

Learning opportunities and workshops

MARCH 2009 to MARCH 2010



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

General Information

What training do you want?

High Peak CVS is keen to hear your ideas for training courses. 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!

Alternatively, have you seen courses elsewhere that might be useful bringing to the High Peak? If so, or if you have any comments on the CVS training, then get in touch with the CVS Development Team by contacting Louise on 01663 736431 or email louise@highpeakcvs.org.uk

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 confirmation, including directions, will be sent a couple of weeks before the course date.

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.

Charges

The charge for each session is shown below its description. These are kept as low as possible, and some sessions are still free to small groups. Remember, if applying for grant funding, training costs can (and should!) be included as a legitimate expense. Invoices will be issued on completion of the training.

Cancellation policy

We are keen to run as many courses as possible and will often run them at a low minimum number. Disappointingly, however, there is an increasing trend of people not turning up for training sessions they have booked onto. The result of this is that courses are running at a level that makes it very difficult for trainers to carry out activities they have planned, as well as sessions becoming very expensive.

We understand that there are occasions when notice cannot be given in advance but when possible we would be very grateful if you could contact us as soon as possible. **There is a cancellation fee if delegates book and then don't turn up and haven't let us know within 7 days to allow those on the reserve list to be contacted. This fee, which will be invoiced, will be 50% of the delegate rate or a minimum of £10 (which ever is greater).**

Contents

Page	Course title / detail	Area of training	Date and time
	Festivals Forum - 'Have I got news for you!'	Festivals and Events	Thursday 19 th March, 2009 7.00pm-9.00pm
	'Let's Make Monitoring and Evaluation Easy!'	Organisational	Tuesday 24 th March, 2009 9.30am-12.30pm
	First Aid Appointed Person	Health and Safety	Tuesday 21 st April, 2009 9.30am-4.30pm OR Tuesday 22 nd September, 2009 9.30am-4.30pm
	A Holistic approach to Computers	IT	Friday 24 th April, 2009 10.00am-1.00pm OR Tuesday 29 th September, 2009 10.00am-1.00pm
	Budgeting and Costing	Organisational	Monday 11 th May, 2009 10.00am-1.00pm
	Grants for the Arts	Arts	Thursday 21 st May, 2009 10.00am-1.00pm
	You're Only Selling Yourself	Marketing and Publicity	Wednesday 3 rd June, 2009 9.30am-4.30pm
	IT Surgery	IT	Friday 5 th June, 2009 10.00am-1.00pm OR Tuesday 3 November 2009 10.00am-1.00pm
	Fundraising for Beginners	Funding	Thursday 11 th June 2009, 10.00am-1.00pm OR Thursday 1 st October 2009, 10.00am-1.00pm
	Safeguarding Children	Organisational/ Children	Wednesday 24 th June, 2009 10.00am-1.00pm
	Trustees Roles and Responsibilities	Organisational	Thursday 9 th July 2009 10.00am-1.00pm OR Tuesday 29 th September 2009 7.00pm-9.00pm
	Have I Got News for You!	Marketing and Publicity	Wednesday 23 rd September, 2009 9.30am-4.30pm
	Basic Bookkeeping	Organisational	Monday 5 th October, 2009 10.00am-1.00pm
	Groups working well...	Organisational	Tuesday 6 th October, 2009 10.00am - 1.00pm

	Mental Health Awareness	Health	Thursday 8 th October, 2009 10.00am-1.00pm
	Role of the Secretary	Organisational	Wednesday 18 th November 2009 9.45am-1.00pm
	Role of the Treasurer	Organisational	Tuesday 19 th January, 2010 10.00am-1.00pm
	Food Hygiene	Food Safety	Monday 25 th January, 2010 10.00am-3.00pm
	Role of the Chair	Organisational	Wednesday 3 rd February, 2010 10.00am-1.00pm
	Basic Health and Safety	Health and Safety	Tuesday 9 th March, 2010 9.30am-4.30pm

Have I Got News For You!

(This training is aimed at carnivals, festivals and local community events)



TV, radio and newspapers are just crying out for good stories.

There are thousands of hours of airtime to fill each week and acres of column inches but hard-pressed journalists find it difficult to meet the demands of 24-hour news. **This is a great opportunity to put your organisation's name in lights.....but you need to know how.**

Award-winning former **BBC TV reporter Alistair Macdonald** will provide some inside track tips on how to make the most of the media.

- What is news?
- What stories make the headlines?
- How do you tap into free editorial space?
- How do you become an 'expert' in your field?

All this and much more will be revealed as Alistair unveils the secrets of how you can become a great storyteller.

For further information please contact:-

Nigel nigel@highpeakcvs.org.uk tel 01663 736423 or

Louise louise@highpeakcvs.org.uk tel 01663 736431

Date and time: Thursday 19th March 2009, 7.00pm-9.00pm

Venue: Room D0/G18, The Dome, Derby University, Buxton

Cost: Free

'Let's make Monitoring and Evaluation Easy!'

This is a beginners workshop aimed at small groups. Together we will:-

- Get the right information about your activities/projects - and, in particular, we can work out what you need for completing your end of grant forms for funders.
- We can work on the tools to help you make the most of what you do well and look at the area where you could do even better.

Date & time: Tuesday 24th March 2009, 9.30am-12.30pm
A buffet lunch will be provided

Tutor: Liz Fletcher, Small Group Project Co-ordinator, High Peak CVS

Venue: Bradbury House, Glossop

Cost: Free - there are limited places available

First Aid Appointed Person

A popular one-day, certificated introduction to first aid, useful for all, but especially those acting as volunteers or workers within a voluntary and community group. Book early as places go quickly.....

Date & time: Tuesday 21st April 2009, 9.30am-4.30pm or
Tuesday 22nd September 2009, 9.30am-4.30pm
Please make your own arrangements for lunch

Tutor: Brenda Stafford, Kiss of Life Ltd

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £30 to voluntary and community groups in the High Peak with paid worker, £40 to voluntary and community groups outside the High Peak, £55 all others.

A Holistic approach to Computers

This is a practical hands-on session where delegates will learn how to use their computers more effectively. We plan to include items such as:

- Organising files and creating folders
- Using Windows Internet Explorer
- Windows Search facility
- Saving files to CDs/Memory Sticks
- Exploring the Control Panel
- Simple maintenance procedures
- Anti-virus software



Date and time: Friday 24th April 2009, 10.00am-1.00pm or
Tuesday 29th September, 2009 10.00am-1.00pm

Tutor: Colleen Thomas - Colleen has over 30 years experience using computers and over 10 years teaching people how to use PCs. This has been in Adult Education at Hope Valley College, in small groups at community and day care centres and on a one-to-one basis privately at the individual's own home. Colleen has taught courses for beginners on using WORD, EXCEL, ACCESS, PUBLISHER, POWER POINT, the Internet and email.

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £20 to voluntary and community groups in the High Peak with paid workers, £25 to voluntary and community groups outside the High Peak, £35 all others

Budgeting and Costing

Many organisations do not appreciate the importance and usefulness of Budgets. They tend to be done only when a potential funder asks for one. In fact, the Budget is the cornerstone of any financial system. It enables the Committee to carry out its duty of good financial management. It is the key element in establishing internal controls and making sure the organisation does what it should. Budgets can be used to plan, to communicate, to control, to motivate and to monitor.

This day will take you through the process of creating and monitoring a budget. It is a practical workshop **so bring along a calculator.**

Suitable for treasurers and committee members who are new to budgeting or need a refresher session.

Date & time: Monday 11th May, 10.00am-1.00pm

Tutor: Jeanette Stafford from Community Accounting Plus has over 20 years experience working in the voluntary sector

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £20 to voluntary and community groups in the High Peak with paid workers, £25 to voluntary and community groups outside the High Peak, £35 all others



How to get money from Grants for the Arts!



ARTS

Do you need money for an arts related project?

'Grants for the Arts' is a competitive, open access funding scheme for individuals, arts organisations and other people who use the arts in their work. They are for activities carried out over a set period, which engage people in arts activities, and help artists and arts organisations carry out their work. 'Grants for the Arts' is funded by the National Lottery.

This short course aims to give you

- details of what can and cannot be funded
- a greater understanding of how 'Grants for the Arts' applications are processed and assessed
- enough knowledge to produce better quality 'Grants for the Arts' applications

Date and time: Thursday 21st May 2009, 10.00am-1.00pm

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Tutor: Nigel Caldwell
Nigel is the Arts and Creative Business Manager and Development Programme Manager at High Peak CVS. He has attended Arts Council East Midlands briefing sessions and has Arts Council training materials to share with you in this session

Cost: Free

You're only Selling Yourself

Does your mouth dry up and your throat constrict at the very thought of meeting people, never mind 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. It's all about personal presentation - how you look, how you sound and what you say. You're only selling yourself but - 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, is an expert. He'll teach you to be memorable whether it's a 1-to-1 meeting that's worrying you, a small presentation or a major speech. He has trained people in the private, public and voluntary sectors from more than 20 countries and from five continents. His workshop will teach you:

- How to overcome your natural fears.
- How to structure your presentation or speech.
- How to prepare, practise, 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 memorable.

Discover how to be a confident talker, because confidence is the key to success.

Date & time: Wednesday 3rd June 2009, 10.00am-4.30pm
Please make your own arrangements for lunch

Tutor: Alistair Macdonald, AMTV. Alistair has been in the public eye for 30 years having been a BBC and ITV reporter and presenter. He is also a member of the Professional Speakers' Association and for 4 years was an executive director of the world's largest business-to-business networking organisation

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £30 to voluntary and community groups in the High Peak with paid worker, £40 to voluntary and community groups outside the High Peak, £55 all others

IT Surgery

This course is for anyone interested in learning about computers who currently have little or no "hands on" experience. The session will be for absolute beginners to unravel the mysteries of technology starting from plugging in and switching on, mouse and keyboards basics, navigating windows, using My Computer, Windows Explorer and creating new folders. Also, when things go wrong, how to put them right. So come prepared with your computer problems!

Date and time: Friday 5th June 2009, 10.00am-1.00pm or
Tuesday 3rd November 2009, 10.00am-1.00pm

Tutor: Colleen Thomas - Colleen has over 30 years experience using computers and over 10 years teaching people how to use PCs. This has been in Adult Education at Hope Valley College, in small groups at community and day care centres and on a one-to-one basis privately at the individual's own home. Colleen has taught courses for beginners on using WORD, EXCEL, ACCESS, PUBLISHER, POWER POINT, the Internet and email.

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £20 to voluntary and community groups in the High Peak with paid workers, £25 to voluntary and community groups outside the High Peak, £35 all others



Fundraising for Beginners



Grants

Short of cash? Would you like to know how to go about making grant applications - and be successful?

This is an introductory session for those with little or no experience of making applications for grant funding.

The task of applying for grants can seem awesome. This session will provide you with a step-by-step process including where and how to find out who to apply to, how to make your cause look attractive to the funder, and inspire you with confidence to have a go!

Date and time: Thursday 11th June 2009, 10.00am-1.00pm OR
Thursday 1st October 2009, 10.00am-1.00pm

Tutor: Esther Jones, Sustain Project Co-ordinator, High Peak CVS

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

Safeguarding Children

The course is an introduction to safeguarding and child protection, helping participants to:

- Understand what is meant by safeguarding and promoting the welfare of children and the different ways in which children and young people can be harmed
- Be aware of the statutory duty to safeguard and promote the welfare of children
- Be familiar with '*What to do if you are worried a child is being abused*' national guidance and local procedures
- Appreciate your own role and responsibilities and those of others in safeguarding and promoting the welfare of children
- Be able to make judgements about how to act to safeguard and promote the welfare of a child
- Know when to involve others and where to seek advice and support

The course covers:

- Issues, dilemmas and questions about safeguarding and child protection work
- Myths and facts
- Definitions
- Signs and Symptoms
- What to do if you are worried
- Policies and Procedures
- Working in partnership with children and young people, with parents and carers and with other professionals

The session will be run by the Derbyshire Safeguarding Children Board Training Team and will involve full group and small group discussions. Trainer presentations will use sections of the Derbyshire Safeguarding Children Board DVD '*Safeguarding Children ~ an Interactive Child Protection Training CD-ROM*'.

Participants will receive copies of '*What to do if You're Worried a Child is Being Abused*' and various supporting handouts.

Date & time: Wednesday 24th June 2009, 10.00am-1.00pm

Tutor: The course will be run by the Derbyshire Safeguarding Children Board Training Team

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

Trustees Roles and Responsibilities

Do all your Trustees know what their roles and responsibilities are? This course will introduce you to all the major points you should be aware of when managing your voluntary organisation including:-

- Legal status
- Financial Management
- Managing staff and volunteers
- Accountability

Date and time: Tuesday 7th July 2009, 10.00am-1.00pm OR
Tuesday 29th September 2009, 7.00pm-9.00pm

Tutors: Esther Jones, Sustain Project Co-ordinator and
Nigel Caldwell, Arts and Creative Business Manager

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

Have I Got News for You!

A creative guide to press release writing. Worried that your press releases aren't hitting the mark?

A representative of an arts organisation on our last CVS course has already had more than a dozen newspaper and magazine articles published with colour pictures - not to mention radio interviews.

Former BBC TV reporter and journalist Alistair Macdonald will show you how to be just as successful even in the teeth of a recession. There are acres of free newspaper space and hours of free TV & radio airtime available. He'll teach you how to attract publicity by.....

- Telling a good story
- Presenting your information in the right order
- Writing eye-catching headlines
- Providing good pictures

This is an interactive, practical and fun workshop for **just 10 people**. Enjoy personal tuition in a group setting so that your press releases lift the spirits of every hard-hearted news editor.

Bring along

- two press releases (if you have any) - some you've already used or perhaps some in draft form
- some of your picture material (if available)
- your laptop (**optional**)

Date & time: Wednesday 23 September 2009, 10.00am-4.30pm
Please make your own arrangements for lunch

Tutor: Alistair Macdonald, AMTV. Alistair has been in the public eye for 30 years having been a BBC and ITV reporter and presenter. He is also a member of the Professional Speakers' Association and for 4 years was an executive director of the world's largest business-to-business networking organisation

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £30 to voluntary and community groups in the High Peak with paid workers, £40 to voluntary and community groups outside the High Peak, £55 all others

Basic Bookkeeping

At the end of this practical session which includes book-keeping exercises you will:

- Understand why receipt and payment accounts are important;
- Be able to create appropriate records for your organisation;
- Be able to use a bank and petty cash system that enables you to track all your transactions.

This workshop is for those new or inexperienced in keeping the financial records; please bring along a calculator.

Date & time: Monday 5th October, 10.00am-1.00pm

Tutor: Jeanette Stafford from Community Accounting Plus has over 20 years experience working in the voluntary sector.

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £20 to voluntary and community groups in the High Peak with paid workers, £25 to voluntary and community groups outside the High Peak, 35 all others



Groups Working Well...

A workshop to help you to make the best use of your most valuable resource - *your group's members*. We will look at how to communicate well, make sure everyone's included, involved and well-motivated and consider how best to deal with those awkward situations such as one member dominating or another being disruptive. Everyone can play their part in making sure groups work well - this session is not just for Chairs!

Date and time: Tuesday 6th October 2009, 10.00am-1.00pm

Tutors: Liz Fletcher, Small Group Project Co-ordinator, High Peak CVS
Sandy Schofield, Freelance Consultant (formerly Small Group Project Co-ordinator)

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

Mental Health Awareness

People suffering from mental health problems can often be stigmatised and misunderstood. This may mean that individuals or whole groups of people are excluded from work or activities where they have a valuable contribution to make. So we could all lose out.

This half day workshop aims to:-

- Explore some common misconceptions about mental health problems and challenge the myths.
- Offer some practical advice dealing with situations involving mental health issues.
- Look at ways to create and promote a mentally healthy workplace or group.

Date and time: Thursday 8th October 2009, 10.00am-1.00pm

Tutor: Liz Fletcher, Small Group Project Co-ordinator High Peak CVS

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

The Role of Secretary in a voluntary or community group

Every group ends up needing a secretary to the committee. But what really does a secretary have to do? What are the roles and responsibilities? What skills and knowledge should you have and how should you keep the committee members up to date and informed. This short course will tackle these basic questions and explore the varied roles that come under the general heading of "Secretary".

The course is suitable for people who are new to the role and also for experienced secretaries who want to take a fresh look at how they work.

Date & time: Wednesday 18th November, 9.45am-1.00pm

Tutor: Nigel Caldwell, Arts and Creative Business Manager, High Peak CVS

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

Role of the Treasurer

Are you new to the role of the treasurer or unsure of all the new accounting regulations and need an update?

This session will cover

- * Your role and reporting back to other trustees.
- * Accounting regulations
- * Year end accounts
- * Internal controls

This course does not include any book-keeping exercises.

Date & time: Tuesday 19th January 2010, 10.00am-1.00pm

Tutor: Jeanette Stafford from Community Accounting Plus has over 20 years experience working in the voluntary sector

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free to High Peak voluntary and community groups without paid workers, £20 to voluntary and community groups in the High Peak with paid workers, £25 to voluntary and community groups outside the High Peak, £35 all others



Food Hygiene

This course offers a basic insight into the fundamentals of food hygiene that affects food safety and is designed for anyone working with food - for example luncheon clubs.

Who is it for? The course is suitable for anyone who handles food as part of their job or works in a food production environment.

Topics covered: Food poisoning
Bacteriology
Prevention of contamination and food poisoning
Personal hygiene
Premises, equipment and pest control
Cleaning and disinfection
Legislation

Objectives: By the end of the course the delegate will have a greater understanding of the measures required to restrict contamination and the outbreak of food poisoning

Assessment: Delegates take a multiple-choice exam and successful delegates receive a CIEH certificate

Date & time: Monday 25th January 2010 - 10.00am-3.00pm
(Please make your own arrangements for lunch)

Tutor: OUCH Training Ltd

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Cost: £25 to High Peak Voluntary groups without a paid worker, £35 for High Peak Voluntary groups with paid worker, £50 to voluntary groups outside High Peak, £65 all others **plus £13.60 for all delegates for examination (this must be sent before the day)**

What every Chair should know!

Have you just been elected to chair an organisation and unsure just what a "Chair" is? Are you a Chair of an organisation - do you want to brush up on your skills and know how? Do you want to chair an organisation but nervous about what it will involve?

This short course will cover all the basic roles and responsibilities of a Chair of a Voluntary or Community Group. It will be a mix of presentation and interactive workshops aimed to make you a more effective and better informed Chair!

Date & time: Wednesday 3rd February 2010, 10.00am-1.00pm

Tutor: Nigel Caldwell, Arts and Creative Business Manager

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: Free

BASIC HEALTH AND SAFETY

CIEH Foundation Certificate in Health and Safety in the Workplace

This course provides the essential knowledge to enable delegates to contribute to any health and safety management system. Good health and safety standards rely on employers and their employees working together to reduce risks and prevent accidents and ill health arising from work activities. This course is often lively, involving much debate and discussion between delegates and trainer.

Who is it for: This course is suitable for all employees working in any sector of commerce and industry. It is an excellent introduction for new employees or those requiring an overview of health and safety in the workplace.

Topics covered: Legislation Roles and responsibilities
Use of Work Equipment
Accidents and ill-health
Risk Assessment
First Aid at Work
Personal Protective Equipment
Health, Safety and Welfare
Fire Prevention
Hazardous substances
DSE/Manual Handling
Noise at work

The syllabus can also be tailored to suit the needs of your organisation, e.g. office workers may require more input regarding the use of Display Screen Equipment.

Objectives: The course will enable the student to work in a safe and healthy manner and contribute to improving health and safety in the organisation. Delegates will understand the importance of health and safety rules and working procedures.

Assessment: If CIEH certification is required the course is assessed via a multiple-choice exam and successful candidates will receive a nationally recognised CIEH certificate. An Ouch attendance certificate will be issued to delegates not undertaking the CIEH exam or for those who are unsuccessful in the exam.

Date & time: Tuesday 9th March 2010, 9.30am-4.30pm
Please make own arrangements for lunch

Tutor: OUCH Training Ltd

Venue: High Peak CVS, Bingswood Trading Estate, Whaley Bridge

Cost: £25 to High Peak Voluntary groups without a paid worker, £35 for High Peak Voluntary groups with paid worker, £50 to voluntary groups outside High Peak, £65 all others **plus £13.60 for all delegates for examination (this must be sent before the day)**

COURSE BOOKING FORM

Organisation/group	
Does your group employ one or more paid workers? Yes / No	
Address	
Post code	
Telephone no.	
Email address	
Please indicate the course you would like to book - one on each line:	
Delegate name	Training Course and dates(s)
1.	
2.	
3.	
4.	
Please advise us if you have any support needs or special requirements (i.e. wheelchair access, hearing loop etc)	

Please complete and return this page (or a photocopy) to:
 Louise McNeil, Training Bookings, High Peak CVS, 1a Bingswood Trading
 Estate, Whaley Bridge, SK23 7LY. Tel: 01663 736431, FAX: 01663 733649
 You can also now book online: www.highpeakcvs.org.uk/training/events.asp