



Training Opportunities

Gedling CVS - October 2009

October
2009

**Tuesday 13
October**

Introduction to Health and Safety— 10.00am-12.30pm. Venue: BCVS Dukeries Centre, in Worksop. Cost £24.00. Covers: the health and safety jigsaw - which piece fits where; why we need it - moral and legal responsibility; recognising 'my' role; responsibilities of others; assessing the risk. Further information: Bassetlaw Community and Voluntary Service Tel. 01909 476118.

**Wednesday 21
October**

An Introduction into Sustainable Funding— 9.30am - 4.30pm. Venue: Derwent Stepping Stones Includes: a definition of sustainable funding; reflections and discussion upon where your organisation sits within the funding spectrum from donations through to trading; a presentation from a successful community based organisation upon how it continues to achieve financial sustainability; advice from Business Champions. Cost: £125.00 Discount: 50% Discount for Third Sector Organisations. Contact: Regeneration East Midlands Tel. 0115 9792333.

**Wednesday 21
October**

Creative Consultation with Young People— 10 00am - 4.15 pm Venue: Lakeside Arts Centre, Nottingham. Artsplan, the training and publications department of Artswork and in-house training provider for ENYAN (English National Youth Arts Network), is delivering the one day course 'Creative Consultation with Young People'. Prices for each course, range from £150 to £110, with limited bursaries available. For more information contact the Artsplan Team via: artsplanbookings@artswork.org.uk or call 02380 682535.

**Wednesday 21
October**

Making Friends and Influencing People— 10.00am-12.30pm Venue: BCVS Dukeries Centre, in Worksop. Cost £24.50. Despite the vital role that profile and reputation have in persuading funders to part with their cash and getting like-minded people to join them, how many voluntary organisations can truly say they take their communications activities seriously? 'Making Friends and Influencing People' is a half day workshop designed to help small organisations find their voice. The course looks at: the basic fundamentals of effective communication; the importance of branding and corporate identity for an organisation; the strengths and weaknesses of advertising; the role of public relations; the effective use of new media. Further information: Bassetlaw Community and Voluntary Service Tel. 01909 476118.

November 2009

**Wednesday
11 November** **Writing an Effective Business Plan**—10.00am-3.00pm - £35.00
Venue: BCVS Dukeries Centre, in Worksop. The course cost is £35.00. Suitable for those who are new to the process of business planning and is designed to take the mystery out of it. Further information: Bassetlaw Community and Voluntary Service. Tel. 01909 476118.

**Thursday 19
November** **Managing meetings**— 9.30am - 1 00pm Venue: NVAC, Mansfield Road, Nottingham. Does your group or committee find it difficult to come to agreements and make decisions? This course will help to make your meetings more effective and save you time. By the end of this session, you'll be able to: understand what makes a successful meeting; increase your confidence to contribute in meetings; know what the Chair, Secretary and Treasurer should do; include everyone in the meeting and know how to handle conflicts; make sure decisions are made and actions are carried out. Cost: Voluntary and Community groups - £25.00. Public and private sector - £50.00. Call 0115 934 8400 or email training@nottinghamcvs.co.uk to book.

**Wednesday
25 November** **Independent Safeguarding Agency (ISA) Vetting and Barring Training**— 7 00pm-9 00pm Venue: Civic Centre, Pavilion Road, West Bridgford. If your staff and or volunteers work with vulnerable adults or children there are important developments taking place in line with changes in the law. Rushcliffe CVS and Rural Community Action Nottinghamshire (RCAN) are holding a training session to assist you to prepare for these changes. By November 2010 it will be a legal responsibility for groups and organisations that provide services to children or vulnerable adults to ensure that all staff and volunteers are registered with the Independent Safeguarding Agency (ISA). The charge for the training is £20.00 per person, to cover costs. This is non refundable. If you are having particular difficulty in meeting this cost, please contact Lindsay Knott at Rushcliffe CVS on 9816988. Further details from: Lindsay Knott at Rushcliffe CVS on 0115 9816988 or Carola Jones at Rural Community Action Nottinghamshire on 01623 727600.

December 2009

**Monday 7
December** **Emergency Aid**—Venue: ACNN Training, Bradbury House, 12 Shakespeare St, Nottingham. Everyone needs to have qualified First Aiders in their workplace but did you know you also need to have Appointed Persons to act in an emergency if the First Aider is not present? This one day certificated course for Appointed Persons ensures your organisation: is always fully protected and includes information about First Aid regulations; managing an incident; resuscitation; blood loss; treatment of an unconscious casualty; shock; heart attack and a general discussion on common workplace injuries. Cost: £75.00 per person (inclusive of VAT). Further information from: Training Department on: 0115 8414479 between 9.30am & 1 00pm.

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