



West Lancashire
Council for Voluntary

CVS Training Programme



September - December 2017

West Lancs CVS
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West Lancashire Council for Voluntary Service

Welcome to our autumn schedule 2017!

We hope that you will find something of interest.

In addition to the scheduled courses here, we work with Lancashire Adult Learning on opportunities for volunteers. The following course is available in West Lancashire:

FREE 8-week Volunteer Training programme for new and existing volunteers aged 19 and over. Includes:

Introduction to Volunteering; Personal & Organisational Standards; Equality & Diversity; Health and Safety; Food Safety; First Aid.

At the Ecumenical Centre, Northway, Skelmersdale WN8 6LU, Wednesday **11th Oct - 6th Dec**, 1.30pm-4pm. Call 0333 003 1717 (Lancashire Adult Learning) to book on.

We post updates to our schedule, so do look out for the latest training news in our regular email bulletins and on our website at <http://www.wlcvs.org/>.

You can also sign up to West Lancs Buzz @westlancsbuzz <http://westlancsbuzz.org/> and the Facebook page for regular news.

Warm regards,
Helen Jones, Community Learning Support Hub Co-ordinator,
West Lancashire CVS



Health Champion “bite-size” taster

Benefits: The course will help you to

- (a) understand the role of a health champion;
- (b) decide whether you would like to take up the RSPH full course (Level 2 Understanding Health Improvement).

What is a health champion?

A health champion is someone local who has learned how to help others towards the right help and support to live well.

While anyone in the community who is helping others to make health changes is a 'champion', the full Royal Society for Public Health (RSPH) course gives you the knowledge and skills to do this effectively.

Course Information

This “bite-size” session is designed to give you a taster of the full RSPH course. *It does not replace the full course.* It takes you through some key information to get you started on helping yourself and others towards healthier lives.

“Makes you think what you can do to change your lifestyle”

With Helen Jones

Date: **Tuesday 5th September 2017**

Time: 10:00am -12:00pm

Venue: digital learning hub, Citizens Advice Centre,
Concourse, Skelmersdale

Cost: £5 (deducted if full qualification is taken)



The Joys of Social Media (individuals)

Suitable for people who want to learn better how to use social media well

Workshop information

An informal workshop to share tips (the “do’s” and “don’ts”) of social media including:

- * What sites to use; the people (by age etc.) that tend to use them
- * What messages work best, what annoys the online community!
- * Developing a personal profile: what you need to know
- * Growing your networks safely

Suitable for people who want to learn or build their confidence in using social media. With Nicci Sutton-Kelsall, Social Media Lead CVS **@westlancsbuzz**

Date: **Thursday 14th September 2017**

Time: 10:00am-12:30pm

Venue: digital learning hub, Citizens Advice Centre, Concourse, Skelmersdale

Cost: £5



Safeguarding Children

Benefits: particularly useful for those who are volunteering with children and young people's groups.

Course Information

Safeguarding means doing everything you can to protect children and young people from harm. It is the responsibility of everyone, not just those who work with children.

This course is a basic awareness session, level 1, for any member of the community and it will cover:

- ◆ Definitions of safeguarding and child protection.
- ◆ Identifying the safeguarding role in different settings.
- ◆ The legal context
- ◆ Definitions of abuse and neglect
- ◆ What to do if there is a concern about a child

With Cerys Smye-Rumsby

Date: **Tuesday 3rd October 2017**

Time: 4.00pm - 7.00pm

Venue: community venue

Cost: £5



Recruiting Volunteers Workshop

Benefits: an opportunity to network with other groups and organisations on finding suitable volunteers.

Information

The Volunteer Centre invites you to a workshop that covers the following:

- What is a volunteer?
- How does my group/organisation *describe and advertise* volunteer positions ? How do we introduce them to the work of our group/organisation ?
- How do we utilise our current volunteers to find others ?
- How do we use the WLCVS Volunteer Centre as a source of help ?

We introduce do-it (<https://do-it.org/>) as one route towards finding suitable volunteers.

With Jan Howard and Nicci Sutton-Kelsall, CVS Volunteer Centre

Date: **Tuesday 10th October 2017**

Time: 10.00am—12.30pm

Venue: Certacs House

Cost: £5



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“Makes you think what you can do to change your lifestyle”

Date: **Thursday 12th October 2017**

Time: 10:00am -12:00pm

Venue: digital learning hub, Citizens Advice Centre,
Concourse, Skelmersdale

Cost: £5 (deducted if full qualification is taken)



Digital Health Basics

A workshop on using websites, web portals and smart phone apps as part of self-care and the care of others.

The workshop includes:

- * A brief introduction to a wider definition of health & what keeps us well incl. the 5 ways to wellbeing
- * Using information online to support self care/promote health
- * Trustworthy health information online
- * Using health apps
- * A short introduction to RallyRound, a tool that helps people to organise the informal care of family/ friends/neighbours who are living in their own homes.

With Sarah Bennett (BuzzIT) and Helen Jones

Date: **Tuesday 24th October 2017**

Time: 10:00am -12:30pm

Venue: digital learning hub, Citizens Advice Centre,
Concourse, Skelmersdale

Cost: £5 (free for volunteers)



Step up into Volunteering

An informal workshop for people who want to start volunteering, and want some support on

- * building confidence
- * finding what they have to offer
- * discovering interests
- * learning new skills for paid work

The workshop covers how to:

- * Identify and use gifts, skills, connections
- * build on opportunities for change
- * Identify hopes and aspirations; learn how to work towards them
- * Connect and build connections with others – why this is important

With Jan Howard and Nicci Sutton-Kelsall, CVS Volunteer Centre

Date: **Tuesday 7th November 2017**

Time: 4.00pm - 6.00pm

Venue: community venue

Cost: free



Building on the Strengths in your Community

Benefits: The session offers you tools as local organisations and community activists in your endeavours to build sustainable, resilient and healthy communities.

Course information

The training provides an introduction to Asset Based Community Development (ABCD) as a perspective that builds on capacities rather than on needs assessment to support long-term change at the local level. It hands community development to those *in* the community.

The course:

- ◇ introduces asset-based approaches that recognise local gifts, capacities, skills and knowledge
- ◇ outlines key ABCD tools to put into practice
- ◇ defines 'connectors' and 'gappers'
- ◇ explains how to become part of the ABCD community.

With Greg Mitten and Helen Jones

Date: **Thursday 9th November 2017**

Time: 10.00am to 3.00pm

Venue: Certacs House

Cost: free



An Introduction to Fundraising

Suitable for voluntary, community & faith organisations.

Course information

Whether you are a small local community group running a summer event or a large voluntary organisation seeking long term sustainability for your services, the development of a fundraising strategy is central to the successful planning of future activities.

This session offers an overview of the process, exploring the best strategy you need to adopt for fundraising and income generation.

"It has made me more aware of the process of funding and how I can improve my group's chances of winning bids"

"Thank you, it's been informative and enjoyable"

With Catherine Cosslett

Date: **Tuesday 14th November 2017**

Time: 10:00am - 1:00pm

Venue: Certacs House

Cost: £5



An Introduction to Volunteering

Suitable for people who have recently become a volunteer or who would like to volunteer in the near future.

Course Information

This course will cover:

- How do I find a volunteer position that is right for me?
- What skills am I expected to have?
- What can I expect from the group/organisation that I volunteer for?
- What are my rights and responsibilities?
- How is my role different to that of a paid worker?
- Will I get expenses?
- What do I do if I am unhappy with the volunteer position?
- How can I use volunteering as a way of building my employment opportunities?

With Jan Howard and Nicci Sutton-Kelsall, CVS Volunteer Centre

Date: **Tuesday 28th November 2017**

Time: 10:00am-1:00pm

Venue: Certacs House

Cost: free



Royal Society for Public Health (RSPH) Level 2 Award in Understanding Health Improvement

Benefits: This health champion training course is of benefit to individuals and organisations seeking to support others and motivate them to consider adopting healthier lifestyles.

Course Information

This RSPH award has been developed in support of the wider Health Trainer role (2004 white paper *Choosing Health: Making Healthy Choices*).

It covers:

1. Inequalities in health
2. How effective communication can support health messages
3. Importance of promoting improvements in health and wellbeing
4. Impact of behaviour change on health and wellbeing

Assessment is by a 45 minute multiple-choice examination, consisting of 30 multiple-choice questions.

With Helen Jones

Date: **Wednesday 6th and Thursday 7th December 2017**

Time: Wed: 11.00pm-4.30pm. Thurs: 10.30am-4.00pm

Venue: Certacs House

Cost: £30.00 (with deduction if attended a taster session)

Training Course Booking Form 2017/2018



West Lancashire
Council for Voluntary Service

* Training Session Title	
*Date of Session	
*Your Name (names you wish to book onto the course)	
Group/Organisation	
Postal Address	
Email Address	
*Contact Telephone Number	
*Mobility/Access / Dietary Requirements	

Please return to : West Lancs CVS (encl. Course Booking Form),
Certacs House, 10-12 Westgate, Skelmersdale, WN8 8AZ

or email to enquiries@wlcvs.org (subject heading box: Course Booking Form)

*essential to complete



Booking information:

For more information or to book a place, please contact Helen Jones on 01695 733737, or email enquiries@wlcvs.org.

You can download information and booking forms online — **www.wlcvs.org**

Terms & Conditions

Pre-booking of all courses is essential. For courses with a £5 fee, the amount is payable on the day. The 'Step Up into Volunteering', 'Introduction to Volunteering' and ABCD training events are free. Participants can be substituted.

For the full RSPH accredited course (where an examination & certificate fee is payable), the fee will generally be charged by invoice. A cancellation period of at least 7 working days is required, otherwise a cancellation fee of **£20.00** will be charged. Registration fees cannot be refunded on cancellation as these are paid to the awarding body in advance.

By booking a place it is deemed that our terms and conditions have been accepted.



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