



West Lancashire  
Council for Voluntary

# CVS Training Programme



**April 2017 - June 2017**

West Lancs CVS  
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## West Lancashire Council for Voluntary Service

### Welcome to our revised summer schedule 2017!

We hope that you will find something of interest.

In addition to the scheduled courses here, we can work with you to arrange the following ones on request:

\*Emergency First Aid at Work

\*Food Hygiene

(\*provided by Lancashire Adult Learning)

If you would like one of these courses, could you email **[helenj@wlcvs.org](mailto:helenj@wlcvs.org)** or **[enquiries@wlcvs.org](mailto:enquiries@wlcvs.org)** with your name and contact details. Please let us know whether you are enquiring for yourself or on behalf of a group/organisation, and whether you/the organisation can host it (for example, by providing a kitchen (food hygiene), a training room or community space).

Additional sessions can be arranged for your groups for:  
Health champion "bite size" taster; Safeguarding Children.

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

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



## Building Connections — an ABCD approach to helping you through change

**Benefits:** The session offers you tools as an individual to support you through change. It will help you to recognise and use your gifts, skills and capacities.

### Course information

Health matters. Social isolation is bad for health but building social connections is a positive step towards a better life and improved self-care.

The course offers you a way of building connections by showing you how to recognise your existing gifts, skills and human connections: what do you know, what can you do, who do you know? How can you use these assets to help you create and achieve your personal goals?

With Greg Mitten and Helen Jones

Date: **Wednesday, 29 March 2017**

Time: 4:00pm-7:00pm

Venue: tba

Cost: free event



## 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

Date: **Tuesday 2 May 2017**

Time: 4:00pm-7:00pm

Venue: tba

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 16 May 2016**

Time: 10:00am - 1:00pm

Venue: Certacs House

Cost: £5



## Writing Workshop—Effective Press Releases

**Suitable for** anyone seeking to get news published of local events, activities etc. in local newspapers.

### Workshop content:

Following Roger Blaxall's successful workshop 'Writing a Press Release' this session offers a chance to pick up tips on drafting a press release.

Feedback from the last workshop:

"thank you for an enjoyable and interesting subject"

"I feel that we can start doing more press releases"

Roger Blaxall is an experienced journalist at QLocal Ormskirk

QNews.co.uk

Date: **Tuesday, 23 May 2017**

Time: 10:00am-12:00pm

Venue: Certacs House

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 6 June 2017**

Time: 9.30am - 2.30pm

Venue: community venue



## Inspiring Online Fundraising

### Course Information

The course focuses on finding fundraisers for your charity: how to approach them, how to utilise fundraising events and how to support your fundraisers.

- An introduction to online fundraising - the what, why and how;
- Fantastic fundraisers, and where to find them;
- Fundraising events and the options available, from local fun runs to running your own events;
- How to support fundraisers as they work towards their fundraising challenge;
- How to keep fundraisers engaged after they've fundraised, to turn them into long term supporters.

With Joe Burns, LocalGiving

Contact Joe at [joe@localgiving.org](mailto:joe@localgiving.org). Localgiving info ([here](#))

Date: **Tuesday 13 June 2017**

Time: 10:00-1:00pm

Venue: Certacs House

Cost: £5



## 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: **Tuesday 20 June and Wednesday 21 June 2017**

Time: Tues: 12.30pm-4.30pm. Wed: 10am-4.30pm

Venue: Certacs House

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

# Training Course Booking Form 2016/2017



West Lancashire  
Council for Voluntary Service

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

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

or email to [enquiries@wlcvs.org](mailto: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](mailto:enquiries@wlcvs.org).

You can download booking forms online —  
**[www.wlcvs.org](http://www.wlcvs.org)**

### **Terms & Conditions**

Pre booking of all courses using the booking form is essential. For courses with a £5 fee, the amount is payable on the day. The 'Introduction to Volunteering' and ABCD training are free. Delegates can be substituted.

For RSPH accredited courses (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. Please make cheques payable to West Lancashire CVS.

