



Training and Events Programme

July 2009 – February 2010



Lancaster District CVS
Trinity Community Centre
Middle Street
Lancaster, LA1 1JZ
Tel: 01524 555900
www.lancastercvs.org.uk
Charity Registration
Number - 1127626.
Company Registration
Number – 6743623.

Lancaster District CVS

Training and Events Programme 2009-2010

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Lancaster District Voluntary Sector Forum

Lunchtime Forum Morecambe Interagency Group (MIG)

M.I.G. is an informal gathering of representatives (paid and unpaid) from a variety of voluntary and statutory organisations in Morecambe who deliver services to the community which began in 1989.

The meetings are relaxed and friendly, and everyone is welcome on a 'turn up when you can' basis. There are no formalities, as the aim is simply to bring together as many people as possible to improve the effectiveness of services to the community.

Future Meeting Dates:

- Tuesday 10th November
(Rotating venues in Morecambe)

Times:

12.00pm-2.00pm (bring your own lunch for networking)
12.00pm-12.30pm

Emergency Life Support: All Ages

This course is for people who want to know what action they should take in any emergency.

What you will learn:

- Emergency life support procedures for adults, children and infants.
- Course content
- Communication and casualty care.
- Managing an incident
- Looking after yourself and a casualty
- Adult, Child and Infant resuscitation.
- Treatment of severe bleeding, chest pain and an unconscious casualty.
- Treatment of choking in Adults, Children and infants.

Date: Thursday 17th September 2009
Time: 9.30am-1.00pm
Venue: Trinity Community Centre, Middle Street, Lancaster
Trainer: St. John Ambulance
Price: Band A: £15.00
Band B: £20.00
Band C: £25.00

Lancaster District Voluntary Sector Forum

Lancaster District Voluntary Sector Forum meets quarterly, with membership open to any Voluntary, Community or Faith organisations operating in the District.

September Forum

The New Vetting and Barring Scheme

An update with Graham Whalley from Young Lancashire

Does your Group work with Children or Vulnerable

Adults? If your group works with children or vulnerable adults then this Forum will be relevant to you. Graham will also provide an overview of support the Association can offer to groups, including assistance with policies and training.

Volunteer organisations who deal with children and vulnerable adults always need to check a person's ISA status before employing them. You cannot take their word for it and neither can you have them in post – even supervised – before you know the outcome of the check. From 12th October additional “regulated activities” will be brought into force under the Vetting and Barring Scheme. This will significantly extend the scope of activities and workplaces covered by barring. It will be an offence for any barred person to work in regulated activities, and for any employer to employ someone he knows to be barred, either paid or voluntary.

Dates: Thursday 24th September

Time: 11.00am—1.00pm (including lunch)

Venue: The Storey, Meeting House Lane, Lancaster

Price: Free (including lunch)

Managing Volunteers

Trainer: Claire Tindall, Bootstrap

The overall aim of the programme is to provide those who manage volunteers with information and resources and to support them to develop strategies to enable them to effectively recruit, support and supervise volunteer teams.

Session 1: Recruiting Volunteers

- Identifying barriers to volunteering
- Developing effective recruitment strategies
- Volunteers & Employment Rights

Session 2: Selecting and Supporting Volunteers

- Screening and Selection Processes
- Induction & Supervision Process
- Keeping our volunteers safe

Session 3: Managing and Supporting Volunteers

- Understanding group dynamics and interaction in teams
- Responding to volunteers needs
- Motivating your volunteers
- Dealing with problems – Re-deploying and Re-assigning and Grievance & Disciplinary Processes

Dates: Thursday 29th October 2009
Thursday 26th November 2009
Thursday 14th January 2010

Time: 9.30-1.30pm

Venue: The Cartmel Centre, Euston Road,
Morecambe

Price:

Band A: £20 per session, £45.00 if you book all 3 sessions

Band B: £25 per session, £60.00 if you book all 3 sessions

Band C: £30 per session, £75.00 if you book all 3 sessions

Lancaster District Voluntary Sector Forum

Lancaster District Funding Fair

This free event will allow you to meet and discuss your funding needs with local, regional and national funders. Presentations will include:

- Awards for All
- Lancashire Environmental Fund
- Lloyds TSB

Meet the Funders

This is an invaluable opportunity to engage in one-to-one discussions with funders to discuss potential projects. Funders include:

- Grassroots
- Community grants
- The Galbraith Trust
- Lancashire Community Grants
- Arts Council
- Grant finder

Date: Thursday 22nd October 2009
Time: 10.00am-3.00pm
Venue: Hornby Village Institute, Hornby
Price: Free. Lunch will be included.

Developing a Fundraising Strategy

Paul Sanford, Voluntary Sector Training Resources

This session aims to add to your knowledge and skills to enable you to develop a strategic plan that will focus both on the long-term funding requirements to cover running costs and short-term, step-by-step actions to take to increase the likelihood of raising funds for your activities. The session is of most use to small or new organisations and is intended for those who have a key role in their organisation to raise funds.

By the end of this session you will be able to:

- Write a plan that sets out the long-term aims of your organisation
- Prioritise shorter-term goals that contribute to organisational aims
- Work out a strategy to obtain funds that links the above goals and aims
- Describe different methods of evaluating the outcome of your efforts
- Pass on your new knowledge and skills to others in your organisation.

Date: Thursday 12th November 2009
Time: 9.30am—12.30pm
Venue: Trinity Community Centre, Middle Street, Lancaster
Price: Band A: £8.00
Band B: £12.00
Band C: £17.00

A beginners introduction to writing small funding applications

Trainers: Jane Attfield and Hannah Bland, LDCVS

This session will:

- Identify appropriate ways of fundraising, depending on your project or activities
- Identify key local and national funds
- Examine what makes a good or bad funding application and look at some examples

By the end of the session participants will have information and resources to enable them to:

- Examine and analyse their fundraising methods
- Identify appropriate ways of fundraising
- Find out about available funding
- Feel more confident about writing small funding applications

Date: Wednesday 9th December 2009
Time: 9.30am-1.00pm
Venue: Trinity Community Centre, Middle Street, Lancaster
Price: Band A: £10.00
Band B: £20.00
Band C: £30.00

IOSH Working Safely

Working safely is for people at any level, in any sector, needing a grounding in the essentials of health and safety.

Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that and will cover:

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

Date: Thursday 21st January 2010
Time: 9.30am-4.00pm
Venue: Trinity Community Centre, Middle Street, Lancaster
Price: Band A: £30.00
Band B: £40.00
Band C: £50.00

Lancashire County Council Safeguarding Children, Level One.

This accredited training has been designed for people working with children and parents and is intended to highlight the fact that safeguarding is the responsibility of everybody.

Aims of the Course

- To equip participants with the knowledge of safeguarding children
- To enable participants to take the necessary action to safeguard children.

By the end of the workshop participants will be able to:

- Develop methods of working which promote fair and inclusive practice to all children and families
- Describe their understanding of what child abuse is.
- Have explored their feelings and opinions about child abuse.
- Describe what they would do if they were concerned about the welfare of a child.
- Have confidence to take action if they have any safeguarding concerns

Date: Wednesday 10th February 2010

Time: 9.00am-1.00pm

Venue: Old Man's Rest, Lune Park Children's Centre, Ryelands Park

Price: Band A: £15
Band B: £20
Band C: £25

Membership of Lancaster District CVS

Membership of Lancaster District CVS is free to local voluntary, community and faith groups and benefits of membership include the following:

Advice, information and support from our Voluntary Sector Development team in the following areas:

- Funding
- Setting up a new organisation
- Constitutions
- Roles and responsibilities of trustees
- Financial & Strategic planning
- Employment and recruitment
- Development
- Training
- Resources
- Exit strategies
- Inclusion in our Directory of Voluntary Organisations in the Lancaster District
- Voting rights at Lancaster District CVS AGM
- Receipt of 'The Hub' and e-mail bulletin if required
- Reduced rates on photocopying, equipment hire and training courses.

For more information about membership, please contact Jane Dutton on 01524 555900 ext. 20 or email janedutton@lancastercvs.org.uk.

Cancellation Policy

For participants who cancel their place on a course over two weeks before the course start date: a full refund will be given or, where payment has not been made, the course fee will be waived.

For participants who cancel their place on a course less than two weeks before the course start date: no refund will be given and where payment has not been made the full fee will be due.

If Lancaster CVS cancels a course all participants will be notified and a full refund given and we will endeavour to rearrange the course on a date convenient to all.

In addition to all of the free services Lancaster District CVS has traditionally offered, we have now launched an expanded range of services, for which there will be a charge, including:

- **Bookkeeping**
- **Payroll**
- **Preparation and Independent Examination of Accounts**
- **Project Management and Project Hosting**
- **Employment / Mentoring**
- **Annual Accounts**

These services are provided by our own in house staff, so we understand the needs of small and medium sized voluntary and community organisations

Discounted rates are available for members, and prices are tiered depending on the size of your organisation and requirements

Contact us for a tailored quote via telephone **(01524) 555900** or email **mail@lancastercvs.org.uk**

For more information see the full publication at **www.lancastercvs.org.uk/services.pdf**

Lancaster District CVS Training and Events Programme 2008-2009 Booking Form

Booking Form

Name _____

Organisation _____

Address _____

Tel No _____

E-mail _____

All sessions, included those that are free must be booked in advance

I would like to book a place at the following training
sessions/events:

Date	Session/Event	Price

Please tell us if you have any particular dietary requirements or extra support needs _____

I enclose a cheque for _____ * **or** Please send an invoice to

** Please make cheques payable to Lancaster District CVS*

Please return to

Hannah Bland, Training and Events, Lancaster District CVS, Trinity Community Centre, Middle Street,
Lancaster, LA1 1JZ

Lancaster District CVS Training & Events

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For all bookings or enquiries about courses,
please contact
Hannah Bland

Development Worker
Lancaster District CVS

Tel: 01524 555900 ext. 26

hannahbland@lancastercvs.org.uk

Price Bands

Band A: Lancaster District CVS members

Band B: Non-member voluntary, community and faith sector organisations

Band C: Statutory, public and commercial organisations

Charity Registration Number - 1127626. Company Registration Number - 6743623.



Funded by



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