

Training programme

January - June 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. As you can see, we have increased the range and variety of courses, and hope you can find something appropriate to your organisation, however large or small. 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**

Using Radio to promote your group

- Content:** How to create news releases of interest & broadcast interview techniques. An important session, to enable groups to secure coverage on the new commercial radio station in the High Peak.
- Date & time:** Thursday 22nd January, 11am - 1.30pm
- Tutor:** Andy Kershaw, Social Action producer with BBC Radio Sheffield
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge

An Introduction to Child Protection

- Content:** A three-hour course, covering identifying abuse, the different categories, roles and responsibilities, principles and procedures. An ideal introduction to the issue, for both paid staff and volunteers, and essential for organisations working with children. A certificate will be issued to all attendees.
- Date & time:** Tuesday 17th February, 9.30am - 12.30pm
- Tutor:** Derbyshire Area Child Protection committee
- 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.
- Date & time:** Friday, 13th February, 9.30am - 12.30pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** Bradbury Community House, Market Street, Glossop

Risk Assessment & Basic Health and safety

Content: An introduction to health and safety and risk assessments - what your obligations are, and how to go about meeting them. Essential for all groups, but especially those that have their own premises.

Date & time: Friday 19th March, 10am - 1pm

Tutor: Derek Shields, Winning Edge

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

Do you offer good customer care?

Content: A new session, looking at customer care skills - service users are customers as well! Covers creating the right impression, communication and listening, discrimination and much more.

Date & time: Friday 12th March, 10am - 1pm

Tutor: Tony Okotie, High Peak CVS

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

Making your funding application a success

Content: We ran this session for the first time as part of funders fortnight in September 2003, and it was very well attended and had great feedback - so we are doing it again. Bring your project proposals along and receive training on how to: split projects into component parts, see the way in which elements can be linked to charitable trust funding, fill in the forms, build and maintain links with charitable trusts.

Date & time: Tuesday 9th March, 10am - 3pm

Tutor: Gary Beharell, Regional Manager, Lloyds TSB Foundation

Venue: Buxton Methodist Hall, Market Place, Buxton

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

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

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

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

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

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

Valuing your volunteers

- Introduction:** A new series of sessions, designed to help organisations make the most of their most important asset - their volunteers. Each session will cover a different aspect of working with volunteers
- Tutor:** Debbie Enever, Volunteer Co-ordinator, Glossop Volunteer Bureau
- Venue:** All five sessions will take place at Bradbury Community House, Market Street, Glossop
- Session 1** **Writing a volunteer policy**
Wednesday 11th February, 9.30am - 12.30pm
- Session 2** **How to recruit Volunteers - part 1**
Wednesday 25th February, 9.30am - 12.30pm
- Session 3** **How to recruit Volunteers - part 2**
Wednesday, 3rd March, 10am - 1pm
- Session 4:** **Looking after your volunteers - Making them feel valued**
Wednesday 31st March, 10am - 1pm
- Session 5:** **Inducting volunteers into your organisation**
Wednesday, 21st April, 9.30am - 12.30pm

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.**