

SOUTH DOWNS CVS Training Programme 2009/2010

This brochure contains details of training events arranged by South Downs Council for Voluntary Service. If you have any queries about the courses please contact Julia Fowler, telephone 01273 483832 julia.fowler@3va.org.uk You can also download copies of this programme and a booking form at: www.southdownscvs.org.uk/information-and-training/training.php



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Registered Charity No. 1096788
A Company Ltd by Guarantee No. 4637252

The aim of this programme is to deliver quality training that meets the needs of individuals and their organisations and that will enable them to be more effective and efficient, to develop the capacity of their organisations and to sustain these benefits for the long term. South Downs CVS is working in partnership with the Working Together Project (WTP) and SCIP to administer a joint programme of training. All courses are subsidised by funding from the Big Lottery through two different projects – the Embedded IT Training Project (SCIP and WTP) and the Learning4Counties project (Surrey Community Action and Action in rural Sussex).

Standards and quality

All training courses are delivered in accordance with the 5 Stage Process Recognising & Recording Progress & Achievement in Non-Accredited Learning (RARPA). RARPA supports the LSC's aims and those of its key partners, by providing the approach for quality-assuring non-accredited provision. The 5 Stage Process consists of:

1. Course aims that are clearly stated
2. Initial assessment of learners' starting points and needs
3. Identifying appropriately challenging objectives
4. Formative assessment, checking on progress and giving feedback
5. Final recognition of progress, recording and celebration of achievement

Please read the following notes before completing the booking form.

Booking priority

Staff, committee members and volunteers from local community organisations working in Lewes District will be given priority in booking courses.

Arrival

Please try to arrive for your course at least ten minutes before the start.

Access

All venues used by SDCVS are accessible for disabled people. However the toilet at SDCVS is not suitable for wheelchair users and alternative arrangements can be made. Please ensure we are made aware of any needs you may have.

Refreshments

Tea and coffee is available 10 minutes prior to the advertised start time. See individual course details as to the provision of lunch.

Discounts

South Downs CVS Member organisations: 10% off the price of any course, irrespective of the size of your organisation.

Booking a course and payment

To find the price of the course you wish to attend please go to the individual course details. Projects and branches of national, regional or local organisations with their own staff and funding are treated as separate organisations. If you are eligible for a discount, enter the reduced price in the space available on the booking form. Send the form to: **South Downs CVS, 66 High Street, Lewes, East Sussex, BN7 1XG** by the closing date of the course. **We can only confirm your booking if payment is sent with your form.** Please make your cheque payable to: South Downs CVS. If an invoice is required then a £2.00 administration fee will be charged.

Cancellations

Cancellations received by post, fax or email before the closing date for bookings will not be subject to a cancellation fee and your money will be refunded in full. After that date, we regret that a refund may not be possible, for whatever reason, although substitutions will be accepted if notified before the event.

Special notes

South Downs CVS reserves the right to alter any advertised dates, venues and/or trainers. South Downs CVS will endeavour to run all listed courses and will cancel a course only if absolutely necessary. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another course date (if available) or a full refund of fees paid.

Course Prices

Match the price of the course against the type and size of your organisation. The price includes course fee and refreshments, as well as lunch and handouts where these are available.

Fundraising Healthcheck

with Graham Allen

Wednesday 16 September 2009

9.30am - 4.30pm (light lunch included)

Yarrow Room, Lewes Town Hall, High Street,
Lewes, East Sussex, BN7 2QS

It's tough out there!, we are all having to work harder to raise the funds we need. So, what makes the difference between success and failure in fundraising from many different sources?

This is a practical workshop to help people with responsibility for fundraising in their organisations and projects carry out a practical review of their fundraising activities, from strategy to the nitty gritty of applications and how to make the best approaches to a wide range of funders.

This is suitable for a wide range of people at different levels of experience - you might be new to fundraising, or looking for new ideas and approaches or to check out that what you have in mind is likely to succeed. It can cover a whole range of basics including looking at application forms in detail and addressing new opportunities that are arising and taking a look at lessons we can learn from the more difficult fundraising environment everyone is facing now.

Organisation type & size	cost per person
Voluntary/Community	
up to 6 full-time staff*	£35
more than 6 full time staff*	£45
Statutory/commercial	£60
*or part time equivalent	

Closing date for bookings:
Wednesday 2 September 2009

Introduction to Bookkeeping using Excel 2 day

with Steve Early

Thursday 8 October 2009 9.30am - 1pm

Tuesday 13 October 2009 9.30am - 1pm

South Downs CVS, 66 High Street, Lewes,
East Sussex, BN7 1XG

For people who are new to voluntary and community sector finances, and are looking for guidance on doing bookkeeping on Excel (not on a computer accounting package). This two session course will help you to:

- Set up an analysed cashbook to keep simple bookkeeping records
- Reconcile your cashbook to your bank statements
- Deal with petty cash
- Log incomings and outgoings
- Identify which budget headings to use
- Analyse costs and expenses
- Set up your accounts on Microsoft Excel

(This course is run over two half days).
Please bring a calculator to the first session.

You will be using Excel in the second session.

Organisation type & size	cost per person
Voluntary/Community	
up to 3 full-time staff* (first 4 bookings free)	
up to 6 full-time staff*	£40
more than 6 full time staff*	£50
Statutory/commercial	£65

*or part time equivalent

Closing date for bookings:
Thursday 24 September 2009

Demonstrating your value to funders

with SCIP & Working Together Project

Tuesday 20 October 2009, 9.30am - 4.30pm
(light lunch included)

Yarrow Room, Town Hall, High Street, Lewes,
East Sussex, BN7 2QS

This one-day course is for anyone who is involved in monitoring and evaluation (e.g. if your role involves marketing, fundraising, data management).

It will help you to think through the monitoring requirements of funders along-side measuring and promoting your organisation's work day-to-day. The course will cover:

- Identifying and clarifying aims and objectives, outputs and outcomes for a project
- What you need to have in place before you make an application
- Setting output and outcome indicators and negotiating these with funders
- Developing an evaluation framework, including internal and external evaluation
- Collecting and storing self-evaluation information, particularly for outcomes
- Distinguishing between outcomes and impact
- Using Microsoft Office applications to ensure the effective and efficient collection, storage and analysis of information
- Maximising the effectiveness of self evaluation

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Voluntary/Community	
up to 3 full-time staff* (first 4 bookings free)	
up to 6 full-time staff*	£35
more than 6 full time staff*	£45
Statutory/commercial	£60
*or part time equivalent	

Closing date for bookings:
Tuesday 6 October 2009

Press Publicity & Promotion

with SCIP & Working Together Project

Tuesday 10 November 2009, 9.30 - 4.30pm
(light lunch included)

South Downs CVS 66 High Street, Lewes,
East Sussex, BN7 1XG

This one-day course is aimed at people who want to get more out of working with the press

and to produce electronic promotional material. The course will cover:

- Writing for the press
- Fitting your message into the media agenda
- How to format a press release
- Writing other promotional materials
- Producing simple electronic publicity

Feel free to bring something you're working on.

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Voluntary/Community	
up to 3 full-time staff* (first 4 bookings free)	
up to 6 full-time staff*	£35
more than 6 full time staff*	£45
Statutory/commercial	£60
*or part time equivalent	

Closing date for bookings:
Tuesday 27 October 2009

Excel intermediate (Formulae)

with David Guthrie (SCIP)

Thursday 3 December 2009,
9.30am - 1.30pm

South Downs CVS, 66 High Street, Lewes,
East Sussex, BN7 1XG

Using Excel to create budgets and accounts using different sheets - covering grouping sheets, basic formulae, absolute cell references and range names. Attendees should have a basic familiarity with Excel.

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up to 3 full-time staff* (first 4 bookings free)	
up to 6 full-time staff*	£25
more than 6 full time staff*	£30
Statutory/commercial	£35
*or part time equivalent	

Closing date for bookings:
Thursday 19 November 2009

Taking time to manage your time

with Nicola McCrudden

Wednesday 20 January 2010, 9.30am - 12.30pm

South Downs CVS 66 High Street, Lewes,
East Sussex, BN7 1XG

This course is for anyone for whom success hinges upon their ability to manage time effectively.

Most of us have experienced the frustration of reaching the end of the day without achieving half of the things that we set out to do. When that starts to impact upon your productivity it may be time to do something about it. This workshop explores common time management principles and introduces some skills and

techniques to improve self-management and greater control of your work load. At the end of the course, delegates will be able to:

- Explain why ineffective time management can become a problem;
- Identify time stealers/distractions;
- Evaluate your current approach to time management;
- Select basic time management tips suited to your individual time management situation;
- Apply strategies to prioritise workload, including 4 quadrant to do lists;
- Describe and apply proven strategies to manage time (including delegation, and managing interruptions).

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up to 6 full-time staff*	£25
more than 6 full time staff*	£30
Statutory/commercial	£35
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Closing date for bookings:
Wednesday 6 January 2010

Introduction to Public Relations

With Daniel Bettridge - Green Rocket, an ethical PR company and member of the Business Community Partnership.

Wednesday 10 February 2010,
9.30am – 12.30pm

Yarrow Room, Town Hall, High Street, Lewes, East Sussex, BN7 2QS

This 3-hour practical introductory workshop is for anyone whose work involves promoting their organisation. It will give you the foundation knowledge for how to implement and maximise your own media relations campaign. Led by one of Green Rocket's senior PR consultants it includes:

- simple explanation of how PR can assist the larger task of marketing an organisation
- overview of the power of PR and its limitations
- practical exercise examining the influence of PR on UK media and tips on how you can learn to use this influence
- advice on all the preparation work needed before starting a campaign
- tips on how to refine your target audience and choose your media channels
- practical session on how to pitch to journalists, using real life examples of pitches that have worked
- tips on how to identify stories that will win the media's attention
- advice on how to use media coverage after publication
- open question and answer session at the end

You will also be able to keep:

- copies of real life pitches and the coverage
- electronic version of presentation handout guide to PR

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up to 6 full-time staff*	£25
more than 6 full time staff*	£30
Statutory/commercial	£35
*or part time equivalent	

Closing date for bookings:
Wednesday 27 January 2010

Race Equality

with Naima Nouidjem & Tim Stephens

Wednesday 24 February 2010, 9.30am - 4.30pm

Yarrow Room, Town Hall, High Street, Lewes, East Sussex, BN7 2QS

This one-day equality course is for practitioners and managers, and will:

- increase your understanding of the legal framework of Race Equality and impact of racism
- increase your ability to deal with BME individuals & families through better understanding of how cultural heritage affects individuals
- cover techniques to challenge racist behaviours in a safe and empowering manner
- explore usage of self to fulfil Race Equality duties & promote equality of opportunities
- cover basic techniques to identify and address Race Equality gaps within your own employment and service provision

You will also find out where else you can get more information and support and refer people to.

Organisation type & size cost per person

Voluntary/Community	
up to 6 full-time staff*	£35
more than 6 full time staff*	£45
Statutory/commercial	£60
*or part time equivalent	

Closing date for bookings:
Wednesday 10 February 2010

Emergency First Aid at Work

with Nicola McCrudden

Thursday 18 March 2010, 9.30 – 4.30pm

at St James, 11 Blatchington Rd, Seaford, BN25 2AB (light lunch included)

Emergency First Aid at Work is a one-day course recognised by the Health and Safety Executive (HSE). The course is ideal for anyone who needs a workplace qualification or anyone who simply requires some basic first aid knowledge. This is the minimum qualification that will be recognised by the HSE in a work environment.

Delegates will cover the following topics during the course:

- Personal safety in first aid situations (the aims of first aid and the role of a first aider)

- Legal requirements and obligations
- Unconscious casualty management
- Resuscitation - Adult (and if appropriate children)
- Control of bleeding and the management of breaks
- Dealing with common first aid emergencies (including heart attacks, strokes, choking and shock)
- Reducing the risk of cross infection

The instructor will also include the recognition and treatment of various illnesses and injuries relevant to delegates workplaces. There are no formal assessments during the course; however the instructor will carry out an ongoing assessment of all delegates throughout the training. It is a requirement of certification that each delegate can carry out CPR (resuscitation) and the recovery position to the satisfaction of the instructor.

In line with legislation, delegates details will be held by the HSE approved organisation providing the training, they will only be used to record details of delegates qualification and will not be provided to anyone else – to comply with Data Protection.

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Voluntary/Community	
up to 6 full-time staff*	£35
more than 6 full time staff*	£45
Statutory/commercial	£60
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Closing date for bookings:
Thursday 26 February 2009

Managing People

with Sarah Morland

Wednesday 31 March 2010, 9.30am - 4.30pm

South Downs CVS, 66 High Street, Lewes, East Sussex, BN7 1XG

This one-day course is for paid staff who directly line-manage others and would like to learn more about the skills and processes essential to effective management. The course will cover:

- What makes an effective manager and where does leadership fit in
- Balancing the drive to deliver quality services with the needs of the team and individuals
- Managing the performance of self and others, using clear objectives, delegation, feedback and accountability
- What motivates someone to perform at their best

Organisation type & size cost per person

Voluntary/Community	
up to 3 full-time staff* (first 4 bookings free)	
up to 6 full-time staff*	£35
more than 6 full time staff*	£45
Statutory/commercial	£60
*or part time equivalent	

Closing date for bookings:
Wednesday 17 March 2010



LOTTERY FUNDED

Learning4Counties



WORKING TOGETHER PROJECT



The Trainers

Graham Allen brings nearly 20 years experience of helping voluntary and community groups to bear in his training work. This experience includes fundraising, business planning and management development, facilitating with charities and multi-agency partnerships and community development work.

A qualified and experienced trainer having worked with voluntary and community groups extensively in the UK and in several Central and Eastern European countries, participants on Graham's courses often report that they come away enthused and where appropriate re-energised to face the many challenges of their work.

Graham says: "I am really fortunate to work all the time with people who are dedicated, determined and passionate about what they do. I am inspired and get great positive energy from that. In my training sessions I hope to share some of that energy along with experience and knowledge picked up over the years and meet new people and groups who always have a huge amount to offer."

Daniel Bettridge, Account Director, Green Rocket is responsible for the day-to-day management and direction of accounts. Daniel has extensive account management experience across a variety of sectors including personal finance, architecture, SME, training, property, technology, enterprise, eco-projects and fair trade sector. Daniel has excellent contacts with all areas of the national press, including business, investment, society, green and media pages. Numerous contacts within the trade press also regularly contact Daniel to supply features and comment. Daniel is also a masters graduate from the University of Sussex and a published national journalist who has worked extensively with The Times.

Steve Early is a chartered certified accountant, and worked for many years with small organisations in both the private business sector, and community and voluntary sector in both finance and management. He combined this 'hands on' practical experience with providing training on a wide variety of courses, covering financial aspects of working in the community/ voluntary sector and business sector. Steve started his own accountancy practice in 1996, with a view of combining his training experience with general business and accountancy services, and now provides a range of training and accountancy services to both commercial and not-for-profit organisations.

Kate Honeyford has worked in the voluntary sector for over twenty years with roles including training management for a CVS and as senior manager of a medium size charity. As an accredited self-employed consultant she has been delivering courses and consultancy on board development for six years in Brighton and across East Sussex and on management skills for a number of voluntary & private care organisations.

Nicola McCrudden is a dynamic trainer, with over a decade of training experience. She has a strong academic background and, having worked in formal lecturing, leisure management and project management for national and regional voluntary organisations, she understands 'real life' issues. A certified and talented trainer, Nicola designs, delivers and evaluates all courses to ensure a consistently high standard. McCrudden Training offers one month's complimentary e-mail support for all workshop delegates.

Nicky provides first aid training in partnership with East Sussex Community Health

Services who are a Health and Safety Executive (HSE) approved training provider and provide many of the local NHS, community health services.

Sarah Morland is an experienced and highly skilled facilitator and trainer. She has worked independently for twelve years, previously working within the training team for a housing association. Sarah specialises in people and organisational development within the third sector, offering courses, mentoring, action learning and consultancy. Recent clients include housing associations, local infrastructure organisations, supported housing and care providers, local authorities, the Governance Hub, and a variety of local and national charities. Sarah is Chair of Reading Voluntary Action and volunteers with a local charity supporting bereaved children. She has a Masters degree in Change Agent Skills and strategies, adding theory to the experience she has developed over many years.

Naima Noudjem was the Director of a well established charity supporting Black, Asian & Mixed Parentage Families. She has 7 years experience of community development and outreach work with BME communities in Sussex. She is an accredited trainer for an evidence based parenting program. She has delivered Equality training for the last 3 years by combining her legal knowledge & grassroots knowledge of BME communities.

Tim Stephens is an artist, specialist teacher, trainer and Equality Education Consultant with 20 years experience with a range of learners across education sectors. Combining arts and education expertise for the public and private sectors he has particular interests in organisational development, innovative practice, different sensory experiences of the built environment and public art.

SCIP has provided IT support and other services to charities and community organisations for over a decade, including high quality computer training courses that enable staff and volunteers to get the most from computers & the Internet. They are based in Brighton and regularly run courses in Sussex.

Working Together Project (WTP) supports voluntary organisations and community groups through the provision of training and learning opportunities to the voluntary and community sector, carrying out training needs analysis and developing appropriate training and accreditation to paid staff, volunteers and management committee members.