

## Harbourside Training Courses for Voluntary & Community Organisations – Spring 2010



To provisionally book a place or for more information please email [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or telephone 01329 223145.

We are able to offer generous discounts to Voluntary and Community Organisations. On top of this, thanks to an ESF Community Grant we are now able to offer a bursary of an extra £10 off to people who are not in paid employment, for the following courses: Emergency First Aider at Work, Child Protection Awareness, Fundamentals of Food Hygiene, Trustee Roles and Responsibilities, and Becoming a Volunteer (only one bursary available per person).

Spring 2010 Courses at a glance:	Date	Location
ISA Briefing	Thursday 14th January	Gosport
Emergency First Aider at Work	Thursday 28th January	Gosport
Child Protection	Wednesday 10th February	Fareham
Keeping Volunteers	Monday 22nd February	Emsworth
Fundamentals of Food Hygiene	Thursday 25th February	Gosport
Emergency First Aider at Work	Thursday 4th March	Fareham
Chairing Meetings	Thursday 11th March	Fareham
Funding Applications: Making a Difference	Tuesday 16th March	Fareham
Trustee Roles & Responsibilities	Thursday 18th March	Fareham
Becoming a Volunteer	Monday 22 <sup>nd</sup> March	Havant

### Independent Safeguarding Authority (ISA) Briefing - Thursday 14<sup>th</sup> January 2010

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.

These new regulations will affect community groups in terms of their safeguarding processes including recruitment, training, supervision and risk assessment.

This 2 hour briefing will explain everything that community groups need to know about these new regulations, including the financial implications.

Time: 10.00 - 12.00.

Venue: Gosport Voluntary Action, Martin Snape House, 96 Pavillion Way, Gosport, PO12 1FG.

Cost: £40 (discounted to £15 for voluntary/community organisations).

Our thanks to Hampshire County Council and Fareham Borough Council for their support

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

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. Our trainer is registered with the Health & Safety Executive.

*Topics covered:*

*First aid regulation and the law,  
Managing an incident,  
The importance of hygiene,  
Recovery position, Resuscitation,  
Treatment for bleeding & shock,  
Heart attacks, strokes and angina,  
Choking, seizures, minor injuries.*

Time: 9.30 - 3.30.

Venue: Thursday 28th January 2010 Gosport Voluntary Action, Martin Snape House, 96 Pavillion Way, Gosport, PO12 1FG.

Venue: Thursday 4<sup>th</sup> March 2010 Fareham Community Church, 171-173 West Street, Fareham PO16 7QA.

Cost: £60 (discounted to £30 for voluntary/community organisations. Bursary of further £10 off available to people who are not in paid employment).

Please bring your own lunch.

## Child Protection Awareness - Wednesday 10<sup>th</sup> February 2010

The safe guarding of children is paramount. All staff, paid or voluntary, and all committee members of organisations working with children need to understand their role in protecting children. They also need to be aware of good practice procedures and child protection policies. This course will provide participants with a thorough overview of these areas and give them confidence in providing a safer environment for children.

No prior knowledge is necessary.

*Topics covered:*

*Why child protection procedures are important,  
How to recognise and understand abuse,  
How people can contribute to child protection,  
Organisational policies and good practice procedures,  
What people must do if they are concerned.*

Time: 9.30 to 2.00.

Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost: £60 (discounted to £30 for voluntary/community organisations Bursary of further £10 off available to people who are not in paid employment).

A light lunch will be provided

We are able to run this course thanks to funding from the Learning4Counties Big Lottery programme.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

Keeping Volunteers - Monday 22<sup>nd</sup> February 2010

This course is aimed at people who supervise and manage volunteers. The course will cover ways of retaining volunteers and best practice in volunteer procedures. People attending will receive a comprehensive booklet of helpful notes.

No prior knowledge is necessary.

*Topics covered:*

*Understanding what motivates people to volunteer,*

*Monitoring and maintaining motivation,*

*Creating a volunteer agreement,*

*Aims and skills of volunteer supervision,*

*Communication with volunteers,*

*Giving acknowledgment and reward.*

**Time: 9.30am-3pm**

**Venue: Emsworth Centre, 35-37 South Street, Emsworth, Hampshire PO10 7EG.**

**Cost: Free of charge (refundable deposit of £20).**

A light lunch will be provided

Fundamentals of Food Hygiene - Thursday 25<sup>th</sup> February 2010

On the successful completion of this course you will be awarded the Chartered Institute of Environmental Health (CIEH) Level 2 certificate in Food Safety and Catering.

No prior knowledge is necessary.

*Topics covered:*

*Food poisoning,*

*Types of bacteria,*

*Prevention of contamination,*

*Premises and pest control,*

*Cleaning and disinfection and the law,*

*High risk foods, Risk assessment,*

*Personal hygiene requirements.*

**Time: 9.30 to 3.30.**

**Venue: Gosport Voluntary Action, Martin Snape House, 96 Pavillion Way, Gosport, PO12 1FG.**

**Cost: £60 (discounted to £30 for voluntary/community organisations. Bursary of further £10 off available to people who are not in paid employment).**

Please bring your own lunch.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

**Chairing Meetings Workshop - Thursday 11<sup>th</sup> March 2010**

This practical workshop is for anyone who is about to take on a role as chair or would like to be more confident and effective at chairing meetings. It is also suitable for those who may in the future take on the role. The session outlines the chair's role throughout the process.

*Topics Covered:*

*Agenda preparation,*

*Keeping the meeting to time,*

*Controlling the meeting (and participants when necessary),*

*Best practice for chairing different types of meetings,*

*Adapting to different organisations and people,*

*Techniques in how to involve everyone and come to consensus decisions.*

**Time: 9.30 - 1.30**

**Venue: Community Action Fareham, 163 West Street, Fareham, Hampshire PO16 0EF.**

**Cost: £50 (discounted to £20 for voluntary/community organisations. Bursary of further £10 off available to people who are not in paid employment).**

**Funding Applications: Making a Difference - Tuesday 16<sup>th</sup> March 2010**

When writing funding bids it is essential to give evidence of need and explain the difference your project will make, both to your beneficiaries and your funders. This accessible course will enable you to increase your chances of success by using SMART outcomes. It includes workshops to help you best explain what you want your project to achieve and how it will be achieved.

*Topics covered:*

*What an outcomes funder is,*

*What is meant by outcomes - what they are and, equally important, what they are not,*

*Evidencing need for your project*

*Identifying and writing SMART outcomes for your project*

*Outcome indicators,*

*Data gathering and monitoring methods*

*Setting milestones and measuring change.*

**Time: 9.30 - 3.30.**

**Venue: Community Action Fareham, 163 West Street, Fareham Hampshire PO16 0EF.**

**Cost: £60 (discounted to £30 for voluntary/community organisations).**

A light lunch will be provided.

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## Trustee Roles & Responsibilities - Thursday 18<sup>th</sup> March 2010

Did you know that everyone on a Charity's executive committee is a trustee (not just the chair, treasurer & secretary)? For voluntary & community organisations to be well managed, it is critical that their trustees understand their roles and responsibilities. This user-friendly session is aimed at people who are new to boards and management committees; it will enable them to be confident in the role and ensure that both they and their charity get the most out of their trusteeship.

*Topics include:*

*Principles of good governance,  
I identify and discuss the roles of trustees,  
Trustees' legal responsibilities,  
The importance of an induction programme,  
Sharing good practice,  
Identifying ways for boards to be more effective.*

Time: 10.00 - 1.00.

Venue: Community Action Fareham, 163 West Street, Fareham Hampshire PO16 0EF.

Cost: £50 (discounted to £20 for voluntary/community organisations. Bursary of further £10 off available to people who are not in paid employment).

## Becoming a Volunteer - Monday 22<sup>nd</sup> March 2010

This is an introductory course for people who are new to or considering volunteering. The session will be ideal for people who are not in paid employment and are looking at volunteering as a way to learn new skills or maintain existing skills and to gain experience.

*Topics covered:*

*What is a volunteer?  
Exploring different types of volunteering,  
What can I expect as a volunteer?  
What will be expected of me?  
What if it all goes wrong?  
Volunteering whilst receiving benefits,  
Overcoming barriers to volunteering.*

Time: 9.30 - 1pm

Venue: Training to Practice, 3 North Street Arcade, Havant, Hampshire PO9 1PX.

Cost: £50 (discounted to £20 for voluntary/community organisations. Bursary of further £10 off available to people who are not in paid employment).



**Learning4Counties**



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