

## Harbourside Training Courses for Voluntary & Community Organisations - Autumn 2009



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

### Independent Safeguarding Authority (ISA) Briefing - Wednesday 23rd September

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

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

### 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: Tuesday 13th October The Emsworth Centre, 35-37 South Street, Emsworth, Hampshire PO10 7EG.

Venue: Tuesday 3rd November: Fareham Community Church, 171-173 West Street, Fareham PO16 7QA.

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

Please bring your own lunch.

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

## Introduction to Youth Work - Tuesday 13th October

This course will explore the key principles and concepts that make youth work a unique and rewarding way to work with young people aged between 11 & 19 years. It is aimed at people starting in youth work or considering doing so. The course will enable you to feel more confident and positive about your role, and contain a range of ideas to get you and your team communicating with young people.

*Topics covered:*

*The role of youth workers,*

*What constitutes a safe and appropriate environment,*

*Breaking the ice with young people,*

*Planning activities with pre-planned outcomes,*

*Contributing to young peoples' personal and social development,*

*Maintaining appropriate professional boundaries,*

*Tools to build positive relationships with young people.*

Time: 10.00 - 3.30.

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

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

A light lunch will be provided.

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

## Dealing with Difficult Volunteers - Monday 19th October

Difficult volunteer situations can range from unacceptable levels of absence through to sensitive personal problems to poor levels of performance.

This training session will enable participants to understand the processes involved in dealing with these issues, and includes practical skills and knowledge for dealing with problems effectively.

*Topics include:*

*Understanding the processes involved in managing performance problems,*

*Recognising situations and problems early,*

*Skills to discuss performance and personal issues positively with staff,*

*How to establish an effective disciplinary process.*

Time: 10.00 - 1.00. Venue: Gosport Voluntary Action, Martin Snape House, 96 Pavillion Way, Gosport, PO12 1FG.

Cost: £50 (discounted to £20 for voluntary/community organisations).

## Grassroots Grants - Tuesday 20th October

Are you a small community group that has an annual income of less than £30,000 per year? Does your group need a grant for £250 to £5,000? Grants can be given for almost any group-led activity that is aimed at meeting a local need. Parent and toddler groups; youth clubs; art, music, social and cultural groups; residents associations .... Your group may be eligible. Come find out about the programme or bring your application along to have your questions answered.

Time: 9.30 - 12.00 Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

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

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

## Broadening your Sources of Funding - Wednesday 11<sup>th</sup> November

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.

*Topics covered:*

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

*Effective planning to support sustainability,*

*Full cost recovery,*

*Benefits and challenges of contracting for public services,*

*The procurement process and how to identify opportunities,*

*Trading as an option for income generation;*

*How to merge mission with money,*

*Loan schemes for Voluntary & Community Organisations.*

*Time: 9.30 - 4.30.*

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

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

A light lunch will be provided.

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

## PowerPoint for Beginners - Thursday 5<sup>th</sup> November

This beginners' 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: 9.30 to 3.30.*

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

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

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

## Fundamentals of Food Hygiene - Tuesday 10th November

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

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

Please bring your own lunch.

## Supervising Staff and Writing Appraisals -Thurs 19th November

This training workshop will provide participants with a good a range of skills, tools and techniques for day to day supervising and managing of staff. It is aimed at supervisors and managers responsible for paid staff who would like to improve their knowledge and skills to do this effectively.

*Topics Covered:*

*Understanding the components of performance,*

*Setting good quality objectives,*

*Key skills and techniques of supervising,*

*How to appraise staff effectively,*

*Dealing with staff issues and problems,*

*Top tips and tools for supervising and managing individuals.*

**Time: 9.30-2.00.**

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

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

A light lunch will be provided.

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

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

**Learning4Counties**

Supported by  
 **The National Lottery**<sup>®</sup>  
through the Big Lottery Fund



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