

Courses for the Voluntary Sector

Training programme

September 2004
- December 2004



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**

Data Protection for Voluntary Organisations

- 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. This course is bound to be oversubscribed, so book quickly!
- Date & time:** Friday 24th September, 10am - 1pm
- Tutor:** Derek Shields, Winning Edge
- Venue:** Bradbury Community House, Market Street, Glossop

Monitoring and evaluating your project

NEW!

- 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:** Tuesday 5th October, 10.30am - 2.30pm including lunch
- Tutor:** Hester Messom, Derbyshire Dales CVS
- Venue:** High Peak CVS, Bingswood Estate, Whaley Bridge

Becoming a Learner Advisor

Content: A learner adviser offers advice, information and support to people who have knowledge, skills and experience gained in the workplace and the community. They support those taking part in the "Valuing Experience" project, which allows learners to gain recognition for their skills, knowledge and understanding, developed through their voluntary work. Learner advisers help people to help build their portfolio - or collection - of evidence. When learners have successfully completed this, **Open College Network accreditation** is awarded

These training sessions (which include lunch and are free) will show:

- The role of the Learner Adviser
- How to help others plan and organise their time
- How to help others gather and build evidence
- How to direct learners to sources of advice and guidance
- Features of Open College Network accreditation
- How to support and encourage others in learning

The course will gain you Open College Network accreditation at Level 3 or 2 (on completion of a portfolio). This could be put towards a University Certificate

Date: This is a 3 day course - 24th, 28th and 30th September

Tutor: Valuing Experience Project, University of Derby

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

This course is FREE and includes lunch on each day.

Bright Ideas for sustainable funding

NEW!

Content: NCVO's Sustainable Funding Project encourages and enables organisations to become more financially sustainable, through strategic planning, grant diversification and income generation. Within this approach, they have a particular interest in income generation. How can voluntary and community organisations generate independent income from trading goods and services?

This session 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 - Ideas, Information (and hopefully) Inspiration on Planning, Fundraising and Earning.

Date & time: Wednesday, 13th October, 10am -4pm

Tutor: Deborah Turton and Graham Collins from NCVO sustainable funding project

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

Counselling for Non-Counsellors

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

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

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 17th November, 9.30am - 12.30pm

Tutor: Derbyshire Area Child Protection committee

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

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: Tuesday, 23rd November, 10am - 1pm

Tutor: Di McIntyre, High Peak CVS

Venue: Bradbury Community House, Market Street, Glossop

Writing a Child Protection Policy

NEW!

Content: A session looking at the importance of a good CPP, what it needs to include (and why), and practical help to write the policy.

Date & time: Wednesday, 1st December, 10am - 1pm

Tutor: Esther Jones & Di McIntyre, High Peak CVS

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

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

Equal opportunities

Tailored Training

Funding is available to deliver tailored training for 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 group which is run by, or supports, people with disabilities? 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.

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.

New Mills and Gamesley

This funding can be used for whatever training you decide your group needs to be more effective. Examples of sessions we have organised recently have included football coaching

courses, team building events, first aid, computer skills and management committee training. All of the training is tailored to your group's needs - just tell us what you want to do!

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

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.**