



West Lancashire
Council for Voluntary

CVS Training Programme



October 2018 - June 2019

West Lancs CVS
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West Lancashire Council for Voluntary Service

Welcome to our 2018/19 schedule!

We hope that you will find something of interest.

In addition to the scheduled courses in this brochure and on request, we can:

-offer bespoke training to groups on:

Accurate Record Keeping

Governance – The Basics

Health champion “bite-size” tasters

Introduction to Fundraising

Safeguarding Children

- supply information on local availability of:

Emergency First Aid at Work

Food Hygiene

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 West Lancs CVS Facebook page for regular news.

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



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 2nd October 2018**

Time: 10.00am—12.30pm

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, CVS Volunteer Centre

Date: **Tuesday 16th October 2018**

Time: 4.00pm - 6.00pm

Venue: community venue

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.

Date: **Tuesday 6th and Wednesday 7th November 2018**

Time: Tues: 10.30pm-4.30pm. Wed: 10.30am-4.00pm

Venue: Certacs House

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



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: **Wednesday 14th November 2018**

Time: 10.00am to 3.00pm

Venue: Certacs House



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?

Date: **Tuesday 27th November 2018**

Time: 10:00am-1:00pm

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 12th February 2019**

Time: 10:00am -12:30pm

Venue: Certacs House

Cost: £5.00



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 seek out advice, support self care and promote health
- * Trustworthy information online about health conditions
- * Using health apps such as Better Points
- * Using ORCHA (<https://www.orchac.co.uk/>)

With Helen Jones

Date: **Tuesday 12th March 2019**

Time: 10:00am -12:30pm

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

Cost: £5 (free for volunteers)



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”

Date: **Tuesday 9th April 2019**

Time: Wed: 10.00pm-12.00

Venue: Certacs House

Cost: £5.00



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'

Date: **Wednesday 8th May 2019**

Time: 10:00am - 3:00pm

Venue: Certacs House

Cost: Free



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

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With Helen Jones

Date: **Tuesday 22nd May and Wednesday 23rd May 2019**

Time: Tues: 10.30pm-4.30pm. Weds: 10.30am-4.00pm

Venue: Certacs House

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

**Training Course Book-
ing Form 2018/2019**



**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 enquiries@wlcvs.org (subject heading box: Course Booking) with training session, name and contact details.

*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 on day one or 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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