

Training Programme and workshops

March 2010 to March 2011

Voluntary Sector learning
in the High Peak

Supported by



This leaflet is also available in large print and Braille
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Welcome to High Peak CVS Training Programme March 2010 - March 2011

High Peak CVS is an independent voluntary organisation that provides a wide range of development support and advice to the Voluntary and Community Sector within High Peak.

The training courses provided are to enable groups and organisations to function fully and be compliant with charity law where applicable.

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

General Information

Booking & confirmation

To book a place, simply complete the form on the back of this programme 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.

New Training Charges effective from 1st April 2010

	Half Day	Full Day
Voluntary and Community Groups without paid workers	£10.00	£20.00
Voluntary and Community Groups with paid workers	£30.00	£60.00
Statutory Organisations & Other	£75.00	£150.00

In line with other voluntary organisations, we have had to review the costs of training that we offer. We have endeavoured to keep the prices as low as possible, and some sessions are still free to small groups. If the course you would like to attend has a fee attached to it and your group has funding issues, please do contact us and we may be able to help regarding the cost.

Remember, if applying for grant funding, training costs can (and should!) be included as a legitimate expense. 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 [Louise or Nigel](#) to discuss concessions. Invoices will be issued prior to 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).

Page	Course title / detail	Area of training	Date and time
5	Managing Difficult Volunteer Situations	Organisational	Wednesday 10 th March, 2010 9.30am-1.00pm (Buxton Methodist Church) Wednesday 24 th March, 2010 9.30am-1.00pm (Glossop Volunteer Centre)
6	Local Area Agreement	Strategic Partnerships	Friday 12 th March, 2010 9.30am-12.30pm
7	Lone Working	Health and Safety	Tuesday 16 th March, 2010 10.00am-12.30pm
8	Emergency First Aid at Work	Health and Safety	Thursday 18 th March, 2010 Monday 5 th July, 2010 Monday 4 th October, 2010 9.30am-4.30pm
9	Fire Warden Training	Health and Safety	Thursday 22 nd April, 2010 9.30am-1.00pm
10	Business Planning	Organisational	Wednesday 5 th May, 2010 10.00am-1.00pm
11	Grants for the Arts	Funding	Wednesday 12 th May, 2010 10.00am-1.00pm
12	Microsoft Publisher	IT	Thursday 13 th May, 2010 10.00am-1.00pm
13	You're Only Selling Yourself	Marketing and Publicity	Wednesday 9 th June, 2010 9.30am-4.30pm
14	Time Management	Personal Development	Friday 11 th June, 2010 10.00am-1.00pm
15	Fundraising for Beginners	Funding	Wednesday 16 th June, 2010 10.00am-1.00pm

16	Safeguarding Children	Children/Health & Safety	Wednesday 23 rd June, 2010 10.00am-1.00pm
17	Groups working well	Organisational	Wednesday 7 th July, 2010 1.00pm-4.00pm
18	Web Development for Charities	IT	Tuesday 13 th July, 2010 10.00am-1.00pm
19	Have I Got News for You!	Marketing and Publicity	Wednesday 15 th September, 2010 9.30am-4.30pm
20	A Holistic approach to Computers	IT	Tuesday 21 st September, 2010 10.00am-1.00pm
21	Mental Health Awareness	Health	Wednesday 6 th October, 2010 10.00am-1.00pm
22	Trustees Roles and Responsibilities	Governance	Thursday 7 th October, 2010 1.00am-4.00pm
23	Role of the Secretary	Governance	Wednesday 3 rd November 2010 1.00pm-4.00pm
24	IT Surgery	IT	Thursday 4 th November, 2010 10.00am-1.00pm
25	Role of the Chair	Governance	Friday 11 th February, 2011 1.00pm-4.00pm
26	Food Hygiene	Food Safety	Monday 24 th January, 2011 10.00am-4.00pm
27	Basic Health and Safety	Health and Safety	Monday 28 th February, 2011 10.00am-4.00pm

Aimed at Volunteer Coordinators and Managers this training session will look at what a difficult volunteer situation is, with real life examples. The impact that difficult situations may have on your group / organisation, and potential solutions including exit strategies.

This training is funded, and is free to attend. The day includes lunch and an opportunity to network.

Booking forms can be requested from High Peak Volunteering by emailing highpeakvol@gvb.org.uk or phoning 07973 338 717. For future volunteer management training, please refer to www.volunteercentresderbyshire.co.uk.

Date and time: Wednesday 10th March 2010, 9.30am-1.00pm
Buxton Methodist Church
Wednesday 24th March 2010, 9.30am-1.00pm
Glossop Volunteer Centre

Tutor: Claire Mitchell

Cost: Free

Unravel the LAA mystery! We will look at:-

- How Local Strategic Partnerships and the Local Area Agreement works in Derbyshire
- How the voluntary and community sector is involved
- National indicators and your organisation
- How the money works

A presentation will be followed by a practical 'hands on' group activity.

Date and time : Friday 12th March 2010, 9.30am-12.30pm

Tutor: Claire Thornber 'Voice' Project Officer

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

Cost: Free (to include a buffet lunch and refreshments)

This half day course looks at the issues related to lone working and how to find effective ways of dealing with them so that the safety of the worker and client/customer is assured.

The course covers:-

- a definition of lone working
- issues relating to lone working and how to deal with them
- understanding risk assessment in relation to lone working
- conducting dynamic risk assessments
- lone working protocols
- reporting incidents and near misses
- action planning for personal lone working

Date and time: Tuesday 16th March 2010, 10.00am-12.30pm

Tutor: Sandy Leong, Sahara Consultancy UK Ltd
Sandy is a director of Sahara Consultancy, a dynamic training company specialising in powerful training solutions. Sandy has been in the education field all her working life and is passionate in her enthusiasm for developing individuals to achieve their potential.

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

Cost: Refer to pricing table on page 3

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

Date & time: Thursday 18th March 2010, 9.30-4.30pm, or
Monday 5th July 2010, 9.30-4.30pm, or
Monday 4th October 2010, 9.30-4.30pm
Please make your own arrangements for lunch

Tutor: Brenda Stafford, Kiss of Life Ltd

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

Cost: Refer to pricing table on page 3

Most workplaces are now subject to legislation as detailed in the Fire Precautions (Workplace) Regulations 1999 (as amended). To comply with Health and Safety and Fire regulations you will need to do the following:-

If you have 5 or more employees the findings of the risk assessment will need to be recorded and a written emergency plan produced. The risk assessment will help you to ascertain the chances of a fire occurring and the potential dangers involved.

This course is designed to be relevant to most work places, as there are many shared fire hazards and risks, e.g. electrical appliances. Experienced fire training professionals provide an exciting training experience using the latest equipment and focus on the teaching of realistic fire management training techniques. The delegates will be taught the correct selection and use of fire extinguishers via a practical demonstration and will use a variety of extinguishers in real fire situations. Delegates receive a certificate of attendance and a Fire Training Manual.

This course is suitable for employees who may be part of a first response team or have specific fire safety responsibilities to management.

Topics covered:

- Evacuation management
- Arson awareness
- Inspection records
- Fire hazard identification and risk control
- Emergency procedures
- Human reaction to fire

Course objectives:

By the end of the course, the delegates will have a working knowledge of fire safety procedures/policy and will have the skills necessary to provide assistance to the fire safety manager.

Date & time: Thursday 22nd April 2010, 9.30am-1.00pm

Tutor: Steven Gill, CHUBB Fire Training

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

Cost: Refer to pricing table on page 3

The thought of developing an organisational business plan fills many Trustees and paid workers with dread, this session is a step by step guide to producing an informative and useful plan. By the end of the session you should have a draft template that you can take back and build upon, have a better understanding of why a plan is of importance not only to the organisation but to the funder and other stakeholders.

Date & time: Wednesday 5th May 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: Refer to pricing table on page 3

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: Wednesday 12th May 2010, 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: Refer to pricing table on page 3

Designed for beginners this fun and informal training session will look at what makes a good poster and enable you to create your own poster using both Microsoft Publisher and Microsoft Word. This session will also include basic 'must haves' in poster design and printing, and useful resources including free online image banks.

Date and time: Thursday 13th May 2010, 10.00am-1.00pm

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

Tutor: Claire Mitchell

Cost: Refer to pricing table on page 3

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 9th June 2010, 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 worlds largest business-to-business networking organisation

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

Cost: Refer to pricing table on page 3

This training course is ideal for those of you who wish to learn the art of:-

- Juggling the expectations of different organisations who have various agendas and deadlines and communicating with these effectively
- Competing responsibilities
- Finding and using available support
- Admin skills for time saving
- Planning effectively, diary etc.

Date and time: Friday 11th June 2010, 10.00am-1.00pm

Tutor: Sandy Leong, Sahara Consultancy UK Ltd
Sandy is a director of Sahara Consultancy, a dynamic training company specialising in powerful training solutions. Sandy has been in the education field all her working life and is passionate in her enthusiasm for developing individuals to achieve their potential.

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

Cost: Refer to pricing table on page 3

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: Wednesday 16th June 2010, 10.00am-1.00pm

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

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

Cost: Refer to pricing table on page 3

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 23rd June 2010, 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

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: Wednesday 7th July 2010, 1.00pm-4.00pm

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: Refer to pricing table on page 3

A three hour introductory session on the issues you need to consider if thinking of developing a website. Topics covered will include:-

- target audience
- website objectives
- the message your website needs to put across and the practicalities of web design and functionality

This will be followed by a group discussion covering the ideas delegates have on what might make a successful site for their specific organisation. The final element of the course is a hands-on session, where participants will have the opportunity to use the Content Management System developed by Digital Umbrella and see for themselves exactly what is involved.

Date and time: Tuesday 13th July 2010, 10.00am-1.00pm

Tutors: Liz Smith, Digital Umbrella Web Developer

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

Cost: Refer to pricing table on page 3

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.

Please 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 15th September 2010, 9.30am-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: Refer to pricing table on page 3

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: Tuesday 21st September 2010, 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: Refer to pricing table on page 3

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.
- Look at our own knowledge and assumptions and challenge some of the myths surrounding mental health and mental illness.
- Explore ways we can responsibly work with and be more inclusive with people.
- Look at the ways to create and promote a mentally healthy workplace or group.

NOTE : This workshop is not intended as a medical/clinical course. However, diagnoses of mental health problems will inevitably be mentioned and a glossary provided.

Date and time: Wednesday 6th October 2010, 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: Refer to pricing table on page 3

Do your Trustee 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: Thursday 7th October 2010, 1.00pm-4.00pm

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: Refer to pricing table on page 3

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 3rd November 2010, 1.00pm-4.00pm

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

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

Cost: Refer to pricing table on page 3

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: Thursday 4th November 2010, 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: Refer to pricing table on page 3

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 are 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: Friday 11th February 2011, 1.00pm-4.00pm

Tutor: Nigel Caldwell, Arts and Creative Business Manager

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

Cost: Refer to pricing table on page 3

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 24th January 2011 - 10.00am-4.00pm
(Please make your own arrangements for lunch)

Tutor: OUCH Training Ltd

Venue: High Peak CVS, Bingswood Estate, Whaley Bridge

Cost: Actual cost is £75.00 which includes the exam fee

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 the voluntary and statutory sector as well as 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	Noise at work
Use of Work Equipment	DSE/Manual Handling
Accidents and ill-health	Hazardous Substances
Risk Assessment	Fire Prevention
First Aid at Work	Health, Safety and Welfare
Personal Protective Equipment	

Objectives: The course will enable the learner 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: Monday 28th February 2011, 10.00am-4.00pm
Please make own arrangements for lunch

Tutor: OUCH Training Ltd

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

Cost: Actual cost is £75.00 which includes the exam fee



Notes