates, or that someone who was on the reserves list missed out. We realise that plans change, but have no option but to introduce a cancellation fee if delegates don't turn up and haven't let us know with at least 24 hours notice. This fee, which will be invoiced, is £10.

**This leaflet is also available in large print and Braille -
telephone 01663 735 350 for a copy in either format**

Inducting volunteers into your organisation

- Content:** A session, designed to help organisations make the most of their vitally important asset - their volunteers.
- Date & time:** Wednesday, 21st April, 9.30am - 12.30pm
- Tutor:** Debbie Enever, Volunteer Co-ordinator, Glossop Volunteer Bureau
- Venue:** Bradbury Community House, Market Street, Glossop

Understanding the Criminal Records Bureau & Disclosure

- Content:** What the CRB and Disclosure are, who can use the Disclosure Service and how to go about it. A good grounding in the principles and ideal for those organisations, with paid staff or volunteers, who work with children, young people or vulnerable adults.
- Date & time:** Thursday 22nd April, 1.30pm - 4.30pm
- Tutor:** Tony Okotie, High Peak CVS, & Debbie Enever, Glossop Volunteer Bureau
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge

Creative Problem Solving

- Content:** Ever wondered how to get over a thorny problem? This session will give you some practical problem solving techniques to help you conquer (almost) anything.
- Date & time:** Friday 30th April, 10am -1pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** New Mills Volunteer Centre, Union Road, New Mills

Principles of Manual Handling

Content: A course aimed at those who carry out any sort of manual handling activity. It details the hazards of manual handling, and looks at controlling the risks. Successful completion will enable attendees to look carefully at their own group's activities, and help develop safer methods. An ideal course for paid staff and volunteers that deal with infirm clients. All attendees will receive a certificate.

Date & time: Wednesday 12th May, 9.30am - 4pm

Tutor: Ouch!

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

First Aid Appointed Person

Content: A popular one-day, certificated introduction to first aid course, useful for all but especially those acting as volunteers or workers within a voluntary & community group

Date & time: Thursday, 13th May, 9.30am - 4pm

Tutor: Ouch!

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Fearlessness & Assertion

Content: A session specifically to help people feel more self-confident and assertive in a variety of situations. A course with something for everyone!

Date & time: Friday 21st May, 10am -1pm

Tutor: Derek Shields, Winning Edge

Venue: New Mills Volunteer Centre, Union Road, New Mills

Baby & child First Aid

Content: A full day course to educate childcare providers/carers in emergency aid procedures, highlighting the specific needs of children and infants. Ideal for those running out of school or summer clubs. All attendees will receive a certificate.

Date & time: Tuesday, 8th June, 9.30am - 4pm

Tutor: Ouch!

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Writing a good news release

Content: Getting your message across is essential, to tell people about your group, the service that you offer or just to get more volunteers. This session deals with newspapers and print media, how they operate and how to write a successful news release.

Date & time: Wednesday, 16th June, 1.30pm - 4.30pm

Tutor: Tony Okotie, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Effective Presentations using Microsoft PowerPoint

Content: An introduction to using PowerPoint software for visual presentations. A practical session where everyone will be using laptop computers to create their own presentation - whether they have done it before or not!

Date & time: Friday, 25th June, 10am - 3.30pm

Tutor: Tony Okotie, High Peak CVS

Venue: Hope Valley College, Hope

Data Protection for Voluntary Organisations

NEW!

Content: Data protection can be a complex subject, and Paul Ticher is a national expert on it and how it applies to voluntary groups, whatever their size. The session will cover the 1998 Act and its implications for voluntary groups - essential if you hold ANY sort of personal data, be it a computerised database or mailing list of groups, or a card index of volunteers!

Date & time: Tuesday 14th September, 10am - 4.30pm

Tutor: Paul Ticher

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

How to be a star! Presentation skills for the terrified

Content: Ever had to stand in front of a group of people to give a talk and felt terrified? This session will help - skills, help and advice passed on in a fun, participatory way. We ran this for the first time back in February -the course was oversubscribed and got fantastic feedback, so we are offering it again. Book quickly!

Date & time: Friday 24th September, 10am -1pm

Tutor: Derek Shields, Winning Edge

Venue: Bradbury Community House, Market Street, Glossop

Counselling for non counsellors

NEW!

Content: A session specifically for volunteers or paid staff in voluntary organisations, introducing some of the issues and skills needed in informal counselling such as listening

Date & time: Tuesday 19th October, 9.30am -12.30pm

Tutor: Derek Shields, Winning Edge

Venue: New Mills Volunteer Centre, Union Road, New Mills

Creating an effective and eye-catching newsletter

Content: Techniques, hints and tips to creating an eye-catching newsletter, including design and image, looking at your target audience, content, writing and subbing style. Following the course, Tony is happy to work with individual organisations to help them develop their own newsletters.

Date & time: Thursday 21st October, 1.30pm - 4.30pm

Tutor: Tony Okotie, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Developing Consultation Skills

NEW!

Content: An opportunity to develop your understanding of what consultation is, what it is for and how to do it, using various innovative techniques. This session is tailored to delegates needs, so please let us know when you book what you would like to see covered.

Date & time: Wednesday, 10th November, 10am -1pm

Tutor: Di McIntyre, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Running Effective meetings

NEW!

Content: For anybody who attends meetings but especially for those who run meetings. An opportunity to look at the practical elements of running effective meetings and develop the skills used by all who run and attend meetings.

Date & time: Tuesday, 23rd November, 10am - 1pm

Tutor: Di McIntyre, High Peak CVS

Venue: Bradbury Community House, Market Street, Glossop

High Peak CVS has funding to resource training around five different areas of Equal Opportunities.

Tailored Training

We have funding to deliver tailored training to groups run by people with disabilities. The training can be anything that will better equip the group to meet its aims.

Are you part of a disabled peoples group? If you are is there any training you need, or have you not thought about your training needs and would like to? Please contact us and we will do our best to identify and deliver suitable training.

The training could be anything from First Aid, to team building, to writing policies.

Disability Discrimination Act

As you may know the changes in legislation are having an impact on many voluntary and community groups. We will also be delivering some general training around disability awareness.

Other legislation changes

There are new regulations relating to religion and sexual orientation. We will deliver training around equal opportunities which will highlight these changes and how we can adapt to reflect these.

Celebrating Diversity

We are thinking of having a day event to celebrate diversity in the High Peak and include in this training/workshop activities. Please let us know if you have any ideas around this or would like to get involved.

Resources

Finally, we have funding to resource training sessions with lip readers, signers, computer software etc. If you need such resources to access training delivered through High Peak CVS or else where please let us know.

COURSE BOOKING FORM

Your name	
Organisation/group	
Address	
Post code	
Telephone no.	
Email address	
Training Course(s) and date(s) you would like to book:	
1.	
2.	
3.	
4.	
Please advise us if you have any special requirements (i.e. wheelchair access, hearing loop etc)	
Lunch. A buffet lunch will be provided for full day courses. Do you have any special dietary needs?	

Please complete and return this page (or a photocopy) to:

**Training bookings, High Peak CVS, 1a Bingswood Estate,
Whaley Bridge, SK23 7LY. Telephone & Fax 01663 735350.**