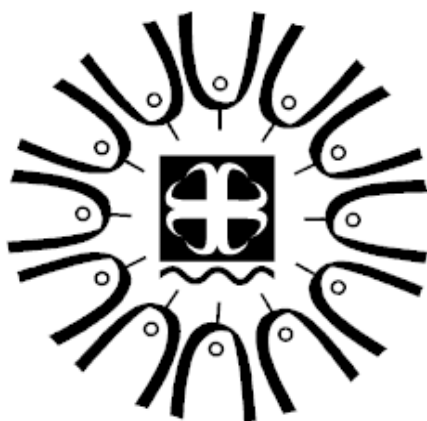


Sefton Council for Voluntary Service

SKILLS DEVELOPMENT PROGRAMME



Welcome to our Spring and Summer 2007 Calendar. As an agency we are always trying to make sure that we cover a wide range of training needs and hopefully there will be something in this Edition for you. Under Developing Personal & Group Effectiveness we have reintroduced some courses such as Presentation Skills and Working with Volunteers. New under this heading are Risk Assessment and Values Training. More new courses have been included in the Equality and Diversity Section covering Cultural Awareness, Equal Opps - Service Delivery in Low Visibility Areas, Time for Action on Elder Abuse and Dispelling the Myths - Gypsy & Travellers. Core Skills are still a very important requirement for any group/organisation and 'The Essentials' section will help you to achieve the full potential of your organisation by developing a strong sound base.

Please see booking form for Training Session Charge

For further information or to reserve a place
please contact

Angela Birks Tel: 01704 50 10 24 ext. 201

Monday to Friday 9.30 am to 1.00 pm

or email angela.birks@seftoncv.org.uk

Sefton Council for Voluntary Service, 3rd Floor, 3tc Building,
16 Crosby Road North, Waterloo, L22 0NY.

Also at: 7-11 Yellowhouse Lane, Southport, PR8 1ER

Company Limited by Guarantee No. 2832920

Registered Charity No. 1024546

Skills Development Calendar Spring/Summer 2007

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Developing Your Organisation

Sessions within this category provide the skills and awareness necessary to strengthen your organisation and enhance the development of essential policies.

Developing Personal and Group Effectiveness

Through personal development, staff and volunteers can enhance their ability to communicate both within the organisation and with external agencies

Equality & Diversity

Our community is diverse, and this programme includes information sessions and development courses which will explore the use of language and different myths and stereotypes, look at barriers that people from different communities face, and introduce any relevant legislation and its implications for your group.

'The Essentials'

Core skills that every organisation needs for a sound base. These skills will make the operation of the group easier and more efficient.

Information is accurate at the date of printing. Sefton CVS reserves the right to alter dates, venues and/or timings if necessary. A minimum number of 6 bookings are required for sessions to run. Sefton CVS also reserves the right to postpone or cancel sessions in cases of insufficient demand.

Developing Your Organisation

Developing Environmental Projects

**Adam Woodcock
Sefton CVS**

The training course will inform participants of the processes that should be followed when developing an environmental project. This will include how to form an effective steering group and how to obtain permission from the landowner. The course will also touch briefly on how to obtain funding for environmental projects. There will also be a focus on the sustainability of environmental projects and how best this can be achieved.

Tuesday, 13th March 2007

Code: First Steps

Time: 10.00 am to 12.30 pm

**5th Floor, 3tc Building
Crosby Road North**

Introduction to Outcomes Training

**Kelly Hurn
Sefton CVS**

As you may be aware outcomes are an important part of our work and this workshop aims to give participants a basic understanding of an Outcome Framework Model. This session will look at such things as; defining outcomes; differences between outcomes, outputs and user satisfaction; outcome indicators and the importance and benefits of an outcomes focus. The workshop will help you to identify the benefits of your organisation/agency having an outcomes framework model in a clear and concise way.

Thursday, 15th March 2007

Code: First Steps

Time: 10.00 am to 12.30 pm

Yellowhouse Lane

Full Cost Recovery

**Ian Leadbetter
Sefton CVS**

Having trouble covering overheads in your organisation? Would you like to show funders exactly how much your services cost to run? If the answers are 'yes' then Full Cost Recovery could be for you. This session will demonstrate how to allocate costs to a particular project and will help to recover those costs from funders.

Wednesday, 25th April 2007

Code: First Steps

Time: 10.00 am to 12.30 pm

**5th Floor, 3tc Building
Crosby Road North**

National Occupational Standards - Governance **Helen Martin**
Training & Consultancy

The National Occupational Standards of Governance were launched in 2006 by the National Council for Voluntary Organisations to support Trustees to carry out their role effectively and to understand their roles and responsibilities. The standards provide information, support and practical exercises regarding governance. The standards are a platform for developing a general guide, recruitment and selection resources and training and development programmes. The workshop is aimed at Trustees and training and learning providers within the Voluntary and Community Sector.

Thursday, 3rd May 2007
Code: CPD Training
Time: 10.00 am to 12.30 pm

5th Floor, 3tc Building
Crosby Road North

Achieving Better Community Development
(ABCD)

Neil Frackelton &
Ann Cartwright
Sefton CVS

Does your community or voluntary organisation know how to assess the impact of your community work? Do you know how best to plan your work to develop and empower the communities that you serve? ABCD is a model to help you plan and evaluate your work to develop communities more effectively. This course will help you to understand what 'community development' is and how your organisation can use ABCD to incorporate these principles into your work.

Thursday, 10th May 2007
Code: CPD Training
Time: 10.00 am to 4.00 pm

Yellowhouse Lane

Understanding the Structures
Within Sefton

Neil Frackelton
Sefton CVS

Confused by the range of Partnerships, Planning Groups and Action Teams operating in Sefton? This workshop will offer a guide through the main decision - making and planning structures operating within Sefton, with an emphasis on the key role of the Sefton Borough Partnership.

Thursday, 7th June 2007
Code: Information Session
Time: 10.00 am to 12.30 pm

Yellowhouse Lane

Developing Personal and Group Effectiveness

CIEH Food Hygiene

Coates Training

Gives practical advice and information for safe and good practice for those handling food for others, or for those working wherever food is stored, prepared, cooked or handled. The course covers the following subjects: Understanding food hygiene; Food poisoning and food borne disease; Prevention of food poisoning; Contamination hazards; Purchase, storage, temperature control, preparation, cooking and serving of food; Personal hygiene; Equipment and premises; Cleaning and disinfecting and The law relating to food safety. Recognised certificate from Chartered Institute for Environmental Health issued.

Wednesday, 28th February 2007

Code: CPD Training

Time: 9.30 am to 4.00 pm

5th Floor, 3tc Building

Crosby Road North

Presentation Skills

Jackie Le Fevre

There have been a number of surveys of business people and managers over the years asking them to name the things they fear most. Somewhere in the top three biggest fears we always find "speaking in public". It does not have to be this way.

Packed with tips, techniques and a healthy dose of plain common sense this intensive day introduces you to simple, memorable ways to take the stress out of presenting and allow the message to get through.

Ideal for:

- people with some prior experience of presenting or
- people who are planning to move into a role with more representational responsibility.

Not useful to people who have never presented or are unlikely to ever be put in that position.

Wednesday, 7th March 2007

Code: CPD Training

Time: 10.00 am to 4.00 pm

Yellowhouse Lane

Child Protection Issues and Policies**Chris Parkinson
SWACA**

Child protection is an increasingly important issue, in a recent policy document - 'Youth Matters' - the Government stated that everybody working with children *must* be trained in child protection procedures. This one day session aims to provide an awareness of child protection issues and knowledge of the child protection process. The session also provides guidance on constructing a functional child protection policy for your agency. Why not take advantage of this indispensable training now and keep up to date with government requirements for those who work with children.

**Thursday, 22nd March 2007
Code: CPD Training
Time: 10.00 am to 4.00 pm****Yellowhouse Lane**

Health & Safety CIEH**Coates Training**

More good practice to assist you in the workplace. Explores legalities and practicalities of issues and how to improve your practices. Another key skill for everyone to have. Recognised certificate from Chartered Institute for Environmental Health issued.

The course covers the following subjects: Workplace Health, Safety and Welfare; Prevention of accidents and ill health; Health & Safety Law; Stress; Violence; Hazardous substances; Risk Assessment; Work equipment; Manual Handling; First Aid; Ergonomics Electricity; PPE; Noise; Fire Prevention.

**Thursday, 29th March 2007
Code: CPD Training
Time: 9.30 am to 4.30 pm****Yellowhouse Lane**

Emergency First Aid**Coates Training**

Essential good practice for anyone working with people and for in the home. An asset and skill for everyone. The course covers the following subjects: Dealing with an unconscious casualty; Cardiopulmonary resuscitation; Treatment of bleeding; Sprains, strains and dislocations, Fractures, Burns and Choking. Especially useful for appointed first aiders in the workplace. A certificate will be given to those attending.

**Tuesday, 24th April 2007
Code: CPD Training
Time: 9.30 am to 4.00 pm****Yellowhouse Lane**

Risk Assessment**Coates Training**

Essential good practice in Risk Assessment. The course will cover the following subjects: The legal requirements of Risk Assessment; Risk Assessment in practice; Identifying task and workplace hazards; Deciding who might be harmed and how; Evaluating the risk; Defining and implementing control measures. Recording the findings. A certificate will be given to those attending.

Tuesday, 15th May 2007
Code: CPD Training
Time: 9.30 am to 12.30 pm

5th Floor, 3tc Building
Crosby Road North

Working with Volunteers - Issues & Policies

Dianne Harris
Volunteer Centre

This session aims to give a general overview of what an organisation needs to have in place to involve volunteers in their activities, it will cover topics such as volunteer policies and procedures, Equal Opportunities, volunteer recruitment, support and retention, expenses, CRBs for volunteers, volunteering and benefits. It will also cover the role of a Volunteer Centre (VC) and how VCs can help organisations with their volunteering activities.

Tuesday, 5th June 2007
Code: First Steps
Time: 9.30 am to 12.30 pm

Yellowhouse Lane

Basic Assertiveness Skills

Sam Smith
Sefton CVS

A basic introduction - looking at assertive, non-assertive and aggressive behaviour and how to communicate more assertively.

Tuesday, 12th June 2007
Code: First Steps
Time: 10.00 am to 12.30 pm

5th Floor, 3tc Building
Crosby Road North

Values Training

Jackie Le Fevre

Leadership is a big subject. People have been studying, writing and theorising about leadership for millennia. We all feel that in voluntary and community organisations effective leadership is rooted in the values of the sector but what do we actually mean by this? What is the relationship between leadership and values? How do we relate our personal values to the way in which we work in our sector and what does that mean for leadership?

This day is an exploration of leadership and values; an opportunity to undertake a personal values inventory; and a chance to develop a clearer picture of what it means to be an effective leader in the voluntary and community sector.

Ideal for:

- People who are already established in a management or leadership position who would like to reflect on their current practice and identify ways to improve in future
- People new to project management or leadership positions who would like to develop a clearer vision of how they could develop their skills and practice

Not useful to anyone who does not regard themselves as ever being expected to lead anything.

Thursday, 21st June 2007
Code: CPD Training
Time: 10.00 am to 4.00 pm

5th Floor, 3tc Building
Crosby Road North

PLEASE NOTE

**THE COST OF THIS COURSE IS £60 PER PERSON
(LUNCH INCLUDED).**

**A £20 NON-REFUNDABLE DEPOSIT MADE PAYABLE TO SEFTON CVS
IS REQUIRED AT THE TIME OF BOOKING.**

PLEASE BOOK BY 1ST JUNE 2007

**Please send deposit cheque in an envelope marked for the attention of
Angela Birks, Sefton CVS, 7-11 Yellowhouse Lane,
Southport, Merseyside, PR8 1ER**

Equality & Diversity

Cultural Awareness

**Clinton Agard
Communities First**

This session will be looking at the visible racial minority communities in the local area and their cultures, "PC" language and group discussion on matters that have not been made clear involving the racial minority communities.

A cultural lunch will be provided.

Thursday, 1st March 2007

Code: CPD Training

Time: 10.00 am to 4.00 pm

Yellowhouse Lane

Tuesday, 3rd July 2007

Code: CPD Training

Time: 10.00 am to 4.00 pm

**5th Floor, 3tc Building
Crosby Road North**

Time for Action on Elder Abuse

**Jan Hughes
Sefton CVS**

This course is designed for people who have contact with older people, whether it be in work, volunteering or in a community setting. Elder Abuse is a subject nobody likes to talk about but is something that affects a great many of older people in our society. The course will inform participants of the following: what elder abuse is; who abuses older people; where and why it may happen; what to do if it happens; confidentiality and disclosure; whistleblowing; employment issues and legislation. A certificate of attendance will be sent to each participant after the course. **Please Note:** If your organisation has a Vulnerable Adults Policy or Elder Abuse Policy, it would be helpful if you could bring a copy with you on the day.

Tuesday, 20th March 2007

Code: CPD Training

Time: 10.00 am to 4.00 pm

Yellowhouse Lane

Social Model of Disability**Cathy Rafferty**

This training programme has been developed in order to make certain that the volunteers, professionals and practitioners from all Sefton bodies are able to move comfortably and confidently around the arena of disability rights. In doing this Sefton CVS will become a lead player within the voluntary and community sector in the support and implementation of good practice of equality for all, not only members of our society with disabilities but also the other marginalized constituent groups. As with all training some subjects will be glanced over whilst others will be examined in depth dependant on the audience needs on the day.

Tuesday, 27th March 2007**Code: CPD Training****Time: 10.00 am to 4.00 pm****5th Floor, 3tc Building****Crosby Road North**

**Equal Opportunities -
Service Delivery in Low Visibility Areas****Clinton Agard
Communities First**

The training session will look at the services in Low Visibility areas and whether or not they meet community needs, what are the perceptions of service providers and how service users view them. We will also consider what could be delivered better and how that can be achieved with available resources.

Thursday, 26th April 2007**Code: CPD Training****Time: 10.00 am to 4.00 pm****5th Floor, 3tc Building****Crosby Road North**

Transgender Issues**Rebecca Dittman**

An interactive and informative session aimed at increasing participants knowledge of transgender issues, including stereotyping, language and the key aspects of the Gender Recognition Act 2004, through a mixture of discussion, presentations and exercises.

Wednesday, 16th May 2007**Code: First Steps****Time: 10.00 am to 12.30 pm****Yellowhouse Lane**

Dispelling the Myths - Gypsy and Travellers**Angela Fell
Sefton Voices**

Gypsies and Irish Travellers are recognised ethnic groups for the purposes of the Race Relations Act (1976). The session aims to increase awareness of the travelling culture in general, with particular insight into the travelling community living in Formby. Cultural traditions and beliefs will be explored along with the methods used to engage with the community.

Friday, 25th May 2007**Code: First Steps****Time: 10.00 am to 12.30 pm****5th Floor, 3tc Building
Crosby Road North**

Anti-Discrimination - Policy and Practice**Paul Davies
& Tony Griffin
Sefton CVS**

The session gives an overview of equality and diversity issues in an informal and interactive way. The first session looks at definitions of Equality and also Diversity and how this impacts upon us from a personal, cultural and structural way. The day also focuses on how the different levels of discrimination impacts upon all of us, but specifically from an organisational standpoint. The afternoon session looks in more depth at issues relating to Gender and sexuality. The sessions aim to address some of the myths and stereotypes associated with various 'hard to reach' groups in a way that allows for discussion and personal reflection.

Thursday 28th June 2007**Code: CPD Training****Time: 10.00 am to 4.00 pm****5th Floor, 3tc Building
Crosby Road North**

'The Essentials'

Roles & Responsibilities of the Committee

**Elizabeth McInnes
Sefton CVS**

In order to function well and carry out its responsibilities a committee needs its members to work well together. This is the session for you if you are unclear about the roles and responsibilities of committee members and officers. Come along to this session and also get some useful tips on how your committee might work better.

Tuesday, 27th February 2007

Yellowhouse Lane

Code: First Steps

Time: 10.00 am to 12.30 pm

Minute Taking

**Elizabeth McInnes
Sefton CVS**

Taking minutes is an important duty. Taking notes is one thing but do they make sense afterwards? Top tips for structuring and headings etc.

Tuesday, 6th March 2007

5th Floor, 3tc Building

Code: First Steps

Crosby Road North

Time: 10.00 am to 12.30 pm

First Steps to Fundraising

**Elizabeth McInnes &
Sam Smith - Sefton CVS**

Fundraising is a vital part of any community or voluntary group's work. There is a wide range of funding sources available to support your project or activity ideas and an equally diverse range of approaches needed to access this funding. This course is aimed at those starting out on fundraising activity and will go through the basic essentials needed, where to find out about funding and how to plan your fundraising activities. Come along and learn some top tips to maximise your chance of successful fundraising.

Tuesday, 17th April 2007

5th Floor, 3tc Building

Code: First Steps

Crosby Road North

Time: 10.00 am to 12.30 pm

**Introduction to Managing your Organisations
Finances**

**Ian Leadbetter
Sefton CVS**

Anyone involved in the management of an organisation has a responsibility for its finances. This session will give trustees, committee members etc., an understanding of accounting systems, budgets, cash flow statements and financial reporting.

Tuesday, 8th May 2007

Code: First Steps

Time: 9.30 am to 1.00 pm

Yellowhouse Lane

Monitoring and Evaluation

**Diane Bridge
Sefton CVS**

The aim of the day is to provide a framework and plan to assist participants through their evaluation of the services they deliver. Participants will define the key terms surrounding monitoring and evaluation; work through the five step evaluation process and have the opportunity to design an evaluation plan for their service; explore a variety of methods and resources to assist them with the process and finally there will be an overview of research techniques and how to report your findings.

Thursday, 14th June 2007

Code: First Steps

Time: 9.30 am to 3.00 pm

**5th Floor, 3tc Building
Crosby Road North**

CHARGES FOR TRAINING SESSIONS

First Steps – introductory level for people new to the subject			
Voluntary/Community Groups		Statutory Organisations	
Half Day £10.00	Full Day £20.00 includes Lunch	Half Day £15.00	Full Day £30.00 includes Lunch
Continuing Professional Development – for people with some prior training or experience in the subject			
Voluntary/Community Groups		Statutory Organisations	
Half Day £20.00	Full Day £40.00 includes Lunch	Half Day £30.00	Full Day £50.00 includes Lunch



'THE ESSENTIALS'

If you book on to all five courses in this section a discount price is available:

Voluntary/Community Groups	Cost £50.00
Statutory Organisations	Cost £80.00

**There is no charge for information sessions
Although booking is essential as places are limited**

Please Note:
All courses are subject to a full cancellation charge if cancelled within seven working days of this session

Please inform Sefton CVS, 7-11 Yellowhouse Lane, Southport in writing or email angela.birks@seftoncv.org.uk

BOOKING FORM

Organisation Details

Organisation:

Contact Person:

Contact Address:

Postcode: Telephone No:

Course Details

Course:

Date:

Participant(s) preferred contact details: if different from above

Name(s):

Address:

.....

Telephone No:

Date of Booking.....

Payment

(please complete as appropriate)

I enclose a cheque for £..... Cheque No:.....

Please invoice my organisation

Contact Person:

Address:

Cheques should be made payable to Sefton CVS

Please fax this form to 01704 531192

Or post to:

Sefton CVS, 7-11 Yellowhouse Lane, Southport. PR8 1ER