

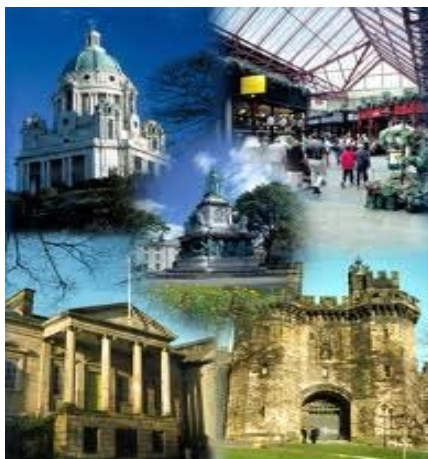


Lancaster  
District  
CVS

# Training & Events

## Programme

September 2011 — March 2012



Lancashire Adult Learning



LOTTERY FUNDED

In partnership with Lancashire County Council's  
Adult Learning Service: Lancashire Adult Learning

LDCVS Charity Registration Number - 1127626.

LDCVS Company Registration Number – 6743623

## Price Bands for LDCVS training

Price Bands for organisations with an income of:

Band A: Less than £5,000

Band B: Between £5,000 and £25,000

Band C: Between £25,000 and £750,000

Band D: More than £750,000

A discount is available to CVS members, see individual course charges.

For all bookings or enquiries please contact

[hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) Tel: 01524 555900 ext. 26 or

[janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk) Tel: 01524 555900 ext. 27

## 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.

## Tailor Made Training

The CVS team can offer tailor made training for your organisation on issues including:

- Funding applications
- Finances and accounting
- Running meetings
- Roles and Responsibilities of Trustees.

We can also offer facilitation for away days, workshops and strategic planning. If you would like to discuss the training and development needs of your organisation, please contact us.

## Access

Lancaster District CVS is committed to making its training and events as accessible as possible. Please inform us in advance if you have any specific access requirements such as loop, BSL translators or large print handouts.

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## Lunchtime Forum Morecambe Interagency Group (MIG)

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MIG is a bi-monthly inter-agency meeting for Voluntary, Community and Faith Sector groups working in Morecambe and surrounding areas. The meeting venue is hosted by organisations operating in Morecambe. We meet at 12.00pm for lunch (bring your own lunch) and networking with the meeting starting at 12.30. We begin with a speaker providing a 20-30 minute presentation including questions. The rest of the meeting offers time for each participant to up-date the group on their work, finishing at 2.00pm. The meetings are informal and provide an excellent information sharing and networking opportunity. There is no expectation that people will attend every meeting.

If you are not on the MIG mailing list but would like to be, please contact [janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk)

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### Future Meeting Dates:

- Wednesday 14<sup>th</sup> September 2011
- Tuesday 15<sup>th</sup> November 2011
- Wednesday 11<sup>th</sup> January 2012
- Tuesday 13<sup>th</sup> March 2012

**Venue:** The meeting circulates around various venues in Morecambe

**Times:** 12.00 -2.00pm (Please bring your own lunch for networking 12.00pm-12.30pm)

## District Forum Adult Social Care Service Up-date

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- 9.30 – 10.00: Coffee and networking  
10.00 – 11.15: Information session with  
Lancashire County Council  
Adult and Community  
Services Managers:  
11.30 – 12.00: Round the room service up-date  
from The Sector.

Juanita Heilling will give us an update on Fair Access to Care Services which will include changes to eligibility and the reassessment of those currently eligible for care. Charlotte Hammond will talk about the re-structure that is just underway within Personal Social Care.

- 
- Date:** Tuesday 13th September  
**Time:** 9.30am - 12.30pm  
**Venue:** Lancaster CVS, Trinity Community Centre,  
Middle Street , Lancaster, LA1 1JZ  
**Price:** Free for CVS members

# Training: Influencing Parliament and How to Effectively Engage.

Trainer: Laura Stone, VSNW

## Followed by Meet your MP

This morning session will provide an overview of the institution of Parliament and the role that Government plays within it.

At the end of this session you will know:

- The relationship between Parliament and Government and what they both do
- How to identify when and how to engage effectively with Parliament and its various processes.
- How legislation affects local Government and Communities

**Time:** 9.00am-1.00pm, lunch 1-2pm

**Price:** £10.00-£35.00 including lunch.

### **Meet the MP: David Morris, Conservative MP for Morecambe and Lunesdale**

The afternoon event will provide groups with the opportunity to raise local issues, as well as national policy issues, affecting the communities they represent.

**Time:** 2-4pm

**Price:** Afternoon session free from 2pm. If you'd like to join us for lunch at 1pm there will be a £5 charge.

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For bookings and submission of questions, please contact [janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk), tel 01524 555900 ex 27, by Monday 19th September 2011.

**Date:** Friday 23rd September 2011

**Venue:** The William Stout Room,  
The Friends Meeting House  
Meeting House Lane  
Lancaster, LA1 1TX

# Funding Morning

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This event will provide local voluntary and community groups with the opportunity to meet with local, regional and national funders to discuss your funding needs.

9 – 9.30am: Registration and coffee

9.30-10am: Chris Batten, FC Scott

10-10.30am: Stefan Klueter

Co-op Community Fund,

10.30-11pm: Yvonne Taylor, Lloyds TSB

11-12.30pm: Meet the funders - an invaluable opportunity to engage in one-to-one discussions with local funders to discuss potential projects:

- Francis C Scott
- Co-op Community Fund,
- Lloyds TSB
- The Galbraith Trust, Penny Darby
- Small Sparks, Fiona Stevenson

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**Date:** Thursday 6th October 2011

**Time:** 9.00am-12.30pm

**Venue:** Sefton Road URC Church

Sefton Road

Morecambe

LA3 1TZ

**Price:** Free. Tea and coffee will be provided.

# Stress Management

Trainer: Tony Bennett

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Stress is a fact of life: at work, at home, in our relationships and due to our concerns for what is happening in the world around us. At best this makes us feel ill-at-ease from time to time. At worst it can reduce our enjoyment of life and our effectiveness. Learning simple techniques can ease the effects of these stresses in our lives. The session will aim to provide:

- an understanding of the causes of stress and the triggers that affect our emotional states
- an understanding of how our body responds to stress triggers – the mechanics of stress
- an insight into mind activity and an understanding of its importance in managing stress
- a personal insight into the triggers that affect you, helping you to manage your stress
- learnt practical skills that will reduce your stress
- hand-outs of simple physical and mental exercises to enable on-going practise to reduce stress.

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**Date:** Wednesday 19th October 2011

**Time:** 9.00am--4.00pm

**Venue:** Rainbow Centre, Clarence Street  
Morecambe, LA4 5EX

**Price:** Includes tea and coffee.

**Please bring your own lunch.**

**Members**

Band A: £15.00

Band B: £20.00

Band C: £25.00

Band D: £30.00

**Non-Members**

Band A: 25.00

Band B: 30.00

Band C: £35.00

Band D: £40.00

# Introduction to social media and online marketing

Trainers: Penny Darby and Kevin Goodall, CVS

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Social networking – should your organisation be involved? This session is aimed at helping you plan your strategy online. We'll be asking questions including:

- Should you be on Twitter?
- How can you set up a Facebook page?
- What online tools can you use to keep people informed about your work?
- How do you keep your web presence fresh without spending too much time online?
- How can you engage people with your content?

Setting up your own website need not be as intimidating as many think. This part of the session will take a practical look at the following:

- Tools available to help you build a website
- Web hosting and domain registration
- How to have a free online presence
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**Date:** Thursday 27th October 2011

**Time:** 9.30am –4.00pm

**Venue:** Lancaster CVS, Trinity Community Centre,  
Middle Street, Lancaster, LA1 1JZ

**Price:** Includes tea and coffee.

**Please bring your own lunch.**

## Members

Band A: £10.00

Band B: £15.00

Band C: £20.00

Band D: £25.00

## Non-Members

Band A: £20.00

Band B: £25.00

Band C: £30.00

Band D: £35.00

# An Introduction to Business Planning

Trainer: Jeff Morgan

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This course is suitable for any one who needs to deal more effectively with business planning processes and will enable participants to consider the essential processes in successful business planning and identify and practice the principal skills involved. By the end of the course participants should:

- Have an understanding of the need for business planning
  - Have an understanding of the components of a business plan
  - Know what skills and attributes are useful in undertaking effective business planning
  - Have considered a business planning model and how it could be used within their organisation
  - Have begun to work on at least one aspect of their own business plan
  - Have an action plan for their own actions arising from the course, including further training needs
- 

**Date:** Thursday 10th November 2011

**Time:** 9.00am - 4.00pm

**Venue:** Victoria Institute, Brookhouse Road, Caton, Lancaster, LA2 9RG

**Price:** Includes tea and coffee.

**Please bring your own lunch.**

**Members**

Band A: £30.00

Band B: £35.00

Band C: £40.00

Band D: £45.00

**Non-Members**

Band A: £40.00

Band B: £45.00

Band C: £50.00

Band D: £55.00

# Strategic Planning and Change for Tough Times

Trainer: Alan Lawrie

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Alan Lawrie has written a number of key publications on management in the Voluntary Sector. This practical session to look at how organisations can ensure their future in tough and challenging times. The day will focus on:

- Developing a realistic and flexible future strategy
- Strategic management
- Managing change at work
- Effective governance
- Managing in hard times

At the end of the day participants should:

- Have a good understanding of the relevance of strategic planning to voluntary organisations.
- Be able to develop a plan that meets internal and external needs
- Be able to use a range of tools and techniques to develop the plan
- Have an understanding of how organisations can develop broader and more sustainable income sources in difficult times

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**Date:** Wednesday 16th November 2011  
**Time:** 9.00am - 3.30pm  
**Venue:** Marsh Community Centre, Willow Lane, Lancaster, LA1 5PP,  
**Price:** Includes tea and coffee.

**Please bring your own lunch**

<b>Members</b>	<b>Non-Members</b>
Band A: £30.00	Band A: £40.00
Band B: £35.00	Band B: £45.00
Band C: £40.00	Band C: £50.00
Band D: £45.00	Band D: £55.00

# Volunteer Co-ordinators' Network

## Managing Difficult Volunteers

The Volunteer Co-ordinators Network is open to anyone involved in supporting, coordinating or managing volunteers. The network meetings aim to be informal but focussed and to enable volunteer coordinators/managers to share experiences and good practice supportively. Each network meeting is themed and facilitated.

This meeting will discuss what happens when volunteers do the wrong things or don't do what is expected of them? What would be the consequences if you failed to act appropriately?

- 
- Date:** Tuesday 6th December 2011  
**Time:** 1.30pm- 3.00pm  
**Venue:** Morecambe Library, Central Drive  
Morecambe, Lancashire, LA4 5DL  
**Price:** Free to CVS members, £20 non-members

To join this mailing list please contact  
[janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk) or tel 01524 555900



## District Forum

### Green Up: How to reduce overheads by saving energy

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Think you're using energy efficient light bulbs? Well think again. This event is suitable for organisations who want to reduce overheads and become more environmentally friendly by saving energy or who are involved in or interested in developing recycling projects of some kind. Presentations will include

- Energy saving advice for your office and projects with LESS's energy saving experts.
- Community Waste Solutions grants and the Community Recycling network, Dawn Wellham
- Energy Audit service for community buildings, Finlay Hodge, Community Futures
- Displays, advice and information over lunch from a range of energy saving projects.
- Freebees!

The session will be at Halton Community Centre which will provide an opportunity to see the centres' ground heat source, solar hot water and electricity generation in action.

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- Date:** Wednesday 7th December  
**Time:** 10.00am—1.30pm (including lunch)  
**Venue:** Halton Community Centre, Low Road, Halton, Lancaster, LA2 6BN  
**Price:** Free to CVS members, £20 non-members

# Book Keeping, Accounts and Presentation of Accounts for Small Charities

Trainer: John Gray, Support 4 U

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## Morning

This course will introduce candidates to basic disciplines and techniques necessary to keep accurate and timely financial records within a Charity context. It will demonstrate how Microsoft Excel could be used as a tool to aid the above.

### By the end of the session you will know:

- Why you need to keep records
- What to record and how
- How to ensure complete record keeping
- How to deal with cash (avoiding net cash accounting)
- More about profits and cash flow
- More about methods of reporting to funders

## Afternoon

### This course will cover the following topics:

- How funders will interpret your accounts
  - The importance of understanding what your funders need to know from your accounts and why
  - Explaining exceptions
  - The flexibility in cost classifications
  - A brief introduction into full cost accounting
- 

**Date:** Thursday 19th January 2012

**Time:** 9.30am -4.30pm

**Venue:** Carnforth Civic Hall, Carnforth, LA5 9LJ

**Price:** Book either the morning and/or afternoon session at the prices below. If you book both sessions, the second will be half price. Price Includes tea & coffee.

**Please bring your own lunch if attending all day.**

#### Members

Band A: £15.00

Band B: £20.00

Band C: £25.00

Band D: £30.00

#### Non-Members

Band A: £25.00

Band B: £30.00

Band C: £35.00

Band D: £40.00

# Risk Assessment – CIEH Level 2

Trainer: Rosemary Baker

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The aim is to give a clear understanding of the factors involved in Risk Assessments. The course will look at specific legislation, the difference between accidents and incidents, their main causes and identify the steps involved in a risk assessment.

At the end of the course you should be able to;

- Recall the specific legislation related to risk assessment
- Demonstrate their understanding of the term accidents and incidents their main causes
- Identify the steps needed to complete a risk assessment

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**Date:** Thursday 2nd February 2012  
**Time:** 9.30 - 4.30pm  
**Venue:** Heysham Children's Centre  
Emmaus Road, Middleton Way, LA3 2LL  
**Price:** Includes tea & coffee.

**Please bring your own lunch**

**Members**

Band A: £20.00

Band B: £25.00

Band C: £30.00

Band D: £35.00

**Non-Members**

Band A: £30.00

Band B: £35.00

Band C: £40.00

Band D: £45.00

# Emergency First Aid at Work: A Health & Safety Executive approved course.

**Trainer: North West First Aid**

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This is the minimum level of first aid training for the workplace, most appropriate for smaller environments that present few health and safety risks.

The session will include:

- The role of the First Aider
- The use of first aid equipment
- Aims and principles of First Aid Action at an emergency
- Management of an unconscious casualty
- Cardio Pulmonary Resuscitation
- Assessment and treatment of a casualty
- Treatment of minor injuries including cuts, bruises and minor burns
- The importance of preventing cross infection

## Assessment & Certification

On successful completion of the course activities and Multiple Choice Question Paper, delegates will receive an Emergency First Aid at Work certificate, which is valid for three years

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**Date:** Thursday 23rd February 2012

**Time:** 9.30am - 4.00pm

**Venue:** North West First Aid Ltd, Riverway House, Morecambe Road, Lancaster, LA1 2RX

**Price:** Includes tea and coffee.

**Please bring your own lunch.**

**Members**

Band A: £25.00

Band B: £30.00

Band C: £35.00

Band D: £40.00

**Non-Members**

Band A: £35.00

Band B: £40.00

Band C: £45.00

Band D: £50.00

# Dealing with Poor Performance and How to run a successful Grievance Procedure.

Trainer: Gill Taylor

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Gill Taylor works exclusively on HR issues and has written extensively about HR management including managing conflict and managing absence. By the end of the session participants will be able to:

- Assess and analyse the poor performance or difficult behaviour
- Reflect on your own skills and development needs
- Have knowledge of various coaching and performance management techniques
- Write a performance improvement plan
- Be more confident about how to prepare a for conversation about poor performance or difficult behaviour

Grievances may not be very common, but when they arise you need to deal with them fairly, allowing the person to be heard and for the issue to be dealt with in a way that draws a line under it. The session will give you the up to date legal position, a model policy and take you through the steps for a successful outcome.

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**Date:** Thursday 8th March 2012

**Time:** 9.30am -4.30pm

**Venue:** Lancaster CVS, Trinity Community Centre, Middle Street, Lancaster, LA1 1JZ

**Price:** Includes tea and coffee.

**Please bring your own lunch.**

**Members**

**Non-Members**

Band A: £30.00

Band A: £40.00

Band B: £40.00

Band B: £50.00

Band C: £50.00

Band C: £60.00

Band D: £60.00

Band D: £70.00

# Lancashire County Council

## Safeguarding Children, Level One.

Trainer: Judith Thomas

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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 course 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
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**Date:** Thursday 15th March 2012

**Time:** 9.00 am–1.00pm

**Venue:** Old Man's Rest, Lune Park Children's Centre  
Ryelands Park, Owen Road, Lancaster, LA1 2LN

**Price:** Includes tea and coffee

#### Members

Band A: £15.00

Band B: £20.00

Band C: £25.00

Band D: £30.00

#### Non-Members

Band A: £25.00

Band B: £30.00

Band C: £35.00

Band D £40.00



## 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:

- 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.

As well as 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

For more information about membership, please contact [annettemarsden@lancastercvs.org.uk](mailto:annettemarsden@lancastercvs.org.uk) or 01524 555900 ext. 20

**Lancaster District CVS, Trinity Community Centre  
Middle Street, Lancaster, LA1 1JZ  
(01524) 555900  
[www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)**

In addition to the free services Lancaster CVS offers, 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  
**01524 555900**  
**mail@lancastercvs.org.uk**

For more information see the full publication at  
**[www.lancastercvs.org.uk/services.pdf](http://www.lancastercvs.org.uk/services.pdf)**