



Uni Network Bulletin February 2010 Training Resources in South East England for BME Organisations

1. Hampshire and Isle of Wight

- Portsmouth
- Hampshire
- Isle of Wight

2. Brighton & Hove, Surrey, East & West Sussex,

- Brighton & Hove
- Surrey
- East Sussex
- West Sussex

3. Thames Valley

- Oxfordshire
- Buckinghamshire
- Slough
- Reading
- Wokingham
- Bracknell Forest

4. Kent and Medway

1. Hampshire and Isle of Wight

• PORTSMOUTH

• Employment Law

Organised by Community First for Portsmouth

This practical half day course summarises the key elements of the law relating to recruiting and employing staff, forthcoming legislation and preparing for an Employment Tribunal.

What you will learn:

- The main aspects of UK and European employment legislation which you should be aware of including discrimination, diversity, contract workers and family friendly policies
- Getting staff contracts, terms and conditions of employment and handbooks right
- Legislation planned for the future
- Industrial tribunals and how to prepare for them
- Where to get detailed advice when you need it

Date: Tuesday 9 February; **Time:** 9.30am – 1.30pm

Venue: Community First for Portsmouth (formerly Portsmouth Council of Community Service)

Cost: £35 for VCOs, £60 for non-voluntary/community organisations

• Introduction to Sustainable Funding

Organised by Community First for Portsmouth

Sustainable funding is more than just getting better at fundraising or finding a single, secure source of income - it's about creating a more stable, long-term funding base via income diversification. This workshop gives an overview of sustainable funding and of the various funding options available to the voluntary and community sector, including generating income from trading in goods and services. This course works well with the Grant Funding course.

Date: Wednesday 10 February; **Time:** 9.30am – 4.30pm

Venue: Community First for Portsmouth (formerly Portsmouth Council of Community Service)

Cost: £60 for VCOs, £85 for non-voluntary/community organisations

• Capacity Building

Organised by Community First for Portsmouth

In this workshop we combine many aspects of governance and funding to provide participants with an understanding of all that is needed to build a robust and sustainable organisation that will be able to deliver according to its 'objects'. By the end of the session we expect participants to have a clear view of where their organisation stands at the present moment and have acquired greater knowledge and skills to strengthen their organisation and take it forward confidently.

Date: Thursday 11 February; **Time:** 10.00am – 4.00pm

Venue: Community First for Portsmouth (formerly Portsmouth Council of Community Service)

Cost: £60 for VCOs, £85 for non-voluntary/community organisations

• Strategic Planning for Voluntary and Community Organisations

Organised by Community First for Portsmouth

Good planning can establish credibility for your project or organisation. In this workshop participants examine their own organisation, including their objects and mission statement where appropriate and look at how to draw up a strategic plan that clarifies what their project is about, both for outside agencies and for those working inside the project. By the end of the session we expect participants to have acquired the knowledge and skills to put together a plan that is a relevant, working document for everyone in the organisation which provides focus and direction towards a long-term aim.

Date: Thursday 25 February; **Time:** 10.00am – 4.00pm

Venue: Community First for Portsmouth (formerly Portsmouth Council of Community Service)

Cost: £60 for VCOs, £85 for non-voluntary/community organisations

Further information about all courses can be obtained from the TRACS Team at Community First for Portsmouth on 023 9288 2432/27

• HAMPSHIRE

• Workshop: Get Involved: an introduction to the work of Parliament

Organised by the Parliamentary Outreach team

An invitation to voluntary and community sector organisations to Get Involved: an introduction to the Work of Parliament

Find out how your organisation can get involved with the work of Parliament by attending a free workshop. The Parliamentary Outreach team seeks to support the voluntary and community sector to learn about and engage with Parliament.

This FREE half day event will help you:

- understand how Parliament affects the voluntary and community sector
- become familiar with the various ways you can begin to get involved with Parliament
- know more about how Parliamentary Outreach can help your organisation
- find out how you can make your voice heard by Parliament

Date: Wednesday 23 February; **Time:** 10.00am – 1.00pm

Venue: Winchester Discovery Centre

Cost: FREE

For more information about the work of Parliamentary Outreach please email Naomi Kent on call on 07917 488 148.

• Dealing with Difficult Volunteers Course

Organised by the Winchester Area Community Action

Managing volunteers is not always plain sailing. You may be faced with problems or difficulties and may not know the best way forward. This course will give you the chance to share your experiences and acquire some methods and procedures to equip you for those tricky situations. Feel free to bring those problems with you to the course.

Date: Wednesday 3 March; **Time:** 10.00am – 1.00pm

Cost: £25

Venue: Training Room 1 at the Winchester Centre, 68 St. Georges Street, Winchester, SO23 8AH

For an application form, please contact Vanessa Kitt on 01962 843450 or vkitt@waca.org.uk

• ISLE OF WIGHT

• Safer Recruitment for the Voluntary Sector working with Children, Families and Young People

Organised by the Isle of Wight Rural Community Council

The workshop aims to:

- Give participants an awareness and understanding of offending behaviour
- Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- Help participants begin to review their own and their organisations policies and practices with a view to making them 'safer'

Date: Monday 1 February; **Time:** 9.30am – 4.00pm

Venue: 3 Langley Court, Pyle Street, Newport, PO30 1LA

Cost: 19 FREE places

Further details and booking form can be obtained from Claire.Tillman@iwrcc.org.uk

• Communication Skills – Speak! Listen! Write!

Organised by the Isle of Wight Rural Community Council

Speak! 10am to 1pm: Gain confidence in speaking up at meetings, addressing conferences etc

Listen! 2pm to 4pm: Improve listening skills, remember more about meetings, hear hidden inflexions

Write! 5pm to 7pm: Write concise interesting minutes, reports and leaflets

Why not get three different people from your organisation to attend and only pay for two?

Date: Monday 22 February; **Time:** Timings as above

Venue: Westridge Centre, Ryde

Cost: Band A – Free, Band B - £15, Band C - £25

Further details and booking form can be obtained from Claire.Tillman@iwrcc.org.uk

Please phone - 01983 524058, mail@iwrcc.org.uk or visit the our website at www.iwrcc.org.uk to obtain a booking form, find details about course pricing and payment as well as details about booking terms and conditions that apply to all IWRCC courses

2. Brighton & Hove, Surrey, East & West Sussex

• **BRIGHTON & HOVE**

• Photography workshop

Organised by the Brighton Unemployed Centre Families Project

Participants will learn photographic skills including portraiture, practical exercises in lighting, editing and composition. They will also learn to build a photographic vocabulary that enables them to develop their own personal projects and complete their own portfolio of work. Take part in a project leading to exhibitions at the Centre and the Brighton Photo Fringe.

Date: Thursdays; **Time:** 10.45am – 12.45pm; **Location:** 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

• Introduction to Web Design: Dreamweaver & Fireworks

Organised by the Brighton Unemployed Centre Families Project

A three-day course learning some of the techniques of web page production: graphics, hyperlinks, tables, frames & navigation options. By the end of the course you should have all the tools needed to build a simple website. No experience of web design needed but learners need to be confident computer users.

Date: Monday, Tuesday & Wednesday 01, 02, 03 February 2010; **Time:** 10.30am – 03.30pm

Location: 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

• Introduction to Adobe Flash Animation

Organised by the Brighton Unemployed Centre Families Project

Participants will learn to use the Flash workspace and tools to draw, morph and animate objects. This is an essential skill for anyone developing their own websites and is suitable for confident computer users.

Date: Monday, Tuesday & Wednesday 15, 16 & 17 February 2010; **Time:** 10.30am – 03.30pm

Location: 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

• Advanced Excel

Organised by the Brighton Unemployed Centre Families Project

Following on from the Excel course, students will learn how to produce sophisticated charts, create complex formulae, and how to integrate Excel with other Office packages.

Date: Monday 22 February 2010; **Time:** 10.30am – 03.30pm

Location: 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

• Computing For Beginners

Organised by the Brighton Unemployed Centre Families Project

This 2 day course shows what computers can do, covering functions such as using the mouse and keyboard, accessing the Internet and email, creating/using files, and using a computer safely.

Date: Tuesday & Wednesday 09 & 10 February 2010; **Time:** 10.00am – 04.00pm

Location: 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

• Desktop Publishing

Organised by the Brighton Unemployed Centre Families Project

This course is an introduction into Desktop Publishing, using Adobe InDesign. It will allow participants to be more versatile in the production of their printed work, be it designing newsletters, posters, book /CD covers or any other sophisticated documentation.

Date: Monday, 08 February or Monday 01 March 2010; **Time:** 10.00am – 04.00pm

Location: 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

- **Introduction to Adobe Illustrator**

Organised by the Brighton Unemployed Centre Families Project

This course will enable participants to learn how to use Illustrator, a vector based drawing programme used for creating logos, buttons and all kinds of shapes useful for web pages and other graphic function.

Date: Tuesday & Wednesday 23 & 24 February 2010

Location: 6 Tilbury Place, Brighton, BN2 0GY

For more information or to book a place, please contact The Brighton Unemployed Centre Families Project on 01273 671213 / 601211, e-mail: info@bucfp.org

- **SURREY**

- **Conflict Management & Resolution**

Organised by the Surrey Community Action

This course will enable participants to learn skills to improve conflict management in the workplace.

- Define what is meant by conflict
- Identify the skills you already use in handling conflict and your next steps
- Learn techniques for establishing rapport
- Learn how to use an interest-based relational approach to conflict at work
- Think about how to prevent escalation and deal with unacceptable verbal or non-verbal aggression
- Discuss your organisational and local policy on handling conflict

Date: Thursday 04 February 2010; **Duration:** 1 day

Venue: Astolat, Coniers Way, Guildford

Trainer: Paul Gapper, Paul Gapper Associates

Fee: SCA Members £70; Other Voluntary Sector £75; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk

Tel: 01483 459292 ext. 228/224 (direct line); Fax: 01483 440508

- **The Art of Supervision**

Organised by the Surrey Community Action

This programme is designed to provide a set of fundamental skills required by all team leaders and managers. This course will benefit participants if they are a newly appointed supervisor or if they would like a refresher on management techniques and skills.

Date: Tuesday 09 February 2010; **Duration:** 1 day

Venue: Queen Elizabeth's Foundation, Leatherhead

Trainer: Nicola Gregory, Brand Values

Fee: SCA Members £40; Other Voluntary Sector £45; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk or call 01483 459292 ext. 228/224

- **Child Protection Awareness Training**

Organised by the Surrey Community Action

This course will provide awareness training in child protection. It is structured to meet the needs of staff and volunteers who work with children in voluntary and community organisations in Surrey.

Date: Thursday 25 February 2010; **Duration:** 1 day

Venue: Redhill Methodist Centre, Redhill

Trainer: Carla Thomas

Fee: SCA Members £40; Other Voluntary Sector £45; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk or call 01483 459292 ext. 228/224

- **Developing Your Interpersonal Skills**

Organised by the Surrey Community Action

This two day course is designed to support participants in the process of identifying current levels of skills, knowledge and ability in order to establish a realistic level of self-awareness. A set of achievable goals will be set in order to create motivation for change. Constructive learning tasks will facilitate the development which each participant has identified they wish to make. This course is linked to the Open College Network Unit – Developing Personal Development Skills & Developing Your Own Interpersonal Skills – Level 2.

Date: Tuesday 23 & Thursday 25 February 2010; **Duration:** 2 days

Venue: Astolat, Coniers Way, Guildford

Trainer: Nicola Gregory, Brand Values

Fee: SCA Members £85; Other Voluntary Sector £90; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk or call 01483 459292 ext. 228/224

- **Learn To Be An Effective Trainer**

Organised by the Surrey Community Action

This comprehensive programme will give participants the skills to train and engage adult learners, as opposed to just making a presentation. The programme consists of a two-day course followed a month later by one day of practical training sessions and then a portfolio tutorial. The aim of the course is to develop high standards and consistency of training delivery, and participants are strongly encouraged to complete the portfolio for the OCNSER accredited unit Development Effective Skills for Adult Trainers. The course is suitable for new trainers and existing trainers wanting to develop their skills. This course is linked to an Open College Network Unit – Developing Effective Skills for Adult Trainers – Level 3

Date: Tuesday & Wednesdays 16, 17 February 2010; **Duration:** 3 days

Venue: Astolat, Coniers Way, Guildford

Trainer: Sue Skrobanski

Fee: SCA Members £85; Other Voluntary Sector £90; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk or call 01483 459292 ext. 228/224

- **Taking Effective Minutes**

Organised by the Surrey Community Action

Participants will learn how to write minutes that capture the main points of a meeting, especially actions and accountabilities. This course focuses entirely on minute-taking.

- The structure of minutes
- The key to successful minute-taking
- Creating order from disorder

Date: Wednesday 03 February 2010; **Duration:** 1day

Venue: Astolat, Coniers Way, Guildford

Trainer: GBC Learning

Fee: SCA Members £70; Other Voluntary Sector £75; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk or call 01483 459292 ext. 228/224

- **Using MS Excel – Further Information on Using Spreadsheets**

Organised by the Surrey Community Action

This is a course for those who have a basic knowledge of working with spreadsheets and want to improve their skills, making use of more advanced features and applications.

Date: Tuesday 03 February 2010; **Duration:** 1day

Venue: Astolat, Coniers Way, Guildford

Trainer: David Kent, Projectwon

Fee: SCA Members £70; Other Voluntary Sector £75; Other Sectors £175

For further information, please go to www.surreyca.org.uk or Email: training@surreyca.org.uk or call 01483 459292 ext. 228/224

• EAST SUSSEX

• Race Equality

Organised by South Downs CVS

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

- Increase understanding of the legal framework of Race Equality and impact of racism
- Increase the 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

Dates: Wednesday 24 February 2010; **Time:** 09.30am – 04.30pm

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

Fee: Voluntary/Community 6 full-time staff: £35; more than 6 full time staff: £45; Statutory/commercial: £60

If you have any queries about the courses please contact Julia Fowler on 01273 483832 or e-mail julia.fowler@3va.org.uk or visit www.southdownscvs.org.uk

• Introduction to Public Relations

Organised by South Downs CVS

This 3-hour practical introductory workshop is for anyone whose work involves promoting their organisation. It will give them the foundation knowledge for how to implement and maximise their own media relations campaign.

Dates: Wednesday 10 February 2010; **Time:** 09.30am – 12.30pm

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

Fee: Voluntary/Community 6 full-time staff: £25; more than 6 full time staff: £30; Statutory/commercial: £35

If you have any queries about the courses please contact Julia Fowler on 01273 483832 or e-mail julia.fowler@3va.org.uk or visit www.southdownscvs.org.uk

• Stress Management

Organised by South Downs CVS

This course is designed to encourage participants to reflect on how stress may affect them and techniques they can use to beat stress. The day explores theories and statistics around stress, offers coping mechanisms and invites each participant to develop a confidential personal review to support them in combating their stress.

Dates: Tuesday 09 February 2010; **Time:** 09.30am – 04.30pm

Location: 3VA Annexe (formally EAVS), 8 Saffrons Road, Eastbourne, East Sussex BN21 1DG

For further information, please contact Sue Duffell, Training co-ordinator on 01323 639373

• WEST SUSSEX

• Time Management

Organised by Working Together Project

This half-day course is for people who feel that events are constantly running away with them. Time management involves managing yourself, others and your environment to achieve efficiency and effectiveness. The course will:

- Give you the chance to recognise and explore the main barriers to effective time management
- Explore the key elements to overcome those barriers
- Help you identify the skills you can exploit and the ones you need to develop
- Learn some useful techniques to help you in the future

Date: Tuesday 02 February 2010; **Time:** 09.30am – 01.00pm

Location: The Meeting Room, Horsham Area CVS, Lavinia House

Trainer: Victoria Dickinson

Fee: £15

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **Creating a website using WordPress.com**

Organised by Working Together Project

This is a two-day course targeting small community groups to help them build and host a simple website quickly at no cost. The course will address the various roles and responsibilities of content development and management. At the end of the course, participants will have a live website on the Internet.

Date: Friday 05 & 12 February 2010; **Time:** 09.30am – 04.00pm

Location: Longley Room, Crawley CVS

Trainer: David Guthrie

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **Volunteers and the Law**

Organised by Working Together Project

This one-day course is an introduction to understanding where volunteers' rights are enshrined in law. The course will cover:

- The key legal issues that affect volunteering
- When volunteers might have employment rights
- How to ensure that you are inclusive of volunteers from all backgrounds
- A practical approach to health and safety for volunteers

Date: Wednesday 10 February 2010; **Time:** 09.30am – 04.00pm

Location: In the Community Room, Mid Sussex (South) CVS

Trainer: Victoria Dickinson

Fee: £30

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **Assertiveness in the workplace**

Organised by Working Together Project

Participants will develop effective communication techniques and a good understanding of the importance of assertiveness skills that are essential for creating good working relationships.

Date: Wednesday 03 February 2010; **Time:** 09.30am – 04.00pm

Location: Ashcroft Room, Adur Voluntary Action Centre, Lancing

Trainer: Keith Stewart

Fee: £30

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **The legal responsibilities of a management committee**

Organised by Working Together Project

This evening course is for anyone who is, or wants to be, on the management committee of a voluntary organisation, including an unincorporated association. This session will introduce the key legal and statutory responsibilities, including finance, equal opportunities, employment and health and safety and other liabilities, sources of information and support for trustee's role.

Date: Tuesday 23 February 2010; **Time:** 06.30pm – 08.45pm

Location: Lavinia House, Horsham Area CVS

Trainer: Kate Honeyford

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **Emergency first aid at work**

Organised by Working Together Project

This one-day course is ideal for smaller workplaces that present few health and safety risks, where a nominated or appointed person is required to take charge in the event of an illness or accident. The course will cover:

- Health and safety (first aid) regulations
- Managing an incident
- The priorities of first aid
- Treatment of an unconscious casualty
- Resuscitation
- Shock
- Bleeding
- Common workplace injuries

The course is certificated and successful completion will be judged by the trainer on continual assessment.

Date: Thursday 04 Feb 2010; **Time:** 09.30am – 04.30pm

Location: St Paul's Community Centre, Worthing

Trainer: Ian Silvester

Fee: £30

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **Creating a website using WordPress.com**

Organised by Working Together Project

This is a two-day course targeting small community groups to help them build and host a simple website quickly at no cost. The course will address the various roles and responsibilities of content development and management. At the end of the course, participants will have a live website on the Internet.

Date: Wednesdays 24 February & 03 March 2010; **Time:** 09.30am – 04.00pm

Location: The Lounge, Newell Centre, Chichester

Trainer: David Guthrie

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

- **Introduction to book keeping using Excel**

Organised by Working Together Project

This course is for people who are new to voluntary and community sector finances, and want to keep their books using Excel (not on a computer accounting package). These two half-day sessions will help participants 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

Date: Friday 26 February & 05 March 2010; **Time:** 09.30am – 01.00pm

Location: The Lounge, Newell Centre, Chichester

Trainer: Steve Early

To book a place, please call on 01273 234773 or email bookings@workingtogetherproject.org.uk

3. Thames Valley

- **OXFORDSHIRE**

- **Black & Minority Ethnic Women Services Signposting Workshop**

Organised by the Oxfordshire NHS/PCT and the Oxfordshire County Council

Learn of current mental health projects and services available for minority ethnic communities in Oxfordshire, frontline organisations and other community groups. Refreshments provided.

Date: Friday 5th February; **Time:** 10.30am – 12.30pm

Venue: East Oxford Health Centre, Manzil Way, Cowley

For more details and to book your place please contact Neelam Rizwani 07717513615/01865 264936 or Ben Lloyd-Shogbesan- 07717513617/01865 264937

- **Discussion Forum for Black & Minority Ethnic communities in Oxford**

Organised by the Oxfordshire Equality and Human Rights Council

This is a part of our quarterly discussion forum on community issues. This discussion focuses on identifying gaps in service provision and ensuring equal treatment and fair representation of ethnic minorities in the county. The audience will consist mainly of people from minority ethnic backgrounds, representing various professions and walks of life discussing new approaches and solutions to pressing

issues. It will be followed by presentation by various political parties on their agenda towards minority ethnic communities in Oxfordshire. Oxfordshire MP Mr .Andrew Smith will make a presentation.

Date: 17 February, **Time:** 6pm to 8pm

Venue: East Oxford Community Centre 44b Princes Street, Oxford

For further details, please contact OEHRG on 01865 791891 to book a place.

- [Simply Legal Workshop](#)

Organised by Making Local Food Work

Learn all you need to know about organisational types, legal forms and legal matters involved in setting up community enterprises.

Date: Thursday 11 February; **Time:** 10am – 4pm; **Venue:** Co-operative House, 234 Botley Road, Oxford

Go to www.mlfw.co.uk/training to book your place. For further information contact Zena King on 0161 2462953.

- **BUCKINGHAMSHIRE**

- [Invest in Your Volunteers](#)

Organised by Volunteer Centre Chiltern and South Bucks

Two workshops for those who recruit or supervise volunteers: **Module 1** - The Basics - will cover Recruitment, Advertising, Selection, Interviewing, Recognition and Support. **Module 2** - Going further - will cover Legal issues, Volunteer Policies, Protecting volunteers, Diversity & Quality standards. This is a chance to network and to learn. Attend either module or both.

Date: Wednesday 18 February; **Venue:** South Bucks District Council Offices in Denham

For more information or directions, call: 01895 837545 or email: office@voluntaryaction.org

- [Buckinghamshire Voluntary & Community Sector Conference, 'Surviving and Thriving'](#)

Organised by Bucks Change Up consortium

This event is open to all voluntary sector groups in Buckinghamshire. Keynote speaker Debra Allcock Tyler Chief Executive of the Directory of Social Change.

Workshops:

- 1) What's Important when Representing the Voluntary Sector;
- 2) IT Security—Survival in the Digital Era;
- 3) How to Write Compelling Marketing Words;
- 4) Governance Code;
- 5) Planning your Fundraising Strategy;
- 6) Health Checks : Building Bucks Project;
- 7) Volunteers with Expert Skills
- 8) How to Build a Free Website;
- 9) Make your Volunteering Opportunities Sizzle

Last year the event oversubscribed and unfortunately had to turn some people away so please book early to avoid disappointment.

Date: Wednesday 3 March; **Venue:** Latimer Place, Chesham

For more information contact Voluntary Action (Chiltern and South Bucks) 01895 837545

office@voluntaryaction.org

- [Vetting and Barring Briefing](#)

Organised by Priory Centre

Do your volunteers or staff need to be registered with the ISA (Independent Safeguarding Authority)? Will they still need a CRB check if they are registered with the ISA?, when do they have to be registered? This briefing is designed to inform you about the statutory requirements your organisation will have to satisfy for all staff and volunteers who work with young people and vulnerable adults.

Attendance is free for voluntary and community groups in Wycombe District.

Date: Tuesday, 23 February, repeated on Wednesday 24 March; **Time:** 9:30am – 12pm

For more information call 01494 523440 or email: wycvcs@nascr.net.

- **SLOUGH**

- [Presentation Skills](#)

Organised by Slough Council for Voluntary Service

To provide participants with highly professional resources that will make their presentation outstanding and impact on their audience.

Date: Thursday 28 May 2009; **Time:** 10.00 am – 4.30pm.

This workshop is free to voluntary sector organisations

For further details, please contact Shaheen or Mandy on 01753 524176.

Website: www.sloughcvs.org.uk

- **MiDAS Driver Training**

Slough Community Transport

This is a nationally recognised, assessment and training scheme for minibus drivers in the voluntary and not-for-profit sectors. MiDAS provides classroom-based theory training and on-road driving assessments, additional training on passenger assistance and the use of wheelchair accessible vehicles, for drivers who will be transporting passengers with disabilities.

Date: Weekly Thurs & Friday by appointment

To book please phone 01753 536273 or email shopmo2001@yahoo.com

- **Community Groups Training**

Organised by People 1st (Slough)

This is training for new tenant community groups that require additional assistance with areas such as Completing Smalls Grants, Minute Taking, Roles & Responsibilities, Report Writing and Setting up a Group. If you are interested in attending these free training sessions please contact Jatinder Randhawa on 01753 474027.

- **Introduction to Ms Word, PowerPoint, MS Excel Spreadsheets, (FLT accredited course)**

Organised by Learning & Advice Centre and Slough CVS

Learn and gain skills on how to use basic computer operations for your work. This event is free to all.

Date: 23, 24 and 25 February; **Time:** 9:30am – 12pm; **Venue:** Thames Valley Community Centre, The Green, Chalvey. For further details, call 07909 875915 or 07890 572978.

- **READING**

- **First Aid Training Certified Course - Reading**

Organised by British Red Cross

This seven hour basic First Aid training will provide you with the knowledge and skills to confidently deal with a medical situation. To book please call William Henderson on 0118935 8218.

Date: 13 February; **Time:** 9:00am - 4:30pm; **Venue:** St Peter's Church Hall, Church Road, Earley,

Cost: £48.99

- **WOKINGHAM**

- **STRIVE Training First Aid - Appointed Person's Certificate**

Organised by STRIVE - Standards Training Resources Independent and Voluntary Employee.

Embedded within Wokingham Borough Council's Learning and Development team, STRIVE provides support and advice to Private, Independent and Voluntary Care organisations within the Wokingham boundary. ** Wokingham STRIVE cannot accept people from organisations based at non-Wokingham Borough postcodes onto courses, unless the organisation holds a contract with WBC **

Fire Awareness: 16 February, 10 – 12:30

Food Safety in Catering CIEH (Level 2): 16 February, 9:30 – 4:30

Personal Safety for Lone Workers in Children and Adult Services: 16 February, 9:30 – 4:30.

Protecting Vulnerable Adults from Abuse (Level 1): Run frequently, half day (e-learning and Levels 2 and 3 also available).

For further details, contact Julie Wickens on 0118 9746746 or email: julie.wickens@wokingham.gov.uk

• BRACKNELL FOREST

• Bracknell Community Training

Organised by Bracknell and Wokingham College

Bracknell and Wokingham College offer a wide variety of part-time health and social care courses, NVQs, skills for life and other relevant training in venues across the Borough. Courses include:

Time and Resource Management: 4 February

Principles of Behaviour Management: 8 February

Principles of Social Care: 10 February

Moving & Handling Full Day: 23 February

Safe Administration of Medicines: 25 February

Time: 9:00am - 4:30pm; **Venue:** Bracknell & Wokingham College, Church Road, Bracknell. Call **01344 766200** for more details

4. Kent and Medway

• KENT

• Data Protection Act 1998 And How It Affects You

Organised by North Kent Training Service (CVS Medway)

This training is aimed at all staff and volunteers who have a responsibility for health and safety in the workplace. This means everyone.

Date: 15 February; **Time:** 9:30am – 4:30pm; **Venue:** Riverside Centre, Dickens Road, Gravesend

Cost: £35. For further information call 01634 818036

• CIEH Award in Health and Safety Level2 training

Organised by North Kent Training Service (CVS Medway)

This training is aimed at all staff and volunteers who have a responsibility for health and safety in the workplace. This means everyone.

Date: 24 February; **Time:** 9:30am – 4:30pm; **Venue:** Central House, Central Avenue, Sittingbourne

Cost: £45. For further information call 01634 818036

• Writing a Business Plan

Organised by Community Action South & East Kent

Date: 25 February; **Time:** 10am – 4pm; **Venue:** Trinity Resource Centre, Cost: CASE Kent members £20, VCS non-members £40, Statutory agencies £50. For further information about CASE Kent training programme, please contact Liz Shihabi on 01233 610171 or email ashford@casekent.org.uk