



## Local Training Courses April - September 2010

The following courses are organised and delivered jointly by the three County Voluntary Councils as part of the "Courses for Communities Cymru" programme. This programme is subsidised by the Welsh Assembly Government (WAG) via Wales Council for Voluntary Action (WCVA) and the very reasonable fees you pay reflect this subsidy.

- Course:** "Present and Print"  
**Date:** Monday, 19 April, 2010 – 10.00 am – 4.00 pm  
**Trainer:** Suzanne Bradley and Lindsay Haveland  
**Location:** Wellington Road Community Centre, Rhyl  
**Booking:** Contact Bronwen Isaac on 01824 702441 or email her on [bronwen@dvsc.co.uk](mailto:bronwen@dvsc.co.uk)  
**Summary:** Understand about effective communication, including active listening and questioning skills, what makes a good story and how to reach a target audience
- Course:** "Independent Safeguarding"  
**Date:** Thursday, 13 May 2010, 9.30 am -12.30 pm  
**Trainer:** Emma Leighton-Jones (WCVA Criminal Record Unit)  
**Location:** FLVC, Corlan, Mold Business Park, Mold CH7 1XP  
**Booking:** Sue Williams (FLVC) 01352 744030 – [info@flvc.org.uk](mailto:info@flvc.org.uk)  
**Summary:** Find out about the latest requirements to keep children and young people safe
- Course:** "Basic Accounting"  
**Date:** Tuesday, 18 May 2010, 9.30 am - 12.30 pm  
**Trainer:** Shaun Darlington (FLVC)  
**Location:** FLVC, Corlan, Mold Business Park, Mold, CH7 1XP  
**Booking:** Sue Williams (FLVC) 01352 744030 – [info@flvc.org.uk](mailto:info@flvc.org.uk)  
**Summary:** For smaller groups. Includes guidance on reporting responsibilities and preparing accounts for independent examination
- Course:** "Fit for Funding"  
**Date:** Thursday, 17 June 2010, 1.30pm -4.30 pm  
**Trainer:** June Brady and Shaun Darlington (FLVC)  
**Location:** FLVC, Corlan, Mold Business Park, Mold, CH7 1XP  
**Booking:** Sue Williams (FLVC) 01352 744030 – [info@flvc.org.uk](mailto:info@flvc.org.uk)  
**Summary:** Improve funding applications by good preparation and research

**Course:** "Volunteer Recruitment, Selection and Induction"  
**Date:** Wednesday, 30 June, 2010 – 10.00 am - 4.00 pm  
**Trainer:** Gaynor Jones and Maggie Bradley (DVSC)  
**Location:** Wellington Road Community Centre, Rhyl  
**Booking:** Contact Bronwen Isaac on 01824 702441 or email her on [bronwen@dvsc.co.uk](mailto:bronwen@dvsc.co.uk)  
**Summary:** Learn about attracting a diversity of volunteers, selection as a two way process, preparing and conducting selection interview, the role of vetting and of volunteer induction and agreements.

**Course:** "Roles and Responsibilities of Trustees and Management Committee Members"  
**Date:** Monday, 5 July 2010, – 10.30 am - 3.30 pm  
**Trainer:** Emyr B Williams (DVSC)  
**Location:** Naylor Leyland Centre, Ruthin  
**Booking:** Contact Bronwen Isaac on 01824 702441 or email her on [bronwen@dvsc.co.uk](mailto:bronwen@dvsc.co.uk)  
**Summary:** Have an understanding of trustee roles and responsibilities; be clear on how aims or legal objects should reflect the organisation's values and mission; identify potential liabilities and how to guard against them.

**Course:** "Fit for Funding"  
**Date:** Wednesday, 14 July, 2010 – 10.30 am - 3.30 pm  
**Trainer:** Emyr B Williams and Sarah Breeze (DVSC)  
**Location:** Wellington Road Community Centre, Rhyl  
**Booking:** Contact Bronwen Isaac on 01824 702441 or email her on [bronwen@dvsc.co.uk](mailto:bronwen@dvsc.co.uk)  
**Summary:** Learn how to: improve funding applications by understanding importance of good research, realistic outcomes and accurate budgeting; write concise and compelling funding applications; build relationships with grant givers and meet their expectations.

**Course:** "Recruiting and Managing Volunteers"  
**Date:** Thursday, 15 July 2010, 9.30 am – 4 pm (lunch included)  
**Trainer:** Shelley Moorfield and Glenn Roberts (FLVC)  
**Location:** FLVC, Corlan, Mold Business Park, Mold CH71XP  
**Booking:** Sue Williams (FLVC) 01352 744030 – [info@flvc.org.uk](mailto:info@flvc.org.uk)  
**Summary:** Learn about good practice in recruiting and managing volunteers, how to deal with risk and to develop policies which protect you and the volunteers.

**Course:** "Monitoring and Evaluation"  
**Date:** Tuesday, 14 September 2010, 9.30 am -12.30 pm  
**Trainer:** Louise Blackwell (FLVC)  
**Location:** FLVC, Corlan, Mold Business Park, Mold, CH7 1XP  
**Booking:** Sue Williams (FLVC) 01352 744030 – [info@flvc.org.uk](mailto:info@flvc.org.uk)  
**Summary:** Introduction to monitoring and evaluation

**Course:** "Employment Law"  
**Date:** Monday, 20 September, 2010, 10.00 am - 12.30 pm  
**Trainer:** Amanda Chadwick (Peninsula)  
**Location:** Naylor Leyland Centre, Ruthin  
**Booking:** Contact Bronwen Isaac on 01824 702441 or email her on [bronwen@dvsc.co.uk](mailto:bronwen@dvsc.co.uk)  
**Summary:** Update on current employment legislation and understand your responsibilities; be aware of the impact of employment legislation on personnel policies and procedures within the organisation

**Course:** "Roles and Responsibilities of Trustees"  
**Date:** Tuesday, 21 September 2010, 6.00 pm -8.30 pm (sandwiches available on arrival)  
**Trainer:** John Gray and Kieran Duff (FLVC)  
**Location:** FLVC, Corlan, Mold Business Park, Mold, CH7 1XP  
**Booking:** Sue Williams (FLVC) 01352 744030 – [info@flvc.org.uk](mailto:info@flvc.org.uk)  
**Summary:** Common sense approach to governance responsibilities

### More Courses

The courses below are being delivered at AVOW in Wrexham. For more details contact Cathryn Williams 01978 312556 or email [cathryn.williams@avow.org](mailto:cathryn.williams@avow.org)

23 April	Communication skills
29 April	Fit for funding
20 May	Monitoring and Evaluation your organisations work
10 June	Presentation Skills
16 September	Minute Taking

<b>Fees:</b>	£20 per day course - £10 per half-day (FLVC) £20 for all courses (AVOW and DVSC)
<b>Booking Forms:</b>	Telephone or email for booking forms to each Voluntary Council as indicated
<b>Cancellation:</b>	Terms and Conditions may vary so please contact each CVC



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