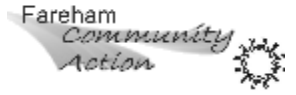




## Harbourside Training Courses Autumn/Winter 2008-2009



### Keeping Volunteers - Tuesday 2nd October 2008

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. No prior knowledge is necessary. People attending will receive a comprehensive booklet of helpful notes.

#### *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:** The Kings Centre, Fareham Community Church, 171 - 173 West Street, Fareham, PO16 0EF.

**Cost:** Free of charge, including lunch

### First Aid - Appointed Person Course X2

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.

#### *Topics covered:*

*First aid regulation and the law,  
Managing an incident,  
Recovery position,  
Resuscitation,  
Treatment for bleeding & shock,  
Strokes, heart attacks & angina.*

**Time:** 9.30 - 3.30 Please bring your own lunch.

**Wednesday 8<sup>th</sup> October:** The King's Centre, Fareham Community Church, 171 - 173 West Street Fareham PO16 0EF or

**Monday 3<sup>rd</sup> November:** Leigh Park Community Centre, Dunsbury Way, Leigh Park, Havant, PO9 5BG

**Cost:** £25 (or £50 to non voluntary/community organisations).

## Child Protection Awareness - Thursday 23 October 2008

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

Cost: £18 (or £50 to non voluntary/community organisations).

## Fundamentals of Food Hygiene - Tuesday 28<sup>th</sup> October 2008

On the successful completion of this course you will be awarded the RI PH Certificate in the fundamentals of food hygiene. No prior knowledge is necessary.

*Topics covered:*

*Types of bacteria, Food poisoning,*

*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. Please bring your own lunch. Venue: The Emsworth Centre, 35 -37 South Street, Emsworth, Hampshire PO10 7EG

Cost: £25 (or £50 to non voluntary/community organisations).

## Personal Safety & Lone Working - Friday 21 November

This course is aimed at those who need to know how to work alone safely or who are responsible for the safety of others working alone. The session will be led by a Suzy Lamplugh accredited trainer. No prior knowledge is necessary.

*Topics covered:*

*Personal safety rights and responsibilities,*

*Risk assessment & identifying hazards,*

*Steps to take to reduce vulnerability,*

*Confidence & assertiveness,*

*Accessing tools to improve personal safety.*

Time: 9.30 - 12.30 Venue: 10<sup>th</sup> Fareham Scout Hut, Highlands Road, Fareham PO16 7XN

Cost: £18 (or £50 to non voluntary/community organisations).

Awareness of Mental Health – Monday 10<sup>th</sup> November 2008

This introduction to mental health is for anyone who would like a better awareness of mental illness; for their job or volunteering role or for any other reason. By the end of the course delegates will have a more positive attitude towards mental illness and feel better able to support people experiencing mental health problems. No prior knowledge is necessary.

*Topics covered:*

- An overview of the most common forms of mental illness,*
- How mental illness can affect people,*
- What it means to be admitted to a psychiatric hospital,*
- What help is available from health and adult services,*
- Other independent support is available,*
- The difference between a learning disability and mental illness.*

Time: 10am-2pm

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

Cost: £18 (or £50 to non voluntary/community organisations).

Using the Media Effectively – Friday 5<sup>th</sup> December 2008

Experienced broadcasting journalist Karen Woods will advise on how to interest reporters in your stories and win valuable coverage in newspapers, magazines and broadcast media. Delegates should choose a current issue/topic relevant to their work to practise with on the day. No prior knowledge is necessary.

*Topics covered:*

- Writing an effective press release,*
- Tackling radio interviews,*
- Establishing a PR or Communications plan.*

Time: 9.30am-12.30pm

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

Cost: £18 (or £50 to non voluntary/community organisations).

Attracting Volunteers – Wednesday 26<sup>th</sup> November 2008

This course is aimed at organisations that need volunteers. It covers methods of recruiting, and best practice in preparing for the volunteers that respond. No prior knowledge is necessary.

*Topics covered:*

- Clarifying what your volunteers could do,*
- Ways to recruit volunteers & effective advertising,*
- Interviewing volunteers,*
- Induction procedures for volunteers,*
- Police checks,*
- Volunteer policies on health & safety, insurance & expenses,*
- Support available for your organisation*

Time: 9.30am-3pm

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

Cost: Free of charge, including lunch

Time Management - Thursday 12<sup>th</sup> February 2009

Course content to be confirmed

Time: 9.30 to 1.30. Venue: Gosport Voluntary Action, Martin Snape House, 96 Pavillion Way, Gosport, PO12 1FG.

Cost: £18 (or £50 to non voluntary/community organisations).



Supported by

**The National Lottery**<sup>®</sup>

through the Big Lottery Fund



The following are additional courses that we are able to put on thanks to funding from the Big Lottery:

**Learning4Counties**

Setting Up a Community Organisation - Wednesday 24<sup>th</sup> September

This workshop will provide the basic essentials for setting up an effective and well organised community group to provide long term benefits for its members. The workshop aims to give participants the skills and confidence to organize meetings and events, share responsibilities, encourage community participation and ensure sustainability.

*Topics covered include:*

*Identifying the need for the organisation and deciding on its aims and objectives,*

*Deciding on a structure and adopting a constitution/governing document/set of rules,*

*Holding effective meetings and AGMS; electing a committee, opening a bank account, taking minutes and keeping records,*

*Trustees/Committee: roles and responsibilities,*

*Strategic planning, including funding, publicity, managing finances, insurance, monitoring & evaluation.*

Time: 10am to 4pm. Venue: Portsmouth Council of Community Service, 338 Commercial Road, Portsmouth, Hampshire PO1 4BT .

Cost: £25 including a light lunch (or £50 to non voluntary/community organisations).

For more information about this particular course please contact Shelagh Simmons at PCCS, Tel: 023 9229 5060 Email: [Shelagh.simmons@portsmouthccs.org.uk](mailto:Shelagh.simmons@portsmouthccs.org.uk)

Organising an Event - Tuesday 30<sup>th</sup> September 2008

Ensure that every event you organise is a roaring success! This course covers everything you need to know and provides excellent back up material for you to reference later. All elements are included to ensure that your event is well planned with no last minute surprises, is well attended and achieves its objectives safely and within cost.

*Topics covered:*

*Analysing the type and objective of your event and your attendees,*

*Delegating suitable tasks to others,*

*Understanding what you need to consider about where and when to hold it,*

*How to check for risks,*

*What else to think about if it is outdoors,*

*What to consider if children are involved,*

*Food provision and handling,*

*What are the legal aspects eg. insurance,*

*Planning resources - what will be needed on the day,*

*How to publicise your event,*

*The importance of cost management.*

Time: 9.30am to 3.00pm. Venue: The Kings Centre, Fareham Community Church, 171 - 173 West Street, Fareham, PO16 0EF.

Cost: £25 including a light lunch (or £50 to non voluntary/community organisations).

Introduction to Sustainable Funding - 2 parts: Thursday 9<sup>th</sup> & 16<sup>th</sup> October

Sustainable funding is more than just getting better at fundraising or finding a single, secure source of income, it's about creating a more stable, long-term funding base via income diversification. The workshop gives an overview of sustainable funding and of the various funding options available to the voluntary and community sector, including generating income from trading in goods and services. This course works well with the TRACS Grant Funding course.

*Topics covered:*

*Which elements of the funding mix are suitable for your organisation,*

*How to use effective planning to support sustainability and what full cost recovery is,*

*Some benefits and challenges of contracting for public services, the procurement process and how to identify opportunities,*

*How trading can be an option for income generation and how to merge mission with money when considering trading,*

*Understand how loans can be useful for VCOs and know about some of the schemes available.*

Time for both parts: 9.30am to 12.30pm. Venue: Portsmouth Council of Community Service, 338 Commercial Road, Portsmouth, Hampshire PO1 4BT .

Cost: £25 for whole course (or £50 to non voluntary/community organisations).

For more information about this particular course please contact Shelagh Simmons at PCCS, Tel: 023 9229 5060 Email: [Shelagh.simmons@portsmouthccs.org.uk](mailto:Shelagh.simmons@portsmouthccs.org.uk)

**Interviewing Skills – Wednesday 15<sup>th</sup> October 2008**

This course will enable you to conduct interviews that identify the capabilities of interviewees and their suitability for the job. This participative session will give you practical tips and techniques to make successful recruitment decisions. You will learn how to: structure the interview, listen and question effectively, use and understand body language, and gain an understanding of the “dos” and “don’ts” of employment legislation as it applies to interviewing. Experience of conducting recruitment interviews would be useful but is not essential.

*Topics covered:*

*To enable participants to structure the interviews to obtain the information they need to decide on the candidate’s ability to meet the job description,*  
*To provide participants with practical techniques in questioning and listening to ask the right questions and to understand what the candidate is really saying,*  
*To enable participants to understand and use body language skills in interviewing,*  
*To help interviewers understand the ‘Dos’ and Don’ts’ of employment legislation in the context of interviewing.*

Time: 9.30am to 3.30pm.

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

Cost: £25 including a light lunch (or £50 to non voluntary/community organisations).

**Grant Funding – Wednesday 5<sup>th</sup> November 2008**

This session will inform participants about how to maximise their chances of gaining appropriate grant funding and to identify resources to access information to do this.

*Topics covered include:*

*Understanding and being able to utilise the language of possible funding bodies appropriately and effectively,*  
*Identifying what you need to consider,*  
*The information and preparation required prior to making the bid,*  
*Identifying resources available to help you achieve the right funding,*  
*Considering the wider picture in respect of your project and potential grant funding.*

Time: 9.30am–3.30pm

Venue: Portsmouth Council of Community Service, 338 Commercial Road, Portsmouth, PO1 4BT

Cost: £25 including a light lunch (or £50 to non voluntary/community organisations).

For more information about this particular course please contact Shelagh Simmons at PCCS, Tel: 023 9229 5060 Email: [Shelagh.simmons@portsmouthccs.org.uk](mailto:Shelagh.simmons@portsmouthccs.org.uk)

Powerpoint for Beginners - Tuesday 2<sup>nd</sup> December 2008

This beginner's course is intended for those who would like to use Powerpoint to prepare and use a presentation using text and graphics. Necessary prior learning or experience: Ability to use PCs at a basic level using the internet and MS Word.

*Topics covered:*

*Creation of PowerPoint Presentations using*

*Words and pictures,*

*How slides can be animated,*

*Use of sound,*

*Using own backgrounds and logos,*

*Things to avoid in presentations,*

*How to save and run presentations, both personal and auto-run,*

*Key points in delivery of good presentations.*

**Time: 10.00am-2.00pm,**

**Venue: Paulsgrove Learning & Leisure centre, Marsden Road, Paulsgrove PO6 4JB**

**Cost: £25 including a light lunch (or £50 to non voluntary/community organisations).**

Good Practice in Working with Volunteers - Wednesday 21st January 2009

What is good practice and why is it important? This workshop gives you an overview of key areas and enables you to develop policies and procedures to use in your organisation. Suitable for organisations new to involving volunteers or those wishing to review their practice.

*Topics covered:*

*Recruitment of volunteers,*

*Roles and responsibilities,*

*Supporting volunteers,*

*Giving recognition and showing appreciation.*

**Time: 9.30am to 3.30pm. Venue: Portsmouth Council of Community Service, 338 Commercial Road, Portsmouth, PO1 4BT**

**Cost £25 including a light lunch (or £50 to non voluntary/community organisations).**

For more information about this particular course please contact Shelagh Simmons at PCCS, Tel: 023 9229 5060 Email: [Shelagh.simmons@portsmouthccs.org.uk](mailto:Shelagh.simmons@portsmouthccs.org.uk)

The Requirements of the Disability Act- Spring 2009

Details to be confirmed

**Venue: Fareham**

**Cost £25 including a light lunch (or £50 to non voluntary/community organisations).**

## Get your Organisation on the Web- Spring 2009

These days having your information on a web page is essential. This course will take the mystery out of the subject and show how simple it is to create a web site and understand how to maximise its impact. It is aimed at those with little or no previous experience in creating a web site.

*Training objectives:*

*Learning about web pages and the internet,  
Creating a page with text, colour and pictures,  
Installing links and getting your site seen on Google,  
Understanding the fancier stuff.*

Venue: Paulsgrove

Cost £25 including a light lunch (or £50 to non voluntary/community organisations).

## Creating Leaflets using Publisher- Spring 2009

This beginners' course is intended for those who would like to use Publisher to produce newsletters, banners and leaflets for more effective communication. The session will be hands on and you will have the opportunity to create a leaflet or banner on the day, assisted by the trainer. Attendees will need to have used Word before to create basic documents.

*Learning objectives:*

*Create documents and templates,  
Learn how to insert images,  
Create a banner,  
Learn how to mail merge your material.*

Venue: Havant

Cost £25 including a light lunch (or £50 to non voluntary/community organisations).



To provisionally book a place or for more information please e mail [training@farehamaction.org.uk](mailto:training@farehamaction.org.uk) or telephone 01329 223145 / 231899.

More detail about our courses can be found on our web site [www.farehamaction.org.uk/training](http://www.farehamaction.org.uk/training).

We welcome any suggestions of courses that you feel would be useful for those working in the voluntary and community organisations and also your ideas about how we can deliver courses to make them more accessible.