



West Lancashire
Council for Voluntary

CVS Training Programme



January - June 2018

West Lancs CVS
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Registered charity number 1039563
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**West Lancashire
Council for Voluntary Service**

Welcome to our schedule Jan-June 2018!

We hope that you will find something of interest.

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

We have two new courses on offer, 'Governance - the basics' and 'Accurate record-keeping', to help keep local groups active and healthy.

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

You will find information on how to book at the end of this brochure.

Or please simply email us at **enquiries@wlcvs.org** with a booking or questions.

Warm regards,
Helen Jones

Community Learning Support Hub Co-ordinator



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 23rd January 2018**

Time: 10:00am -12:00pm

Venue: digital help centre, Citizens Advice Centre, Concourse, Skelmersdale

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



Community Building in Action

The workshop builds on the 'Building the Strengths in Your Community: Introduction to ABCD' and on the concept of co-production.

It helps participants to identify their (potential) individual role as a 'gapper', and offers tips on 'bridging the gap' between individuals, groups, organisations and institutions.

It also covers how an organisation can serve as a 'gapper' and communicate its role to foster networks and partnership working.

Topics include:

- the individual 'gapper'
- developing a 'gapper' role as an organisation
- West Lancs CVS: the story of a local 'gapper'

With Greg Mitten and Helen Jones

Date: **Friday 9th February 2018**

Time: 10:00am - 3:00pm

Venue: Certacs House

Cost: Free



The Joys of Social Media (groups)

Suitable for groups who are seeking a more effective way of using social media to inform and build local community

Workshop information

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

- ◆ What sites to use and the groups/people they tend to reach
- ◆ What messages work best; what annoys the online community
- ◆ Growing your online community
- ◆ Using analytics to monitor the impact of your activity

With Nicci Sutton-Kelsall, Social Media lead CVS

@westlancsbuzz

Date: **Tuesday 20th February 2018**

Time: 2:00pm - 4:30pm

Venue: Certacs House

Cost: £5



Meet a Funder

Suitable for voluntary, community & faith organisations.

Benefits

This is an opportunity to meet with funding bodies:

- ◆ Whitemoss Community Fund (Liz Payne)
- ◆ Lloyds Bank Foundation (Yvonne Taylor)
- ◆ Children in Need (Kalima Patel)

Further information, including news of any additional funders attending, will be announced as we approach the date.

Course Information

You will be able to discover what these organisations will fund and where, discuss with them your funding needs and determine whether your project is fundable.

With Catherine Coslett

Date: **Tuesday 27th February 2018**

Time: 10:00am - 1:00pm

Venue: Certacs House

Cost: £5



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, Volunteer Centre

Date: **Tuesday 13th March 2018**

Time: 10:00am -12:00pm

Venue: Certacs House

Cost: free



Working with Volunteers

Benefits: an opportunity to learn about working with volunteers once they have been recruited and to network with other groups/local organisations.

Information

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

- ◆ Retaining volunteers
- ◆ Supporting and celebrating what volunteers do
- ◆ Effective role descriptions for volunteers
- ◆ Recognising when something is going wrong — finding solutions

“Helped to think about volunteers’ role and how to develop them”

With Jan Howard and Nicci Sutton-Kelsall, Volunteer Centre

Date: **Tuesday 10th April 2018**

Time: 09:30am -12:00pm

Venue: Certacs House

Cost: £5.00



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 18th and Thursday 19th April 2018**

Time: Wed: 11:00pm - 4:30pm. Thurs: 10:30am - 4:00pm

Venue: Certacs House

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



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 24th April 2018**

Time: 10:00am - 1:00pm

Venue: community venue

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

Date: **Tuesday 15th May 2018**

Time: 4:00pm - 7:00pm

Venue: Certacs House

Cost: free



Governance - the basics

Suitable for emerging voluntary, community & faith groups, or groups seeking to review their governance.

NEW COURSE

Course information

Governance is about the legal structure of a group or organisation. Any emerging group has to consider a 'best fit' document that sets out the procedure by which it will run, who will run it, how it will be run, the purposes for which it is established.

This course is designed to help a group with basic information around:

- deciding on the right governing structure
- keeping a record
- sources of help and advice

With Catherine Coslett and Helen Jones

Date: **Tuesday 22nd May 2018**

Time: 10:00am - 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 12th June and Wednesday 13th June 2018**

Time: Wed: 11:00pm - 4.30pm. Thurs: 10:30am - 4:00pm

Venue: Certacs House

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



Accurate Record Keeping

Suitable for all voluntary, community & faith groups; for individuals seeking advice on routine administration.

NEW COURSE

Course Information

Accurate record keeping, such as minutes of meetings, helps a group to:

- maintain effective communication between its members
- keep track of its history
- form a picture of the group as it evolves

It prepares the way for fundraising activity and for future contract bids.

This course is an opportunity to explore what and how to record and the importance of accurate records for the effective growth of a group/ organisation.

With Helen Jones

Date: **Wednesday 20th June 2018**

Time: 10:00am - 12:00pm

Venue: Certacs House

Cost: £5

**Training Course Book-
ing 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 **£21.00** 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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