



Derbyshire Dales CVS

Training Workshop Programme September 2006 to February 2007

Welcome to the new Training Workshop Programme organised by the Derbyshire Dales CVS.

All the courses are FREE to those working in a voluntary or paid capacity in the voluntary and community sector.

We look forward to welcoming you to the training workshops and would value your suggestions for future events.

Latest information on training and other issues can be found on our website www.ddcvs.org.uk

General Information: The sessions are planned to be relaxed and informal, the numbers will be kept small, usually no more than ten people at each session, if there is a greater demand we will offer alternative dates. All venues are fully accessible.

Special requirements: please let us know if there is anything we can provide to make sure that the session meets your needs and enables you to have an enjoyable and useful experience.

Reserving a place: the workshops are free and you may attend as many as you wish. To reserve a place please complete and return the booking form, photocopy additional sheets if you need to. Please ask if you would like a booking form sent by email. We will confirm your place and then send details of the venue and joining instructions two weeks before the workshop.

Making the most of IT (computers and all that!)

This event is organised by the Derbyshire CircuitRiders project run by the High Peak CVS with support from Derbyshire Dales CVS. Applications should be made to High Peak CVS 01663 735350

There are two separate seminars for the voluntary and community sector in Derbyshire, helping them to make the best use of IT. These aren't technical sessions, but are designed for the accidental techie, the manager, director or administrator to help the organisation make best use of IT in delivering their mission,

Facilitators purple zebra and IT4Communities

Date/Time Thursday 14th September
10am. – 12.45pm
1.30pm – 4.30pm

Venue Agricultural Business Centre, Bakewell

For further information and to book a place contact High Peak CVS 01663 735350

How to be a good trustee – the role and responsibilities of being a trustee

Every voluntary organisation depends on its trustees for help and advice and trustees have the responsibility of guiding the organisation through increasingly complex issues.

Neil has considerable experience of working with trustees, volunteers and paid workers. The session will help both trustees and workers to understand the role and responsibilities of a trustee in order to ensure a successful future for the organisation.

Facilitator Neil Moulden, DDCVS Chief Executive Officer

Date/Time Tuesday September 26th.
10am. – 12.30pm

Venue The Community Room, Ashbourne Leisure Centre,
Ashbourne

Promotion, publicity and using the media

This training session will look at the ways in which groups publicise their activities and deal effectively with the local media.

- Raising your profile
- Getting your message across
- How to write a press release
- Publicising events
- Contacting the media
- Dealing with interviews

Andrew McCloy is a consultant in marketing and public relations. He is District Councillor for Youlgrave and Monyash and closely involved with a variety of community groups.

<i>Facilitation</i>	Andrew McCloy
<i>Date/Time</i>	Thursday October 12 th . 10am. – 12.30pm
<i>Venue</i>	Darley Dale Methodist Church Hall

A funding workshop for small groups

Have you been volunteered as fundraiser for your group?

This session will look at funding for small community groups, where to look for grants and how to put an application together. There will be plenty of opportunity to talk about your group and its funding needs and to pick up helpful tips and ideas from others.

This session is aimed at volunteers working with local community groups with little or no experience of making grant applications.

<i>Facilitation</i>	Sarah Paisley, DDCVS
<i>Date/time</i>	Tuesday October 31st 10am – 12.30pm
<i>Venue</i>	The Medway Community Centre, Bakewell

What's new in employment legislation - 2005/6

The session will cover changes in the law as a result of the:

- Disability Discrimination Act 2005
- Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE)
- Employment Equality (Age) Regulations 2006

Participants will be expected to have some knowledge of the existing law on disability discrimination and of employment law in general as this is an **update** rather than a basic course.

Bev Cross is the legal consultant at Voluntary Action Sheffield and has worked as a solicitor in Sheffield's voluntary sector since 1986.

Facilitation Bev Cross, Voluntary Action Sheffield

Date/Time Thursday 16th November
10am – 12.30pm

Venue Darley Dale Methodist Church Hall

An introduction to MS Photoshop Elements Version 4

A full day session aimed at complete beginners or people with limited experience who wish to improve their skills. At the end of the day you will be confident in downloading and manipulating your digital photographs.

Numbers are limited to eight and everyone will work on an individual PC. Mark has a lot experience in supporting those of us who have not grown up with computers, and his previous courses have been very well received.

Facilitation Mark Davies, High Peak CVS

Date/Time Wednesday November 22nd
10am – 4pm. Lunch will be provided

Venue Agricultural Business Centre, Bakewell

Developing volunteer led youth groups

Part 1 - The Essence of Youth Work

This session will highlight the essential elements for effective youth working. If you have started, or are thinking of starting a youth group in your community, this session will help you to identify the issues which are important for its success. Part 2 will be held on January 6th.

Marion Beloe is a qualified youth worker with considerable experience of working with the voluntary sector.

Facilitation: Marion Beloe, DDCVS

Date/Time: Tuesday December 5th
10am – 12.30pm

Venue: The Community Room, Ashbourne Leisure Centre,
Ashbourne

An introduction to Excel

A full day session aimed at complete beginners or people with limited experience who wish to improve their skills. At the end of the day you will have mastered the basics of Excel and will appreciate its value as a work tool.

Numbers are limited to eight and everyone will work on an individual PC. Mark has a lot experience in supporting those of us who have not grown up with computers, and his previous courses have been very well received.

Facilitation Mark Davies, High Peak CVS

Date/Time Wednesday December 6th.
10am – 4pm. Lunch will be provided

Venue Agricultural Business Centre, Bakewell

Developing volunteer led youth groups

Part 2: Planning a Youth Work programme – this session will enable you to be more confident in planning and delivering a varied programme which will appeal to young people. You will also have the opportunity to meet other people who have experience of voluntary youth groups.

Marion Beloe is a qualified youth worker with considerable experience of working with the voluntary sector.

Facilitation: Marion Beloe, DDCVS

Date/Time: Tuesday January 9th 2007
10am – 12.30pm

Venue: The Medway Community Centre, Bakewell

Charities Bill – are there any changes?

By now the Charities Bill will have been given royal assent and have become an act. This workshop will provide an opportunity to find out what difference the new act will make to voluntary and community organisations, and what actions, if any, we will need to take to ensure that we are operating within the law.

Groups will have an opportunity to ask individual questions during the last 40 minutes, if yours are likely to be very complicated it would be worth emailing our facilitator, Neil Moulden, before the event.

Facilitation Neil Moulden, Chief Executive Officer, DDCVS

Date/Time Tuesday February 6th. 2007
10am – 11.50pm
11.50am – 12.30pm

Venue The Community Room, Ashbourne Leisure Centre,
Ashbourne

Training Workshop Booking Form

Please photocopy for additional bookings and return the form to Janet Smith,
Derbyshire Dales CVS, 3 Bath Street, Bakewell DE45 1BY

Email: enquiries@ddcvs.org.uk

Your name:
Organisation or group :
Address:
Post code:
Telephone no.:
Email address:

Workshops you would like to book:

Name of workshop	Date of workshop

Please tell us if you have any support needs or special requirements such as wheel chair access or hearing loop.

Derbyshire Dales Council for Voluntary Service can offer local voluntary and community organisations:

- Practical support such as meeting space, photocopying and laminator facilities, loan of display boards, hire of digital projector
- Advice on constitutions, charitable status and other legal structures
- Training tailored to meet the needs of your group
- Information and advice on funding
- Opportunities to link up with regional and national voluntary sector bodies as well as local groups and partnerships

To find out more please get in touch

Derbyshire Dales CVS, 3 Bath Street, Bakewell, DE45 1BY

Tel 01629 812 154

Email enquiries@ddcvs.org.uk

For up to the minute news try our new website www.ddcvs.org.uk