

# DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL



## **DVSC 2010/2011 LOW COST TRAINING PROGRAMME** [These courses are arranged as part of the 'Courses for Communities Cymru' which is an initiative providing affordable training courses for voluntary groups, delivered by local County Voluntary Councils in Wales]

**1 Present and Print – Monday, 19 April, 2010 – 10.00 am – 4.00 pm – Wellington Road Community Centre, Rhyl**

By the end of the session you will

- Understand the importance of effective communication
- Have considered the variety of ways in which we communicate
- Know how to actively listen to others
- Have developed effective questioning skills
- To have developed an understanding of what makes a good story/case
- Have identified target audiences and how to tailor the information accordingly

**Trainers – Suzanne Bradley and Lindsay Haveland**



**2 Business and Strategic Planning - Wednesday, 12 May, 2010 - 10.00 am – 3.30 pm – Naylor Leyland Centre, Ruthin**

By the end of the course you will

- Understand the difference between business and strategic planning
- Appreciate the purpose of a business and strategic plan and why every organisation needs one
- Recognise the benefits of the planning process
- Be able to develop comprehensive business and strategic plans

**Trainer – John Watkin**



**3 NSPCC Child Protection Training - Friday, 21 May, 2010 – 10.00 am to 4.00 pm – Wellington Road Community Centre, Rhyl**

By the end of the session you will be able

- to discuss what is meant by safeguarding, abuse and neglect
- to identify the signs and indicators of abuse
- to know what to do if there are concerns about a child
- identify the impact of abuse on children and on those involved

**Trainer – Suzanne Bradley**



**4 Present and Print – Thursday, 24 June, 2010 – 10.00 am – 4.00 pm – Naylor Leyland Centre, Ruthin**

By the end of the session you will

- Understand the importance of effective communication
- Have considered the variety of ways in which we communicate
- Know how to actively listen to others
- Have developed effective questioning skills
- To have developed an understanding of what makes a good story/case
- Have identified target audiences and how to tailor the information accordingly

**Trainers – Suzanne Bradley and Lindsay Haveland**



**5 Volunteer Recruitment, Selection and Induction – Wednesday, 30 June, 2010 – 10.00 am to 4.00 pm – Wellington Road Community Centre, Rhyl**

By the end of the session you will

- be familiar with a range of methods to attract a diversity of volunteers
- recognise ways in which volunteering can be made more accessible to all
- recognise 'selection' as a two way process and be familiar with a range of selection tools
- be able to prepare questions for and conduct a selection interview
- understand the use of vetting procedures, including CRB checks and recognise their limitations
- understand the purpose and nature of a) volunteer agreements b) volunteer induction

- recognise potential uses and abuses of volunteers' personal information
- Have identified actions for improvement in their own practice and that of their organisation

**Trainers – Gaynor Jones and Maggie Bradley**



**6 Roles and Responsibilities of Trustees and Management Committee Members – Monday, 5 July, 2010 – 10.30 am to 3.30 pm – Naylor Leyland Centre, Ruthin**

By the end of this session you will

- 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

**Trainer – Emyr B Williams**



**7 Fit for Funding – Wednesday, 14 July, 2010 – 10.30 am – 3.30 pm – Wellington Road Community Centre, Rhyl**

By the end of this session you will

- Be able to 'do your homework!' and understand how good research, realistic outcomes and accurate budgeting can improve the chances of a funding application being successful
- Learn how to write concise and compelling funding applications
- Be able to build relationships with grant givers and meet their expectations

**Trainers - Emyr B Williams and Sarah Breeze**



**8 How to Tender – a new one day course in September – further details available shortly**



**9 Employment Law - Monday, 20 September, 2010 – 10.00 am to 12.30 pm - Naylor Leyland Centre, Ruthin**

By the end of the session you will

- have an update on current employment legislation

- understand your responsibilities
- be aware of the impact of employment legislation on personnel policies and procedures within the organisation

**Trainer – Amanda Chadwick, Peninsula**



**10 NSPCC Child Protection Training - Wednesday, 6 October, 2010 – 10.00 am to 4.00 pm – Naylor Leyland Centre, Ruthin**

By the end of the session you will be able

- to discuss what is meant by safeguarding, abuse and neglect
- to identify the signs and indicators of abuse
- to know what to do if there are concerns about a child
- identify the impact of abuse on children and on those involved

**Trainer – Suzanne Bradley**



**11 Role of Officers of Voluntary Organisations – Thursday, 14 October, 2010 – 10.30 am to 3.30 pm – Naylor Leyland Centre, Ruthin**

By the end of the session you will

- have identified the individual roles of individual officers
- understand the importance and impact of these roles on the organisation
- understand the functions and responsibilities of honorary officers
- have considered the knowledge and skills required to undertake these specific roles

**Trainer – Emyr B Williams**



**12 Getting the Best from Your Volunteers - Wednesday, 10 November, 2010 - 10.00 am – 3.30 pm – Naylor Leyland Centre, Ruthin**

By the end of this session you will

- Understand good practice in relation to motivation, support and supervision of volunteers
- Recognise the opportunities for volunteers' personal development and learning
- Know how to give appropriate recognition to volunteers

- Recognise key sources of conflict and ways of managing difficulties
- Understand when and how to terminate the volunteering relationship

**Trainers – Gaynor Jones and Maggie Bradley**



**13 Creating Publicity and Marketing Materials for Voluntary and Community Groups - Wednesday, 17 November, 2010 - 10.30 am – 3.30 pm - Wellington Road Community Centre, Rhyl**

By the end of the course you will

- Understand how to get your message across and to whom
- Understand the basic principles of graphic design
- Be able to create a design brief
- Assess work which you have produced and know what to avoid in publicity materials

**Trainer - Sarah Breeze**



**14 Running a Community Building – Wednesday, 2 March, 2011 – 10.30 am to 3.30 pm – Naylor Leyland Centre, Ruthin**

By the end of the session you will

- have an understanding of the key tasks involved in running a successful community building
- know the legal responsibilities of running a community building such as insurance, health and safety
- understand the essential costs involved in running a building and how they might be met
- an understanding of how to manage tenants and users and avoid conflict of use

**Trainer – Emyr B Williams**



**All courses are £20.00 per delegate – full and half days. Full day courses include lunch. To book any of the courses you must complete a booking form available to download from [www.dvsc.co.uk](http://www.dvsc.co.uk) (training). Contact Bronwen Isaac on 01824 702441 or email her on [bronwen@dvsc.co.uk](mailto:bronwen@dvsc.co.uk) for further details.**