



**West Lancashire
Council for Voluntary**

CVS Training Programme



Jan 2017 - June 2017

West Lancs CVS
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West Lancashire Council for Voluntary Service

Welcome to our winter/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:

For groups of 10 and above:

*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** or **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



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 24 January 2017**

Time: 10:00am -12:00pm

Venue: Certacs House

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



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: **Friday 3 February 2017**

Time: 10:00am - 3:00pm

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

Date: **Tuesday 7 February 2017**

Time: 9:30am—12:00pm

Venue: Certacs House

Cost: £5



Monitoring & Evaluation (Health & Wellbeing Focus)

Information

Why monitor and evaluate? What are the benefits?

The session explains terminology (outcomes/ outputs/ monitoring/ evaluation) and covers:

- ◆ When to monitor and evaluate– how to build it into funding applications
- ◆ Toolkits available
- ◆ Measuring and proving impact: why this is increasingly important

It covers questions such as: have we (as a group/ organisation) made a difference? How do we know?

With Lancashire Association of CVSs (LACVS)

Date: **Wednesday 8 February 2017**

Time: 9:30am—1:00pm

Venue: Certacs House

Cost: free event



Meet a Funder

Suitable for voluntary, community & faith organisations.

Benefits

This is an opportunity to meet with two funding bodies:

- ◆ Whitemoss Community Fund (Liz Payne)
- ◆ Lloyds Bank Foundation (Yvonne Taylor)

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 21 February 2017**

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: **Wednesday 8 and Thursday 9 March 2017**

Time: Wed: 12:30pm-4:30pm. Thurs: 10:00am-4:30pm

Venue: tba

Cost: £25.00 (with £5 deduction if attended taster session)



Digital Health : a Basic Guide

Suitable for the absolute beginner on using websites and smart phone apps as part of self-care and the care of others.

Course Information

Everyone is talking about digital health,—but what is it and where do you start? We introduce you to:

- * Trustworthy health information online
- * Health apps
- * RallyRound, a tool that helps people to organise the informal care of family/friends/neighbours who are living in their own homes.

The session will be tailored to those who sign up for the course. We therefore invite you to send in questions in advance by post, email or simply phone.

With Sarah Bennett and Helen Jones

Date: **Wednesday 15 March 2017**

Time: 2:00pm - 4:30pm

Venue: Tanhouse Community Centre, Ennerdale

Cost: £5



The Joys of Social Media

Suitable for people 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 21 March 2017**

Time: 2:00pm-4:30pm

Venue: Certacs House

Cost: £5



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



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, 25 April 2017**

Time: 10:00am-12:00pm

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

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



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

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
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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: tba

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

Training Course Booking Form 2016/2017



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 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.