



# Training Programme and Workshops

March 2011 to March 2012

Voluntary Sector Learning  
in the High Peak

Supported by



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



## Welcome to High Peak CVS Training Programme March 2011 – March 2012

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 be as effective and up to date as possible to comply 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](mailto: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](http://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.

### Training Charges

	Half Day	Full Day
<b>Voluntary and Community Groups without paid workers</b>	<b>£10.00</b>	<b>£20.00</b>
<b>Voluntary and Community Groups with paid workers</b>	<b>£30.00</b>	<b>£60.00</b>
<b>Statutory Organisations &amp; Other</b>	<b>£75.00</b>	<b>£150.00</b>

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 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).**

## Contents

Page	Course title / detail	Area of training	Date and time
5	Emergency First Aid at Work	Health and Safety	Monday 4 <sup>th</sup> April Thursday 14 <sup>th</sup> July 2011 Tuesday 11 <sup>th</sup> October 2011 9.30am-5.00pm
6	Social Networking	IT	Thursday 14 <sup>th</sup> April 2011 9.30am-12.30pm
7	Alcohol Awareness	Health	Tuesday 10 <sup>th</sup> May 2011 Tuesday 5 <sup>th</sup> July 2011 1.00pm-4.00pm
8	Fire Warden Training	Health and Safety	Thursday 12 <sup>th</sup> May 2011 9.30am-1.00pm
9	You're Only Selling Yourself	Marketing and Publicity	Monday 16 <sup>th</sup> May 2011 6.00pm-8.00pm

10	Living Life Assertively	Organisational	Wednesday 18 <sup>th</sup> May 2011 1.30pm-4.30pm
11	Fundraising for Beginners	Funding	Wednesday 8 <sup>th</sup> June 2011 1.00pm-4.00pm
12	Have I Got News for You!	Marketing and Publicity	Monday 13 <sup>th</sup> June 2011 5.30pm-8.30pm
13	Groups working well	Organisational	Tuesday 28 <sup>th</sup> June 2011 9.30am - 1.00pm
14	Trustees Roles and Responsibilities	Governance	Thursday 7 <sup>th</sup> July 2011 1.00am-4.00pm
15	Is your organisation ready for Commissioning?	Governance	Wednesday 28 <sup>th</sup> September 2011 9.30am-3.30pm
16	Mental Health Awareness	Health	Wednesday 5 <sup>th</sup> October 2011 9.30am-12.30pm
17	Making the Most of Marketing	Organisational	Thursday 6 <sup>th</sup> October 2011 12.30pm-3.30pm
18	Grants for the Arts	Funding	Tuesday 18 <sup>th</sup> October 2011 10.00am-1.00pm
19	The Role of Secretary in a Voluntary or Community Group	Governance	Tuesday 15 <sup>th</sup> November 2011 1.00pm-4.00pm
20	Food Hygiene	Food Safety	Monday 23 <sup>rd</sup> January 2012 9.30am-5.00pm
21	Annual Reports and AGMs	Governance	Tuesday 7 <sup>th</sup> February 2012 9.30am-1.00pm
22	What Every Chair should Know!	Governance	Wednesday 7 <sup>th</sup> March 2012 1.00pm-4.00pm

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:** Monday 4<sup>th</sup> April 2011, 9.30am-5.00pm  
Thursday 14<sup>th</sup> July 2011, 9.30am-5.00pm  
Tuesday 11<sup>th</sup> October 2011, 9.30am-5.00pm

**(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 2

Do you keep hearing about social networking and social media? Would you like to discover more about what these are and how they can help your group/organisation?

Come along to our social networking session where you can find out:

What Social networking and Social Media mean?

What social networks there are already available to charities, groups, and organisations?

What are the pros and cons of social networking?

How to set up a facebook account?

How to set up a twitter account?

Hints and tips for using social networks successfully.

Useful resources and examples to use after the session.

**Date and time:** Thursday 14<sup>th</sup> April 2011, 9.30am-12.30pm

**Tutor:** Claire Mitchell, IT Development Worker and Trainer and member of the Regional ICT Project. Claire has 15 years experience in using IT and delivering IT training.

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

**Cost:** Refer to pricing table on page 2

For many people having a drink is one of life's pleasures, however drinking to excess can impact on our physical health, can lead to depression and other problems such as violence, abuse, debt, family and relationship problems.

Want to find out more? Why not come along to this FREE and FUN training.

The training is run by Derbyshire Alcohol Advice Service and includes:

Why we drink, facts and myths about alcohol, the impact of alcohol misuse, knowing your units, risk categories of drinking and much more!!!!

**Date & time:** Tuesday 10<sup>th</sup> May 2011, 1.00pm-4.00pm  
Tuesday 5<sup>th</sup> July 2011, 1.00pm-4.00pm

**Tutor:** Teresa Oxley, Derbyshire Alcohol and Advice Service

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

**Cost:** FREE

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

### 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 12<sup>th</sup> May 2011, 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 2

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:** Monday 16<sup>th</sup> May 2011, 6.00pm-8.00pm

**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 2

This short course will cover an introduction to living life assertively and will explore the three main models of behaviour; passive, aggressive and assertive. Through discussion, we will discover what assertiveness is and what it is not by exploring our thoughts and feelings, how you react to situations, your learnt patterns of behaviour and language. We will look at how assertive behaviour could change a situation or relationship and any personal concerns about using this behaviour and how to put it into practice.

**Date and time:** Wednesday 18<sup>th</sup> May 2011, 1.30pm-4.30pm

**Tutor:** Julia Derbyshire, Facilitator and Trainer for Peaks and Dales Advocacy

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

**Cost:** Refer to pricing table on page 2

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 8<sup>th</sup> June 2011, 1.00pm-4.00pm

**Tutor:** Nigel Caldwell, Development Programme Manager, High Peak CVS

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

**Cost:** Refer to pricing table on page 2

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:** Monday 13<sup>th</sup> June 2011, 5.30pm-8.30pm

**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 2

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

**Date and time:** Tuesday 28<sup>th</sup> June 2011, 9.30am-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 2

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

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

**Date and time:** Thursday 7<sup>th</sup> July 2011, 1.00pm-4.00pm

**Tutor:** Nigel Caldwell, Development Programme Manager, High Peak CVS

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

**Cost:** Refer to pricing table on page 2

The way in which statutory authorities fund work is changing. Grants will still exist but the trend is towards commissioning work that involves you submitting a tender.

This one day course will cover the key questions:-

- \* How does commissioning differ from grant funding?
- \* What skills and standards do you have to demonstrate?
- \* How do you write a successful tender?

The day will be a mix of presentation, discussion, workshops and finally using case studies from front line Voluntary and Community Sector groups you will be supported to write sample tenders.

**Date & time:** Wednesday 28<sup>th</sup> September - 9.30am – 3.30pm

**(Please make your own arrangements for lunch)**

**Tutor:** Nigel Caldwell, Development Programme Manager, High Peak CVS

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

**Cost:** Refer to pricing table on page 2

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 5th October 2011, 9.30am-12.30pm

**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 2

Do you want to be more creative in your approach to marketing?

Come along to our 3 hour session on Making the most of Marketing where you can find out:-

The basic principles of successful marketing.  
Alternative and creative ways of marketing.  
How to make the most of local marketing.  
Resources and links for local marketing.  
What makes a good poster?  
Basic poster tips and design.

**Date and time:** Thursday 6<sup>th</sup> October 2011, 12.30pm-3.30pm

**Tutor:** Claire Mitchell, IT Development worker and trainer for High Peak CVS. Claire has 15 years experience in using IT and delivering IT training. Alongside this Claire has a proven background in sales and marketing.

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

**Cost:** Refer to pricing table on page 2

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:** Tuesday 18<sup>th</sup> October 2011, 10.00am-1.00pm

**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

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

**Cost:** Refer to pricing table on page 2

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:** Tuesday 15<sup>th</sup> November 2011, 1.00pm-4.00pm

**Tutor:** Nigel Caldwell, Development Programme Manager, High Peak CVS

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

**Cost:** Refer to pricing table on page 2

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 23<sup>rd</sup> January 2012 – 9.30am-5.00pm

**(Please make your own arrangements for lunch)**

**Tutor:** Nicole Grobben

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

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

**Annual General Meetings (AGMs)** are the one point in the year to show off what your group has achieved. It is also the open democratic process by which you elect your committee. But what do you need to do in an AGM? How can you use the event to get the best impact!

**Annual reports: Getting your message across!**

Your annual report is a chance to highlight the organisation's achievements over the last year. As such it is vital to get it right and use it as publicity especially when approaching funders. How do you make it clear, attractive and something that people want to read?

What has to go into your report? Depending on your status there may be some things you have to conform to in your report – e.g. The Charity Commission requires charities to have a structured trustees report with five separate sections.

This short course will look at what you can do to produce a clear informative annual report that you can be proud of as well as looking at what you have to do at an AGM. You will explore different ways to liven up the event and give everyone that feel good factor.

**Date & time:** Tuesday 7<sup>th</sup> February 2012, 9.30am-1.00pm

**Tutor:** Nigel Caldwell, Development Programme Manager, High Peak CVS

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

**Cost:** Refer to pricing table on page 2

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:** Wednesday 7<sup>th</sup> March 2012, 1.00pm-4.00pm

**Tutor:** Nigel Caldwell, Development Programme Manager, High Peak CVS

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

**Cost:** Refer to pricing table on page 2





Please complete and return the booking form (or a photocopy) to:

Louise McNeil,  
Training Bookings,  
High Peak CVS,  
1a Bingswood Trading Estate,  
Whaley Bridge,  
SK23 7LY.

Louise can be contacted on Tel: 01663 736431, FAX: 01663 733649 or  
email [louise@highpeakcvs.org.uk](mailto:louise@highpeakcvs.org.uk)

You can also now book online: [www.highpeakcvs.org.uk/training/events.asp](http://www.highpeakcvs.org.uk/training/events.asp)

High Peak CVS alternative contact details are:  
Switchboard Tel no. is 01663 735350 or  
email: [hello@highpeakcvs.org.uk](mailto:hello@highpeakcvs.org.uk)

## Notes

## Notes

## Voluntary Sector Learning in the High Peak

Supported by



Louise McNeil, Training Bookings, High Peak CVS, 1a Bingswood Trading Estate, Whaley Bridge, SK23 7LY. Tel: 01663 736431, FAX: 01663 733649

You can also now book online:  
[www.highpeakcvs.org.uk/training/events.asp](http://www.highpeakcvs.org.uk/training/events.asp)