West Lancashire Council for Voluntary

CVS Training Programme

October 2018 - June 2019

West Lancs CVS
Certacs House, 10-12 Westgate, Skelmersdale, Lancashire, WN8 8AZ
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Registered charity number 1039563
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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/](http://www.wlcvs.org/).

You can also sign up to West Lancs Buzz @westlancsbuzz [http://westlancsbuzz.org/](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 2\textsuperscript{nd} 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)
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
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
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 smartphone 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.orcha.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
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: Monday 20th May 2019
Time: 10:00am - 12.30pm
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: Tuesday 21st May and Wednesday 22nd 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)
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<td>(names you wish to book onto the course)</td>
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Please return to : West Lancs CVS (encl. Course Booking Form), Certacs House, 10-12 Westgate, Skelmersdale, WN8 8AZ

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

*essential to complete
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.