



West Lancashire
Council for Voluntary

CVS Training Programme



Autumn/winter 2019-2020

West Lancs CVS
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**West Lancashire
Council for Voluntary Service**

Welcome to our autumn/winter 2019 schedule!

We hope that you will find something of interest.

In addition to the scheduled courses in this brochure we can:

-offer training on request to groups on:

Accurate Record Keeping

Health champion "bite-size" tasters

Introduction to Fundraising

Safeguarding Children

- supply information on 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/>. We also post free learning packs on our website.

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, Training Co-ordinator



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What's Your Digital Plan?

The session offers you an opportunity to review your community group or organisation in light of fast-changing computer technologies.

Course Information:

What is a digital plan? It's a written strategy to help you to plan areas such as volunteer recruitment, publicity and funding.

Did you know that 47% of charities are concerned that they don't have the right skills for the future?

This workshop introduces you to tools that can help you to

- * identify strengths
- * work on gaps
- * create new volunteer opportunities
- * find funding

With Helen Jones as part of Buzz IT project—*helping to take the sting out of using the internet*

Date: **Tuesday 5th November 2019**

Time: Tues: 10:00am– 12:00am

Venue: Certacs House

Cost: free



Step up into Volunteering

An informal workshop for people who want to start volunteering, and seek 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 Helen Jones

Date: **Wednesday 13th November 2019**

Time: 10:00pm –12:00pm

Venue: Certacs House

Cost: Free



Your Group, Your Neighbourhood (ABCD)

The session offers a first step towards building your group's strengths, resilience and means to grow community in your neighbourhood, by utilising asset-mapping techniques from the ABCD (Asset-Based Community development) movement.

Information

The workshop covers basic asset-mapping, utilising ABCD as a perspective that builds on capacities rather than on needs.

The course covers:

- ◇ A brief introduction to ABCD
- ◇ Gifts of the heads, hands, hearts and human connections
- ◇ Using your gifts, skills and capacities in order to help you grow, become more visible and support your local neighbourhood.

With Greg Mitten and Helen Jones

Date: **Wednesday, 20th November 2019**

Time: 1:00pm –3:00pm

Venue: tba

Cost: Free



Recruiting and Retaining Volunteers

A workshop with opportunities to network with other groups and organisations on finding and retaining suitable volunteers.

Information

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

- Identifying, describing and advertising volunteer positions
- ◆ Effective role descriptions for volunteers
- ◆ Supporting and celebrating volunteers
- ◆ Developing volunteer skills
- ◆ Recognising when something is going wrong — finding solutions
- WLCVS Volunteer Centre as a source of help

With Jan Howard and Helen Jones

Date: **Tuesday 26th November 2019**

Time: 10.00am—1:00pm

Venue: Certacs House

Cost: £5 per person



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, responsibilities?
- How is my role different to that of a paid worker? What do I need to know about boundaries?
- 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 Helen Jones

Date: **Wednesday 11th February 2020**

Time: 10:00am-12:30pm

Venue: Certacs House

Cost: free



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

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.

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 25th and Wednesday 26th February 2020**

Time: Tues: 10.30pm-4.30pm each day

Venue: Certacs House

Cost: £30.00

**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 if relevant	
Email Address	
*Contact Telephone Num- ber	
*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 with all relevant details (subject heading: Course Booking) with training session.

*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.

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.