



Planner 2010



Amber Valley CVS
Tel: 01773 512076

Training Planner

For Voluntary and Community Groups in the Amber Valley Area
2010

PLEASE NOTE:

If you would like a copy of the Training Planner sent to you, via post or email, or you would like your training courses included in future planners, please contact Jo Glossop or the Admin Team on 01773 512076.

Alternatively, please log onto our website, where the Training Planner will be available to download www.ambervalleycvs.org.uk/

Amber Valley CVS

33 Market Place, Ripley, Derbyshire, DE5 3HA
Tel: 01773 512076 Fax: 01773 748688
Website: www.ambervalleycvs.org.uk/



Do you or your community group need training?

If so we can provide specialised training tailored to your group's needs in a venue that suits you. We can offer both accredited and non-accredited training in a variety of areas.

For more information please call 01773 512076 and ask to speak to Angela Quinn or Jo Glossop, or e-mail admin@avcvs.org

Improving Reach Project

What is Improving Reach?

Improving Reach is a project aimed at smaller organisations who help and support rural areas or excluded communities. The project aims to support these organisations by:

- ✓ Giving them access to training and support to give them stronger systems
- ✓ Improving their governance
- ✓ Developing better reporting processes
- ✓ Improving their sustainability

By getting involved in the project organisations can get information about services, support and training specific to their needs. Each organisation will have contact with a dedicated Development Worker to help them assess their needs and help them to implement the skills they will learn.

For more information please contact Jo Glossop on 01773 512076 or e-mail joglossop@avcvs.org

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General Information

- Key: TBC indicates 'To be confirmed'; DR indicated Deposit Required.
- Cost: Please note where the cost is indicated as Free, There may be a charge for non voluntary and/or community groups. There may be a reduction in fees for some voluntary and/ or community groups.
- Courses are for a full day unless otherwise stated. HD = Half day.
- Please contact the provider direct by using the contact phone number or website address given.
- Information collated by Amber Valley CVS. In the Training Directory we make every effort to give you accurate information about relevant training courses, but we cannot be held responsible for the quality of provision or accuracy of content.
- When booking courses with providers, please tell them that you obtained this information from Amber Valley CVS.

Courses at Amber Valley CVS

| Date | Training Title | Provider | Cost £ | Contact |
|--|--|------------------|--------|---|
| On Request | Sustainable Funding Do you need help sourcing and applying for funding? If so this course is for you! Topics that will be covered include: deciding what you need funding for, finding suitable funding and then applying for funding | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| On Request | Basic Book Keeping This three hour course will help you to organise the finances of your group and to keep simple, accurate accounts | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 6 th January (HD) | Managing a Mixed Team This session will cover staff and volunteer relations, recognising the value of your volunteers and the Volunteer Managers role. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 11 th , 18 th & 25 th Jan and 1 st Feb (4x HD) | Befriending and Home from Hospital course This four week course provides you with the basic skills needed to become a befriender. Each session is two hours long and will concentrate on a different aspect of befriending such as listening and communication skills, and advice on Health and safety and lone working. | Amber Valley CVS | FREE | Mandy Rafferty, Jo Glossop or the Admin Team 01773 512076 training @avcvs.org Other dates are available – please contact us for more information. |
| 12 th January (HD) | Committee Skills This workshop will help you to gain the skills and knowledge to form a committee, hold effective meetings, write a constitution and start to look at the finances of your group. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|-----------------------------------|--|------------------|---------------|--|
| 19 th January (HD) | Support & Supervision of Volunteers This session will cover the importance of Volunteer involvement; give you information on practical support, supervision methods and how to show real appreciation for your volunteers. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 26 th January (HD) | Introduction to Minute Taking During this course you will learn how to use the various techniques to enable you to produce an accurate record of any meeting where minutes are required. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 8 th February (HD) | Attracting & Recruiting Volunteers This three hour course will give you advice about attracting and recruiting volunteers onto your board of trustees. It will also give you hints and tips on making your volunteering opportunity stand out from the others on offer. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 10 th February (HD) | Risk Assessment This session will cover understanding what a risk assessment is, knowledge to identify hazards and risks and how to prepare a risk assessment. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 23 rd February (HD) | Risk Management Risk Management help you to identify and look at the risks that arise in your organisation, then put sensible health and safety measures in place to control them. By doing this you can protect your employees, volunteers and members of the public from harm. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|--------------------------------|---|--------------------------------------|---------------|---|
| 8 th March (HD) | Volunteers Organisers Forum Changing Face of Volunteering This session will start with the Volunteer Organisers Forum which is an opportunity to get up to date information relevant to anyone in the role of working with volunteers followed by a training session on the Changing Face of volunteering | Amber Valley CVS Ripley Venue | FREE | Angela Quinn, Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 9 th March (HD) | Volunteers & The Law This session will help you to understand the legal implications involved with recruiting and supporting volunteers in your organisation. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 10 th March (HD) | Introduction to Health and Safety This session will help you to understand the basics of Health and Safety and there relevance to your organisation. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 17 th March (HD) | Introduction to Volunteer Management This workshop aims to broaden participants understanding of volunteering and will cover the benefits of volunteering to both the volunteer and the involving organisation. Participants will also discuss the correct step by step process of volunteer management, including basic do's and don'ts. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 30 th March (HD) | What is a Volunteer Policy? This three hour session will help you to understand what is needed in a volunteer policy, why you should adopt one and how to implement it in your organisation. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|--------------------------------|--|------------------|---------------|--|
| 13 th April (HD) | Committee Skills This workshop will help you to gain the skills and knowledge to form a committee, hold effective meetings, write a constitution and start to look at the finances of your group. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 21 st April (HD) | Support & Supervision of Volunteers This session will cover the importance of Volunteer involvement; give you information on practical support, supervision methods and how to show real appreciation for your volunteers. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 27 th April (HD) | Introduction to Minute Taking During this course you will learn how to use the various techniques to enable you to produce an accurate record of any meeting where minutes are required. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 5 th May (HD) | Risk Assessment This session will cover understanding what a risk assessment is, knowledge to identify hazards and risks and how to prepare a risk assessment. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|--|--|---|---------------|---|
| 18 th May (HD) | Risk Management Risk Management help you to identify and look at the risks that arise in your organisation, and then put sensible health and safety measures in place to control them. By doing this you can protect your employees, volunteers and members of the public from harm. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 25 th May (HD) | Attracting & Recruiting Volunteers This three hour course will give you advice about attracting and recruiting volunteers onto your board of trustees. It will also give you hints and tips on making your volunteering opportunity stand out from the others on offer. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 2 nd and 3 rd June (2x HD) | Safeguarding Vulnerable Adults These 2 sessions will provide information on Derbyshire's multi-agency definition of vulnerable adults, and the categories of abuse covered within Derbyshire's agreed policies and procedures. Please note both sessions must be attended. | Amber Valley CVS Ripley venue | FREE | Angela Quinn, Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 7 th June (HD) | Volunteers & The Law This session will help you to understand the legal implications involved with recruiting and supporting volunteers in your organisation. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 16 th June (HD) | Managing Difficult Volunteer Situations This session will cover what a difficult volunteers situation is, how it impacts on your organisation, potential solutions and exit strategies. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|-------------------------------|--|---|--------|---|
| 22 nd June (HD) | <p>Introduction to Volunteer Management</p> <p>This workshop aims to broaden participants understanding of volunteering and will cover the benefits of volunteering to both the volunteer and the involving organisation. Participants will also discuss the correct step by step process of volunteer management, including basic do's and don'ts.</p> | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 7 th July (HD) | <p>What is a Volunteer Policy?</p> <p>This three hour session will help you to understand what is needed in a volunteer policy, why you should adopt one and how to implement it in your organisation.</p> | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 14 th July (HD) | <p>Volunteers Organisers Forum</p> <p>Managing a Mixed Team</p> <p>This session will start with the Volunteer Organisers Forum which is an opportunity to get up to date information relevant to anyone in the role of working with volunteers followed by a training session on Managing a Mixed Team.</p> | Amber Valley CVS Ripley venue | FREE | Angela Quinn, Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|---------------------------------------|--|---------------------|---------------|--|
| 13 th September (HD) | Committee Skills This workshop will help you to gain the skills and knowledge to form a committee, hold effective meetings, write a constitution and start to look at the finances of your group. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 21 st September (HD) | Support & Supervision of Volunteers This session will cover the importance of Volunteer involvement; give you information on practical support, supervision methods and how to show real appreciation for your volunteers. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 28 th September (HD) | Introduction to Minute Taking During this course you will learn how to use the various techniques to enable you to produce an accurate record of any meeting where minutes are required. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 4 th October (HD) | Risk Assessment This session will cover understanding what a risk assessment is, knowledge to identify hazards and risks and how to prepare a risk assessment. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|--------------------------------------|--|---------------------|---------------|--|
| 12 th October (HD) | Attracting & Recruiting Volunteers This three hour course will give you advice about attracting and recruiting volunteers onto your board of trustees. It will also give you hints and tips on making your volunteering opportunity stand out from the others on offer. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 20 th October (HD) | Risk Management Risk Management helps you to identify and look at the risks that arise in your organisation and then put sensible health and safety measures in place to control them. By doing this you can protect your employees, volunteers and members of the public from harm. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 9 th November (HD) | Managing Difficult Volunteer Situations This session will cover what a difficult volunteers situation is, how it impacts on your organisation, potential solutions and exit strategies. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 15 th November (HD) | Volunteers & The Law This session will help you to understand the legal implications involved with recruiting and supporting volunteers in your organisation. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

| Date | Training Title | Provider | Cost £ | Contact |
|--------------------------------------|---|---------------------|---------------|---|
| 17 th November (HD) | Volunteer Organiser's Forum Ex-offenders and Volunteering This session will start with the Volunteer Organisers Forum which is an opportunity to get up to date information relevant to anyone in the role of working with volunteers followed by a training session on Ex-offenders and Volunteering. | Amber Valley CVS | FREE | Angela Quinn, Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 30 th November (HD) | Introduction to Volunteer Management This workshop aims to broaden participants understanding of volunteering and will cover the benefits of volunteering to both the volunteer and the involving organisation. Participants will also discuss the correct step by step process of volunteer management, including basic do's and don'ts. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 8 th December (HD) | What is a Volunteer Policy? This three hour session will help you to understand what is needed in a volunteer policy, why you should adopt one and how to implement it in your organisation. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |
| 15 th December (HD) | Managing a Mixed Team This session will cover staff and volunteer relations, recognising the value of your volunteers and the Volunteer Managers role. | Amber Valley CVS | FREE | Jo Glossop or the Admin Team 01773 512076 training@avcvs.org |

Courses in Amber Valley Area

| Date | Training Title | Provider | Cost £ | Contact |
|-------------------------------|---|--|--------|---|
| 26 th January | <p>Inclusive Games: Derbyshire Sport Accredited Course</p> <p>A course aimed at people working in settings with disabled or elderly people, designed to provide participants with enough knowledge to run activity sessions with a range of inclusive games.</p> | <p>Amber Valley Active</p> <p>Loscoe venue</p> | Free | <p>Cathy Hinde, Project Co-ordinator on 01773 523323 or 07968797187 or by email at cathyhinde@dcleisure.co.uk</p> |
| 26 th January (HD) | <p>Suicide Awareness Partnership Project</p> <p>To increase awareness of suicide, this session will look at your own attitudes, find out and challenge the myths that surround suicide, look at risk factors and warning signs and find out how you might help a person at risk.</p> | <p>Rural Action Derbyshire</p> <p>Ripley venue</p> | Free | <p>Sharon Lovell (SAPT Project Officer) 01629 821921 or by email at s.lovell@derbysrcc.org.uk</p> |

Courses at other Derbyshire CVS

| Date | Training Title | Provider | Cost £ | Contact |
|--------------------------------|--|--|--|---|
| 20 th January | Introduction to Funding | Community Action Derby | FREE | Liz.gumbley@communityactionderby.org.uk Or contact Liz Gumbley 01332 227738 |
| 21 st January (HD) | Budgets and cash-flow for small enterprises and charities Setting accurate budgets and cash-flows is a very important part of managing the finances of any voluntary organisation or charity. This session will look at how you can ensure that your | Derbyshire Dales CVS Cromford Venue | £30.00 for groups from outside the Derbyshire Dales area | Derbyshire Dales CVs - 01629 812 154 |
| 11 th February (HD) | Roles and Responsibilities This session will clarify the roles of trustees in your organisation and any other questions you might have. | Derbyshire Dales CVS Cromford Venue | £30.00 for groups from outside the Derbyshire Dales area | Derbyshire Dales CVs - 01629 812 154 |
| 25 th February | Introduction to Managing a Group | Community Action Derby | FREE | Liz.gumbley@communityactionderby.org.uk Or contact Liz Gumbley 01332 227738 |
| 22 nd April | How to Run Effective Meetings | Community Action Derby | FREE | Liz.gumbley@communityactionderby.org.uk Or contact Liz Gumbley 01332 227738 |
| 6 th May | Group Finances | Community Action Derby | FREE | Liz.gumbley@communityactionderby.org.uk Or contact Liz Gumbley 01332 227738 |
| 7 th October | Minute Taking | Community Action Derby | FREE | Liz.gumbley@communityactionderby.org.uk Or contact Liz Gumbley 01332 227738 |
| 1st November | Monitoring/Evaluation | Community Action Derby | FREE | Liz.gumbley@communityactionderby.org.uk Or contact Liz Gumbley 01332 227738 |

Courses in Derbyshire

| Date | Training Title | Provider | Cost £ | Contact |
|---------------------------|---|---|---|--|
| 21 st January | <p>Taking Charge of your Life</p> <p>A course to help with self-esteem and assertiveness</p> | <p>Relate</p> <p>Ilkeston Venue</p> | <p>FREE</p> | <p>01246 555039 or email training.relate@btconnect.com</p> |
| 23 rd February | <p>Counselling Skills for Non-Counsellors</p> <p>This course will offer a framework and some of the skills necessary in helping others. The course is for those engaged in a helping or supporting role privately and professionally. This course does not provide a qualification in counselling.</p> | <p>Relate</p> <p>Chesterfield venue</p> | <p>£70.00 payable 1 month before the training</p> | <p>01246 555039 or email training.relate@btconnect.com</p> |
| 24 th February | <p>Diversity – Making it Real</p> <p>Aimed at Development Workers this course will explore discrimination, oppression, promote social justice, UK legislation on diversity and the difference and similarities between equal opportunities and diversity.</p> | <p>NAVCA</p> <p>Chesterfield venue</p> | <p>£25 per place for 3rd sector groups in Derby and Derbyshire. (£49 others)</p> | <p>Diane Scott 07920 202 595 or email d.scott@derbysrcc.org.uk</p> |

Training Request Form

| | |
|--------------------------------|--|
| Group/ Individuals Name | |
| Contact Address | |
| Contact Telephone | |
| Email Address | |

Please complete the form below and return to: **The Training Department, Amber Valley CVS, Market Place, Ripley, DE5 3HA**

Training required (please tick the appropriate box)

| | | | |
|---|--|--|--|
| Basis Book Keeping | | Changing Face of Volunteering | |
| Managing a Mixed Team | | Volunteers and the Law | |
| Befriending Course | | Introduction to Health & Safety | |
| Committee Skills | | Introduction to Volunteer Management | |
| Support and Supervision of Volunteers | | What is a Volunteer Policy | |
| Introduction to Minute Taking | | Safeguarding Vulnerable Adults | |
| Attracting & Recruiting Volunteers | | Managing difficult Volunteer Situations | |
| Risk Assessment | | Ex-offenders & Volunteering | |