

Training Programme - Autumn 2009

High quality courses at affordable prices!

Do you want to improve the way you work to be able to engage with more members?

FREE!

Community Action Hampshire and Community First East Hampshire are offering this workshop to help Council for Voluntary Service staff, organisations and groups to review and improve on the way they work with diverse organisations, groups and individuals. Learn how to carry out Diversity Audits within an organisation, and with minority groups; to be able to produce an action plan to improve performance on diversity issues. Findings of the audits will help target services more appropriately, improve accessibility, and meet the needs of members more effectively. Resulting in an increased engagement with new or hard to reach individuals/communities.

Date Thursday 17th September
 Time 0930–13.30 followed by lunch
 Venue Alton Maltings Centre
 GU34 1DT

Lunch and refreshments provided



IT - Excel Intro/Improvers. Day 1

Excel is a Spreadsheet Programme that uses workbooks and worksheets to perform calculations or keep accounts, budgets, payrolls etc. The day will cover Checking and Recapping the basics; basic functions and more on Formulas; Formatting a worksheet. Note: laptops will be used.

Date Monday 28th September
 Time 0930–1530
 Venue Alton Maltings Centre
 GU34 1DT
 Cost £45 Community First member
 £55 non-member/voluntary sector £90 others

Refreshments provided. Café on site to purchase sandwiches

The Independent Safeguarding Authority: (ISA) What you need to know

From October 2010 a new body called the Independent Safeguarding Authority (ISA) will regulate who may and who may not work with children or vulnerable adults in 'regulated' or 'controlled' positions. It will require substantial changes in the way we recruit, select and manage our paid staff and volunteers.

Date Wednesday 7th October
 Time 1300–1500
 Venue Petersfield United Reformed Church GU31 4AG
 Cost £15 Community First member
 £20 non-member/voluntary sector £30 others

Refreshments provided

EXTRA DISCOUNTS - see inside back page!

IT - Using Microsoft Powerpoint

This is your chance to make your presentations even more professional by using this excellent computer software package. Aimed at those who have not used the PowerPoint Programme before. You will learn how to create simple presentations using Microsoft Powerpoint through a Multi-media overhead projector.

Note: laptops will be used

Date Monday 12th October
Time 0930–1530
Venue Rkdia, Horndean PO8 9NN
Cost £45 Community First member
£55 non-member/voluntary
sector £90 others

Refreshments provided. Café on site to purchase sandwiches

Food Hygiene (Chartered Institute of Environmental Health) Level 2

Aimed at anyone working in a catering setting where food is prepared, cooked and handled. On completion of the course you will have knowledge in Food Safety Hazards and the Law; Temperature Control; Refrigeration; Cooking; Food Handling; Safe Storage; Cleaning and Food Premises and Equipment.

A short multiple choice exam will be held at the end of the day.

Date Tuesday 13th October
Time 0900–1700
Venue Liphook Millennium Centre
GU30 7LD
Cost £45 Community First member
£55 non-member/voluntary
sector £65 others

Refreshments provided. You can purchase sandwiches nearby

Attracting Volunteers

The Hampshire Volunteer Centres Network is running this training event for organisations who work with volunteers. Are you and your organisation sold on the idea of volunteering and how will you sell it to others? Participants will gain knowledge on: recruitment; advertising - how and where; interviewing; rights and responsibilities; insurance and expenses. A chance to look at examples of best practice and adapt them to your organisation's needs.

Date Thursday 15th October
Time 0930–1500
Venue Rkdia, Horndean PO8 9NN

Lunch and refreshments provided

FREE!

PERSONAL SAFETY & LONE WORKING

Community First can help groups in East Hampshire with FREE customised workshops and 1 to 1 support, advice and training in Personal Safety & Lone Working. Topics covered: who is responsible for your safety and assessing possible risks; lone worker policy & procedure templates; risk assessment and minimising risks; P.L.A.N. for your personal safety; assertiveness rights; recognising and minimising aggressive confrontation; general personal safety tips on use of mobile phones, personal alarms, home visits, working in the office, keeping safe whilst travelling. Contact Liz Moore - Suzy Lamplugh Accredited Trainer t. 01730 710017 e. liz.moore@cfeh.org.uk

What is your role as a Trustee and your responsibilities?

Learning4Counties

Aimed at both new and existing Trustees and Management Committee members. This will be a 'lively' day enabling participants to:

- Identify and discuss the roles and responsibilities of Trustees and Management Committees.
- Address the importance of an Induction Programme
- Examine the current situation within the participants own organisation, sharing good practice and discuss any positive changes that could be made.

Date Saturday 17th October
Time 0930–1530
Venue Rehab Centre, Alton
GU34 1RQ
Cost £30 to voluntary sector participants
£60 others

Lunch and refreshments provided



IT - Basic Microsoft Publisher

Microsoft Publisher is an excellent tool for being creative in designing in house newsletters, fliers, posters and brochures. Includes: using Wizards and Design layout and different sizes and folds in Newsletters, creating interesting backgrounds, creating a newsletter using text and graphics.

Note: laptops will be used

Date Monday 19th October
Time 0930–1530
Venue Alton Maltings Centre GU34 1DT
Cost £45 Community First member
£55 non-member/voluntary sector
£90 others

Refreshments provided. Café on site to purchase sandwiches

Key principles for writing a Funding Proposal

A partnership workshop with Hampshire County Council Adult Services and Community First East Hampshire. This workshop is aimed at organisations who currently access or would like to access funding from Adult Services. Representatives from Adult Services will discuss recent changes in policy direction, including the move to Personalisation and current funding priorities. The session will also provide practical advice and guidance on how to develop a successful funding proposal.

Date Tuesday 20th October
Time 1000–1430
Venue The Festival Hall, Petersfield
GU31 4EA
Cost £10 to voluntary sector participants
£30 others

Lunch and refreshments provided



Emergency First Aider at Work (new version of Appointed Person)

This course is intended for smaller workplaces where the appointed person will be able to take charge in the event of an illness or accident. At the end of the course attendees will have demonstrated competence in basic life support skills and increased their awareness in managing a first aid incident in the workplace. A certificate will be issued which will be valid for 3 years. No prior knowledge is necessary. Trainer registered with Health & Safety Executive.

Date Thursday 22nd October
Time 0930–1600/1630
Venue Alton Assembly Rooms
GU34 1BA
Cost £40 Community First member
£50 non-member/voluntary sector
£80 others
Refreshments provided. You can purchase sandwiches nearby

Personal Safety & Lone Working

FREE! to voluntary groups in East Hampshire

An opportunity for reception staff, those involved with home visits, development workers, caretakers or anyone who might be involved in lone working, to explore the risks and practical solutions to situations during your working day.

Date Monday 2nd November
Time 1830–2030
Venue Forest Community Centre, Bordon
GU35 OBS
Cost FREE to voluntary groups in East Hants
£20 others

Will include, assessing the risks; travelling alone safely; personal alarms; home visits; plan strategies; potential danger areas and practical ways of meeting them; violence and aggression and managing situations.

Refreshments provided

IT Workshop - Excel Intro/Improvers. Day 2

Excel is a Spreadsheet Programme that uses workbooks and worksheets to perform calculations or keep accounts, budgets, payrolls etc.

This workshop follows on from Day 1 on 28th September.

The day will cover creating and working with charts; managing your workbooks; working with lists (Excel as a Database); revision.

Date Monday 9th November
Time 0930–1530
Venue Alton Maltings Centre
GU34 1DT
Cost £45 Community First member
£55 non-member/voluntary sector
£90 other

Refreshments provided. Café on site to purchase sandwiches

EXTRA DISCOUNTS - see inside back page!

Managing Volunteers

An innovative and refreshing approach to leadership and people development. This workshop aims to help participants reach their goals and objectives in order to fully enhance their 'people' or 'personal' skills thus making them more effective leaders. Will include: volunteers motivation; assertive management; dealing with difficult situations; valuing and developing volunteers; legal considerations; action planning. Extend and strengthen your organisation's work and its impact by using the time that volunteers give.

Date Wednesday 11th November
Time 1000–1300
Venue Liphook Millennium Centre
GU30 7LD
Cost £25 Community First member
£35 non-member/voluntary
sector
£50 others

Refreshments provided

The Role of the Treasurer and Basic Bookkeeping

FREE!

The aim of this workshop is to ensure participants are aware of what is and what is not, their role and responsibilities as Treasurer in relation to organisational management of funds; and to show participants a simple ledger system of accounting; explain accounting terminology so participants can present accounts to a standard acceptable by potential funders.

Date Thursday 12th November
Time 0930–1330
Venue Petersfield Library GU32 3HH

Lunch and refreshments provided



IT - File Management using Windows XP

This course aims to introduce students to Windows Explorer to enable them to effectively create a file structure and better manage their files in Windows. Topics covered will include: save files to different locations; create a file structure of folders and subfolders in Explorer; move and copy files; saving to CD and USB stick to create back up files; rename and delete files and folders; sort files and folders by order of name, date, type or size; use Recycle Bin to find deleted folders; defragging a PC to tidy it up.

Date Monday 16th November
Time 0930–1530
Venue Rkdia, Horndean PO8 9NN
Cost £45 Community First member
£55 non-member/voluntary
sector
£90 others

Refreshments provided. Café on site to purchase sandwiches

How to write and win tenders

Learning4Counties

This workshop is for small / medium organisations thinking about offering their services to the statutory sector.

The workshop will cover costing, bid writing, organisational issues and planning.

This is an introduction to gather great tips and information on putting you in a great position to win tenders.

Date Thursday 19th November
Time 0930–1530
Venue Kingsley Centre, Nr. Bordon
GU35 9ND
Cost £30 to voluntary sector participants
£60 others

Lunch and refreshments provided



Awards for all Funding Information Session

FREE!

Awards for All England is a simple small grants scheme making awards of between £300 and £10,000. The Awards for All programme aims to help improve local communities and the lives of people most in need.

Date Wednesday 25th November
Time 1830–2000
Venue Forest Community Centre,
Bordon GU35 OBS

Come along and find out more from Janet Easton, the Outreach Project Worker at Community First East Hampshire.

Refreshments provided

Introduction to Youth Work

This course will explore the key principles and concepts that make youth work a unique and rewarding way to work with young people aged between 11 and 19 years. It is aimed at people starting in youth work or considering doing so. The course will enable you to feel more confident and positive about your role, and contains a range of ideas to get you and your team communicating with young people. Delivered by Youth Clubs Hampshire and Isle of Wight.

Date Thursday 26th November
Time 1000–1530
Venue Kingsley Centre, Nr. Bordon
GU35 9ND
Cost £35 Community First member
£45 non-member/voluntary
sector
£70 others

Refreshments provided. Café on site to purchase sandwiches

IT - Finding your way around Microsoft Office 2007

Many of the programs in the 2007 Microsoft Office system have a brand-new look. Most menus and toolbars have gone away. This course will help you to get up to speed with Microsoft Office Word 2007. Learn the best ways to use the new Ribbon (which has replaced toolbars), get a handle on finding popular commands, creating a quick access toolbar to find buttons you use often and the new MS office button, and understand what the new file format does for you. How to save old files in the new format and download a compatibility pack on any PCs that still use Office 2003, so that you can view files sent to you using Office 2007 format. The skills you learn on this course using Word are all transferable to all other programs in the MS Office 2007 suite. Note: laptops will be used.

Date Monday 30th November
Time 0930–1530
Venue Alton Maltings Centre
GU34 1DT
Cost £45 Community First member
£55 non-member/voluntary
sector
£90 others

Refreshments provided. Café on site to purchase sandwiches

IT - Digital Camera and Photo Editing

This workshop is for anyone who has a digital camera, wants to be aware of its common options, produce and amend photos and edit imperfections using Paint.net software (available to download free from the Internet). It is essential to have at least a basic knowledge of the Windows and the ability to save files using any application eg. MS Word. Bring in your camera. Also please remember your leads! There will not be time to discuss individual cameras brought in but the general usage will be covered. Note: laptops will be used.

Date Monday 7th December
Time 0930–1530
Venue Rkdia, Horndean PO8 9NN
Cost £45 Community First member
£55 non-member/voluntary
sector
£90 others

Refreshments provided. Café on site to purchase sandwiches

East Hants Community Learning Forum

If you are in East Hampshire, these forums are a chance to share your training news and experiences with other training providers and participants.



Future meetings:
Dates Wed 4 November
and Mon 8th Feb 2010
Time 1345 for 1400–1600
Venue EHDC offices,
Petersfield
GU31 4EX

Learning4Counties is the title of a learning and development project lead by Surrey Community Action and partnered by Community Action Hampshire, Berkshire Community Council and Action in Rural Sussex. Thanks to funding from the Big Lottery, Community First are able to offer additional courses. Workshops for Spring 2010 include: Writing Successful Funding Bids Wednesday 24th February; Demonstrating your Value to Funders Tuesday 9th March; and Press, Publicity and Promotion Thursday 25th March. £30 voluntary sector; £60 others - includes lunch.



Looking for a Training course that's not offered here?

Community First may be able to help you. We offer training, information and advice on a range of voluntary and community based subjects. We welcome your ideas about how we can deliver courses to make them more accessible.

Quality standards: Our training courses are delivered in accordance with RARPA - the Learning & Skills Council national quality standard for non-accredited learning.

DISCOUNTS: All of our training courses are subsidised. However the cost can be reduced even further if you are a small, volunteer-led, group in East Hampshire. Please contact us in confidence for more details on extra discounts available.

Booking form on back page for all of these courses.

Community First East Hampshire
The Tilmore Centre, 1 Tilmore Road, Petersfield, GU32 2HG
Tel: 01730 710017

email: training@cfeh.org.uk

www.cfeh.org.uk





Acrobat Document

