

Learning opportunities for the Voluntary Sector

Training programme

January - June 2005



Supported by



Learning+Skills Council
Derbyshire

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

General Information

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. All of our full day courses include lunch.

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

Each session is now shown with a letter (A, B, C or D) showing the charge that is applicable:

	Charging band			
	A	B	C	D
High Peak voluntary groups (without paid worker)	Free	£10	Free	£10
High Peak Voluntary Groups (with paid worker)	Free	£10	£10	£20
Voluntary groups outside High Peak	Free	£10	£15	£25
Statutory Sector			£30	£50
Businesses			£30	£50

If your group would like to access any training but can't because of funding, we are able to make concessions on charging, and can work with organisations so that they can identify funding for training for the future. We aim to be inclusive, and so want to work with local groups to ensure that lack of money doesn't become a barrier. Please contact Nicola or Tony to discuss concessions.

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

There is a cancellation fee if delegates book and then don't turn up and haven't let us know with at least 24 hours notice. This fee, which will be invoiced, is £10.

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:** Monday 24th January, 10am - 1pm
- Tutor:** Tony Okotie, High Peak CVS, & Debbie Enever, Glossop Volunteer Bureau
- Venue:** Bradbury Community House, Market Street, Glossop
- Charging band:** A

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:** Friday 28th January, 9.30am - 4pm
- Tutor:** Ouch!
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** B. (includes lunch)

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:** Tuesday 1st February, 10am -1pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A

Ready, Steady, Go!

Content: 3 short, introductory sessions giving help and advice about how voluntary and community groups can go from having a project idea to carrying it out - including everything from researching and planning it, funding and promoting it to monitoring and evaluating the project and ensuring it stays on track. These three half day sessions provide a fantastic overview of the skills and tools needed. It will be delivered in a way that will allow you to think about your organisation and how to go about embracing future opportunities.

Session 1: **Ready... (The Vision)** Monday 28th February, 10.00am - 1.00pm

- Project Research
- Risk Assessments
- Strategic Planning

Session 2: **Steady... (Starting Up)** Monday 7th March, 10.00am - 1.00pm


- Income Generation
- Financial Systems
- Recruitment
- Marketing

Session 3: **Go... (Keeping on Track)** Monday 14th March, 10.00am - 1.00pm

- Review the Plan
- Opportunities & Threats
- Monitoring & Evaluation
- Changing Course?

Tutor: South Derbyshire CVS training team

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: A. This training is provided as part of our  project

Business tools for developing community enterprises

- Content:** Come and learn how to improve your business with two new DTA* enterprise development tools -**BIG**, the Business Ideas Generator helps you think how to grow the enterprise, the **Balance Score Card** helps you take a snapshot of where you are now and where you want to get to in the future.
- Date & time:** Wednesday, 2nd March, 9.30am -1pm
- Tutor:** Carol Skye, *Development Trust Association
- Venue:** Bradbury Community House, Market Street, Glossop
- Charging band:** A. This training is provided as part of our  project

Developing Consultation Skills

- 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, 9th March, 10am -1pm
- Tutor:** Di McIntyre, High Peak CVS
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A

Getting results from people

- Content:** How to motivate staff, volunteers, donors and others. Learn the key facts about getting people to want to do things well and the techniques that help you encourage them. No USA psycho-babble, all the methods are tried and tested here.
- Date & time:** Thursday, 14th April, 10am-1pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** New Mills Volunteer Centre, Union Road, New Mills
- Charging band:** C

Understanding and using Radio to get your message across

Content: High Peak Radio are the only media that cover all of the borough, and they want to increase the amount of free publicity they give to local voluntary groups, through initiatives such as The High Peak Helpline which runs every hour and promotes the services of local non-profit organisations as well as seeking support for them.

This session will help take away some of the "fear" of using radio, and help groups learn, in a fun way, how to get your message across and how to write a script ready to be recorded. High Peak Radio will also be bringing some portable recording equipment along so that people can practice their technique!

Date & time: Tuesday 15th March, 1.30pm-4.30pm

Tutor: Roger Price, High Peak Radio and Tony Okotie, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: A

Greening your organisation

Content: Where do you start if your organisation wants to reduce its environmental impact? How do you get people on board? What's the point of it all anyway? This lively half day training session will show you the first steps, give ideas on how to inspire colleagues to get involved and set you on the road to helping the environment *and* saving cash with it. If you're sick of the waste where you are, then do something about it - book now!

Date & time: Thursday, 21st April, 10am-1pm

Tutor: Pete Spriggs, Losehill Hall, Peak District National Park Authority

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

Charging band: C

Becoming a Learner Champion

- Are you interested in ensuring your staff/ colleagues and volunteers possess the skills required to be efficient?
- Would you like to help your organisation develop the skills it needs?
- Would you like to know (& be kept up-to-date) about training available in Derbyshire?
- Would you like to become part of a network of people interested in learning and development?

Then this course is for you! The role of a learning champion is to help the organisation's staff and / or volunteers identify and meet their training needs. It is for all voluntary and community groups, regardless of size. You don't need to be a trainer to attend.

It runs over three days, with a small amount of additional time needed to achieve OCN accreditation (a nationally recognised credit). After the course, there will be ongoing support from the Learning & Development Consortium's Workforce Development Team to help you in your role.

Course Content:

- The role of a 'Learning Champion'.
- The different learning styles and training methods available.
- How to carry out training needs analysis & develop a training plan.
- How to locate training in your area.
- The importance of learning in quality.

Dates & times: Tuesday, 12th April, 10am-3.30pm (includes lunch)
Tuesday, 19th April, 10am-3.30pm (includes lunch)
Tuesday, 26th April, 10am-1.00pm

Tutor: Tony Okotie, High Peak CVS & Philip Carnell, LDC

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: A

An introduction to social enterprise

Content: Have you heard the phrase "social enterprise" and wondered what it means? Is your group one - does it want to become one? What are the benefits - and drawbacks? Where do you start? This session will provide answers (hopefully), examples and inspiration to help you understand the latest thinking about social enterprise as a way of funding and running community projects.

Date & time: Friday, 22nd April, 10am-1pm

Tutor: Esther Jones & Tony Okotie, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: A. This session is funded through the LDC ESF programme*

Running Effective Meetings

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: Thursday 28th April, 10am - 1pm

Tutor: Di McIntyre, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: C

Monitoring and evaluating your project

Content: Increasingly, funders are asking for monitoring information so they can assess the impact that their funding is having. This session will show what monitoring and evaluation is and how to build monitoring and evaluation systems and methods into your projects and organisation.

Date & time: Monday, 9th May, 10am -1pm

Tutor: Hester Messom, Derbyshire Dales CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: C

Creating great annual reports

- Content:** An annual report can be a great ally for any voluntary or community group - it is also something most organisations have to produce. This session will give organisations, large and small, ideas about how to go about producing great, inspiring annual reports - what to include and how to include it!
- Date & time:** Wednesday, 11th May, 10am-1pm
- Tutor:** Tony Okotie, High Peak CVS
- Venue:** Bradbury Community House, Market Street, Glossop
- Charging band:** C

Communicating well

- Content:** Communication is a large part of our work and indeed our lives. This workshop helps you gain the essential skills to be able to communicate effectively in any medium - face-to-face, paper-based, on video, etc. etc. It's fun too!
- Date & time:** Thursday 12th May, 10am -1pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** C

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:** Monday 23rd May, 9.30am - 12.30pm
- Tutor:** Derbyshire Area Child Protection committee
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A

Getting & keeping the right people

- Content:** Effective recruitment and selection. Make your staff selection more than twice as successful. Practise a range of techniques to help you attract and select the right staff and volunteers and at the same time ensure your practice is ahead of legal requirements.
- Date & time:** Tuesday, 7th June, 10am - 3.30pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** D. Includes lunch.

Sustainable funding - bright ideas

- Content:** Increasingly organisations are being told to become more sustainable - through strategic planning, grant diversification and income generation. What does sustainable funding mean - and how can voluntary and community organisations generate independent income from trading goods and services?
- This course has no magic answers and is not focused on writing better bids. Instead here is an opportunity to think about 'funding in the round' - and about how organisations can sustain themselves beyond sole reliance on charitable donations and time-limited grants. It will use a combination of presentation, case studies, small group working and onward signposting. Run over two days, with a small amount of additional time needed to achieve OCN accreditation (a nationally recognised credit).
- Date & time:** Thursday 16th June, 10am-3.30pm (includes lunch)
Thursday 23rd June, 10am-1pm
- Tutors:** Esther Jones & Tony Okotie, High Peak CVS
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A. This session is funded through a LDC ESF programme*

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 30th June, 9.30am - 4pm
- Tutor:** Brenda Stafford, Kiss of Life Ltd
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** D (includes lunch)

* Derbyshire Learning & Development Consortium, European Social Fund programme "First Steps to Social Enterprise", designed to provide learning opportunities about social enterprise & social enterprise skills.

Other training opportunities

In addition to our main training programme that we have detailed here, High Peak CVS has funding to resource training around Equal Opportunities, and for voluntary and community groups that work in New Mills or Gamesley.

For more information or to access any of this training, please contact Nicola or Tony at High Peak CVS on 01663 735 350

COURSE BOOKING FORM

Your name	
Organisation/group	
Does your group employ one or more paid workers?	Yes / No
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 support needs or 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.**