



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.ambervalleycvsv.org

Amber Valley CVS

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



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

The Improving Reach project is funded by Capacitybuilders

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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 CV

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

Date	Training Title	Provider	Cost £	Contact
6 th April (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
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
13 th April (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
16th, 23rd, 30th April and 7th May (4x HD) OR 17th, 24th, June and 1st, 8th, July (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 through the year – please contact us for more information

20 th April (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@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
27 th April (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
4 th May (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org

Date	Training Title	Provider	Cost £	Contact
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
12 th May (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
18 th May (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
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

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25 th May (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
1 st June (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@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
8 th June (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org

Date	Training Title	Provider	Cost £	Contact
14 th June (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
15 th June (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@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
22 nd June (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 dos and don'ts.	Amber Valley CVS	FREE	Jo Glossop or the Admin Team 01773 512076 training@avcvs.org

Date	Training Title	Provider	Cost £	Contact
22 nd June (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
29 th June (2hrs)	ISA Information Roadshow How much do you know about the new Vetting and Barring scheme? Come along to this two hour information session to find out more and how it will affect you and your organisation this year.	Amber Valley CVS	FREE	Emma Rodgers 01773 512076 emmarodgers@avcvs.org
7 th July (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
14 th July (HD)	Volunteers Organisers Forum Managing a Mixed Team 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.	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
10 th & 11 th May 2 full days	Effective Supervision Skills training	IDT Training and Education Ripley Venue	2 days £198.00 + vat per person	Denny Peat 01803 299049 Email mail@idttraining.com OR Book on-line at www.idttraining.com/booking

Courses at other Derbyshire CVS

Date	Training Title	Provider	Cost £	Contact
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
6 th July (FD)	Stress Management Give your confidence and self esteem a boost with ways of recognising and dealing with the stress in your life	Relate Ripley Venue	Free	Jo Glossop or the Admin Team 01773 512076 training@avcvs.org
12 th July (FD)	Fit for Life Give your confidence and self esteem a boost with an increased understanding of basic communication skills and acting more assertively with a look at how to manage difficult aspects of your life.	Relate Ripley Venue	Free	Jo Glossop or the Admin Team 01773 512076 training@avcvs.org

Other Course Available

Date	Training Title	Provider	Cost £	Contact
12 th July (3 day programme)	Liberate Leadership A 3 day programme for Development Workers	CSC Community Sector Coalition	£99	For more information on the programme and how to book, please contact SKiLD on 0114 278 6636, visit www.skild.org.uk or go to www.communitysectorcoalition.org.uk/leadership

Training Request Form for Amber Valley CVS courses

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

Group/ Individuals Name	
Contact Address	
Contact Telephone	
Email Address	

Training required (please tick the appropriate box)

Sustainable Funding		Risk Management	
Basis Book Keeping		Managing difficult Volunteer Situations	
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		Ex-offenders & Volunteering	
Risk Assessment		ISA Information Roadshow	