

Learning opportunities and workshops

January - May 2006



Supported by



Learning+Skills Council
Derbyshire



EUROPEAN UNION
European Social Fund

**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 shown with a letter (A, B, C or D) in the description, 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	£10	£20	£30	£50
Businesses	£10	£20	£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 or via our website - www.highpeakcvs.org.uk/training/events.asp.

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.

Getting the best from MS Publisher to create great newsletters

- Content:** One of our popular sessions has been "creating great newsletters", which gave delegates the opportunity to think about content and design. This NEW session takes that a stage further - using Publisher to create templates and newsletters, with each delegate having the opportunity to use a PC and gain some practical experience of the software.
- Date & time:** Wednesday 18th January, 10am-4.00pm
- Tutor:** Tony Okotie / Mark Davies High Peak CVS
- Venue:** Buxton Library, Kents Bank Road, Buxton
- Charging band:** D (includes buffet lunch)

First Aid appointed person for people working with children & babies

- 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, with a focus on children and babies.
- Date & time:** 30th January, 9.30am - 4.30pm
- Tutor:** Brenda Stafford, Kiss of Life Ltd
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** D (includes buffet lunch)

Employment Law

- Content:** A guide to employment law for small employers. The legal implication of taking on staff and how to limit risk.
- Date & time:** Thursday, 2nd February, 10am -1pm
- Tutor:** Robin Mason, Solicitor
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A. This session is funded through High Peak & Dales ProHelp.

Microphones don't Bite!

Content: Does your mouth dry and your throat constrict at the very thought of standing up to address an audience? Don't worry, you're normal! Most people believe there are only two things worse - death by fire and death by drowning.

Delivering a great presentation or a memorable speech is just like any other skill - you need to know the rules, you need practice.....and training.

Former **BBC TV reporter Alistair Macdonald**, a member of the **Professional Speakers Association**, has delivered hundreds of speeches and presentations to audiences up to 1,000-strong. He's also trained people in the private, public and voluntary sectors from more than 20 countries and from five continents. His course will teach you:

- How to overcome your natural fears.
- How to structure your presentation or speech.
- How to prepare, practice, perform and perfect your delivery.
- How to engage and hold your audience.
- How to tell a good story - because Facts Tell, but Stories Sell.
- How to be the speaker everyone remembers.

This supportive and fun course comes with full advance training notes. Your training presentations will be videoed, played back and discussed. Discover how to be a confident public speaker, because confidence is the key to success.

Date & time: Wednesday, 25th January, 9.30am - 4.30pm.

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: D (includes buffet lunch).

Working with Young People

Content: Effective Youth Work practice is based upon creating and developing a special relationship between young people and youth workers that enables young people to experience participation and responsibility in an informal setting.

This special relationship is one in which there is an attempt to *share power*; unlike more typical relationships such as those between doctor and patient, bosses and workers, teachers and pupils, parent and child.

As youth workers we *listen* to young people, *observe* their behaviour, and then make certain *interventions*.

We make these interventions within which a *purposeful programme* of opportunities and activities enables young people to gain *experience* and *explore* their own thoughts, feelings and actions in relation to the world in which they live.

The worker enables young people to *participate* and take *responsibility* so that they may *learn* and *grow*.

The objectives of this session are:

- To examine what is involved in the relationship between a youth worker and young people.
- To understand the role of communication skills in one-to-one work and groupwork.
- To define participation and identify ways of enabling young people to take responsibility.
- To understand the value of working to a purpose and the use of a systematic approach to activities.

Date & time: Monday, 13th February, 9.30am - 3.30pm

Tutor: Melanie Windle, MW Associates

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Charging band: D (includes buffet lunch)

Using Microsoft PowerPoint for effective presentations

- 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! Book early - this session is always popular.
- Date & time:** Tuesday 14th February, 10am - 3.30pm
- Tutor:** Tony Okotie / Mark Davies, High Peak CVS
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** D (includes buffet lunch)

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:** Thursday 16th February, 10am - 1pm
- Tutor:** Esther Jones, High Peak CVS
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A. This course is funded by a Derbyshire Learning & Development Consortium, Learning + Skills Council and ESF Co-financed project.

Effective Appraisal and Supervision

- Content:** Appraisal should support both organisational and personal learning, and help achieve the organisation's objectives. Most voluntary organisations want to keep things simple and to avoid some of the subjective value judgements which tend to creep in. This session concentrates on easy to achieve but effective support of staff and volunteers, and will help participants:
- Clarify good practice for an appraisal interview.
 - Design an appropriate process for appraisal.
 - Carry out the appraisal interview in an appropriate environment.
 - Use the 'Skilled Helper' model as an appraisal structure.
 - Set measurable developmental objectives with the person being supervised.
 - Assist the person being supervised to consider career goals.
 - Use the appraisal structure to clarify learning needs as a basis for a personal development plan.
 - Give and receive constructive feedback

Date & time: Thursday, 2nd March, 10am -1pm

Tutor: Derek Shields, Winning Edge

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

Charging band: C

Publicity, Marketing and other interesting things!

Content: Did that get your attention? *General marketing principles, why publicity is important, writing a marketing or publicity plan and some of the simple, low cost things you can do to promote yourself.*

Date & time: Tuesday, 7th March, 10am -1pm

Tutor: Tony Okotie, High Peak CVS

Venue: Buxton Library, Kents Bank Road, Buxton

Charging band: C

Community Profiling and Auditing

- Content:** Find out what a community profile or audit is, why you may want to do one and how it could help you and your group achieve its aims. The different elements of a community profile will be covered along with planning how to gather information and where from. By the end of the session you will be able to explain the purpose of community profiling, argue the value of a profile in aiding community work, specify the different ingredients of a community profile and prepare for a community profile.
- Date & time:** Friday 3rd March, 10am - 4pm
- Tutor:** Di McIntyre
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** D (includes buffet lunch)

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:** Wednesday 22nd March, 10am - 1pm
- Tutor:** Derbyshire Area Child Protection Committee
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Band:** A

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:** Wednesday 8th March, 10am-3.30pm (includes lunch)
Wednesday 15th March, 10am-1pm
- Tutors:** Esther Jones, High Peak CVS
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** A. This course is funded by a Derbyshire Learning & Development Consortium, Learning + Skills Council and ESF Co-financed project.

Getting the best from MS Publisher to create great newsletters

- Content:** One of our popular sessions has been "creating great newsletters", which gave delegates the opportunity to think about content and design. This NEW session takes that a stage further - using Publisher to create templates and newsletters, with each delegate having the opportunity to use a PC and gain some practical experience of the software.
- Date & time:** Wednesday, 29th March, 10am-4.00pm
- Tutor:** Tony Okotie / Mark Davies, High Peak CVS
- Venue:** Buxton Library, Kents Bank Road, Buxton
- Charging band:** D (includes buffet lunch)

Using Microsoft PowerPoint for effective presentations

- 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! Book early - this session is always popular.
- Date & time:** Wednesday, 5th April 10am - 3.30pm
- Tutor:** Tony Okotie / Mark Davies, High Peak CVS
- Venue:** Bradbury Community House, Market Street, Glossop
- Charging band:** D (includes buffet lunch)

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:** Tuesday, 25th April 9.30am - 4pm
- Tutor:** Brenda Stafford, Kiss of Life Ltd
- Venue:** Buxton Library, Kents Bank Road, Buxton
- Charging band:** D (includes buffet lunch)

Mind your head!

Content: Many organisations are increasingly coming into contact with clients experiencing some form of mental distress. Staff and volunteers sometimes feel ill-equipped to deal with these clients, and wonder how best to help them. Occasionally, they may be concerned about health and safety issues.

Mind your head is a new mental health awareness training course which aims to give participants enough information on mental distress and guidance on good practice so that they feel more comfortable about working with people who are experiencing mental distress.

By the end of the session participants will:

- Have knowledge of services for anyone experiencing mental distress
- Have an understanding of the range and symptoms of mental distress, including psychosis
- Have an understanding of a variety of distress management approaches
- Have an understanding of some of the approaches of medication
- Have a basic knowledge of the Mental Health Act

The material is delivered in a variety of ways, using presentations, group work and questions. Trainers have personal experience of mental distress, giving valuable insight and bringing the theory to life.

Date & time: Friday, 7th April, 9.30am - 3.30pm

Tutor: Tameside and Glossop Mind

Venue: Bradbury Community House, Market Street, Glossop

Charging band: D (includes buffet lunch)

How to get the most from yourself & your team: a coaching approach

- Content:** Coaching is now a mainstream activity in private and public sector organisations. Adopting a coaching approach can bring real and lasting benefits that increase personal and organisational well-being and effectiveness. In the session you will:
- Increase your understanding of coaching
 - Learn how to coach yourself
 - Explore team coaching issues
 - Learn techniques to create excellence
 - Develop a clear plan for future action
- If you are in a leadership role within the sector, as a manager, team leader or trustee this session will help you become even more effective than you are now.
- Date & time:** Thursday, 27th April 9.30am - 4pm
- Tutor:** Philip Carnall, XCX Coaching. Philip has extensive experience as a senior manager in the public sector and has worked in the voluntary and community sector for the past two years. He has coached several senior managers and chief executives in the sector.
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** B. (includes buffet lunch). This session is funded through High Peak & Dales ProHelp.

Understanding Full Cost Recovery

- Content:** Tired of trying to find funding for your core costs? Here's a fresh look at budgeting for projects which recognises *ALL* the costs of a project and abracadabra - all your core costs are taken care of! This one day course will incorporate background theory with plenty of concrete examples, and address the topic from the funder's viewpoint too.
- Date & time:** Friday, 19th May, 9.30am - 3.30pm
- Tutor:** John O'Brien, Community Accounting
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge
- Charging band:** D (includes buffet lunch)