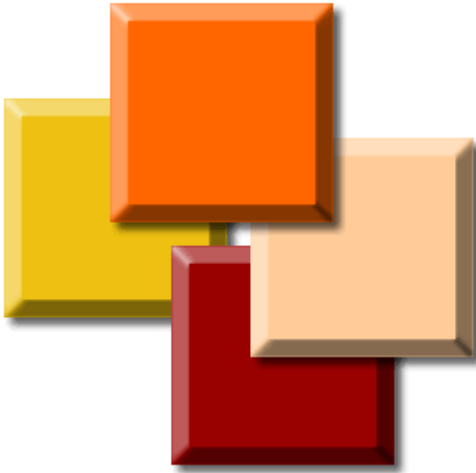


Voluntary Sector Training



Training Programme

Training for the voluntary sector, by the voluntary sector

edition 20

January 2010 to March 2010

Who are we?

Voluntary Sector Training (VST) is an independent charity working to support the development of a strong, effective and diverse voluntary and community sector in Essex.

What we do?

We are here to support voluntary and community organisations of all sizes to meet the training and development needs of their paid staff and volunteers, including trustees and committee members.

We strive to offer a service that is High Quality, Affordable and Relevant.

Training:

- **Open programme of training events**
- **Tailored training provision to meet your specific needs**
- **Affordable training places on all sessions**
- **Subsidised places for small organisations**

Information and Advice:

- *We want to make sure that you access the training that best suits your needs.*
- *We offer free, impartial information and advice to help you choose the right session(s) for you.*
- *We can provide detailed course outlines/information or even a discussion with the trainer to help you.*
- *If you are not sure whether a session is right for you, please contact the office.*
- *We can provide you with details of other organisations/sources of information that could help - and of course this information is confidential.*

Edition 20 – January to March 2010

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**Please save time and book online -
online booking form now available
from www.voluntarysectortraining.org.uk/booking.htm**

Introduction

Dear Colleagues,

VST has now been supporting the development of voluntary and community staff and volunteers for over 10 years. This training brochure for Spring 2010 marks the start of not just another year but the start of a new decade.

Throughout this period VST has worked to achieve a service that meets the needs of the sector. Each year we undertake an "Impact Assessment" to establish what difference our activity has made and to look at areas for further development.

Highlights of the assessment for 2008/09, undertaken by Action Planning, include

- 1156 people from 294 organisations attended training events
- 41% of attendees are from organisations with 10 or fewer employees – up from 29% in 07/08.
- 77% of attendees chose the course because of its relevance (64% on cost)
- 98% of attendees rate the event as excellent/good
- 99% of attendees would recommend VST to others
- 43% of attendees estimated that attending VST training saved their organisation between £50 and £200 (36% were not sure what other courses cost)
- 91% agree/strongly agree that the training increased knowledge/understanding
- 91% agree/strongly agree that the training gave them the ability to do the job to a higher standard.

Whilst it is pleasing to have such positive results, we will continue to strive to further develop services to meet sector

needs. A copy of the full report is available on request.

There have been many changes for the voluntary and community sector over the last decade. Nationally the increased recognition of the contribution that the voluntary and community sector makes is really positive. The recession and the prospect of tighter public sector budgets are a concern for many voluntary organisations including VST.

We plan to be around for (at least!) the next 10 years and are currently looking at developing our governance structure and considering a range of options in order to ensure that we will be. Our key purpose is, and will remain, to support the training and development needs of voluntary and community sector organisations.

NEW this term, thanks to pilot funding from Essex County Council's Adult Health and Community Wellbeing Directorate, are concessionary fees of £10 per place for organisations involved in adult health and social care activities on all VST's Practical Skills courses - see pages 12 to 18. Take advantage of this funding whilst it is available!

VST continues to be able to offer concessionary fees of £10 per place on all courses for small organisations with under £20,000 income p.a.

Best wishes

Linda Riley
VST Director, November 2009

Course Listings

Section 1 - Management & Organisational Skills

Trading as a Charity

This session has developed from a procurement workshop run jointly by Braintree District Council and BDVSA recently. This training will cover the key aspects to be considered in relation to trading as a charity, eg what activities count as 'trading' and of course, how to remain legal!

Trainer: Helen Marini
 Date: Wednesday, 27th January 2010
 Time: 1.00pm to 4.00pm
 Venue: Braintree Town Hall

Legal Responsibilities of Voluntary Organisations

This introductory-level training is intended for board members (trustees/management committee members), people who are considering joining a board, and staff of voluntary organisations. It covers:

- Constitutional structures: Membership, governing body, delegated authority
- Legal structures: Unincorporated and incorporated charitable status
- Responsibilities as charity trustees and as company directors
- Responsibilities as employers, service providers and occupiers of premises
- Other legal responsibilities
- Protecting the organisation and its governing body

Trainer: Sandy Adirondack
 Date: Wednesday, 10th February 2010
 Time: 10.00am to 4.30pm
 Venue: Central Baptist Church, Chelmsford

Restructuring and Redundancy MASTERCLASS

Voluntary sector HR expert and consultant Gill Taylor will lead a masterclass in what has become a very hot topic at the moment.

This course deals with how to plan a restructuring and redundancy process from start to finish. It will look at how to get a new structure that is going to deliver for your organisation and job roles that make sense. Also covered is the framework of the law on mergers (TUPE); handling the change management and people issues associated with redundancy.

Trainer: Gill Taylor

Date: Thursday, 11th February 2010

Time: 10.30am to 4.30pm

Venue: Essex Record Office, Chelmsford

Maximum Impact, Minimum Effort

This course aimed at Administrators and Managers will look at how to gather information easily and effectively so that it can be used for the purposes of providing evidence to funders or perhaps assisting future funding applications. Monitoring and evaluation does not have to be a tiresome and difficult task! It will cover ways of collecting and storing information, the legal issues, software that can be used at minimum or at no cost, on-line survey tools versus paper ones and new media methods of communication. Lastly it will look at how the final information can be presented and the importance of training other staff in gathering the right data.

Paul Ticher is a nationally known adviser on IT to non-profit organisations for nearly fifteen years, looking especially at the links between information work and IT.

Trainer: Paul Ticher

Date: Tuesday, 2nd March 2010

Time: 10.30am to 4.30pm

Venue: RCCE, Feering (just off A12)



**Accredited Management training
with Anglia Ruskin University
'Leading the Way'**

This is a three day course aimed at leaders in charities and social enterprises and accredited at level 3 by the Open College Network.

Delegates will cover:

- Leadership approaches
- Strategic management tools
- Social accounting
- Tendering for contracts

Learning objectives - at the end of the course delegates will:

- Understand how to set strategic goals for the organisation
- Be able to assess external and internal factors relating to the organisation
- Understand principles of leadership
- Use strategic tools to plan ahead

Who should attend:

This seminar is aimed at anyone in the third sector (charities, voluntary organisations and social enterprises) with a leadership role, from trustees to CEOs, project managers to mentors.

Ashley Cooke has worked as a lecturer for 3rd Sector Futures for four years, delivering courses on strategy, marketing, finance and business planning. He has also taught as a visiting lecturer with Cambridge University and at Anglia Ruskin's Ashcroft International Business School.

Trainer: Ashley Cooke (Anglia Ruskin University)

Date: Wednesday 3rd, 10th & 24th March 2010

Part of Anglia Ruskin's 'Ready for Anything' series

To book contact Andy Brady on 0845 196 6888

Winning Negotiation Skills!

Voluntary and Community organisations are facing increased emphasis on procurement and tendering (or buying and selling in plain English!) This session will address the key skills required to achieve a genuine “win-win” outcome to negotiations.

Trainer: Helen Marini

Date: Thursday, 4th March 2010

Time: 10.00am to 4.00pm

Venue: Nightingale Centre, Brentwood

Trustee Essentials

In this course participants will have the opportunity to learn about trusteeship and the roles & responsibilities involved in effective ‘Governance’ of a community organisation/charity or charitable company.

Participants who will benefit from this programme include anyone considering involvement in the management of a community group, anyone who is already involved at any level, eg an existing Trustee, or simply anyone who wishes to know more information about governance in general.

Trainer: Mark Gerbaldi

Date: Wednesday, 10th March 2010

Time: 10.00am to 4.00pm

Venue: Rainbow Services, Harlow

Principles of Fundraising

This course is suitable for anyone just starting to fundraise or who wants to know more about what is involved with fundraising. It will cover the importance of having a plan, knowing the sources of funding and the best methods for getting money from funders. Lastly it will cover the key area of what comes next and how to achieve it! The trainer, Gill Jolly, is a licensed assessor for the Institute of Fundraising’s Certificate in Fundraising Management (CiFM) as well as an

approved tutor with the OU Business School.

Trainer: Gill Jolly

Date: Wednesday, 17th March 2010

Time: 10.00am to 4.00pm

Venue: Essex Record Office, Chelmsford

Getting Your Message Heard!

As this course was so popular last summer, we are bringing it back for a second time! This is not just a 'Presentation Skills' session, but will tell you how to communicate clearly and with passion, so that you will be listened to! It will cover speaking in all sorts of situations from informal networkings, to meetings and public speaking to larger audiences.

Trainer: Paddy Bellis, Buzz Training

Date: Thursday, 18th March 2010

Time: 10.00am to 4.00pm

Venue: Central Baptist Church, Chelmsford

Tailored Training

**Take advantage of our expertise and
knowledge of local and national trainers!**

Did you know that VST are able to arrange a course especially for your organisation if one of our open courses is not appropriate for your needs?

**Phone VST on 01371 876747 if we can help by
bringing a course to you!**



Free Training Opportunity

From
Essex Safeguarding Adults Board

An Introduction to the Safeguarding of Vulnerable Adults from Abuse (SOVA training)

Who is it for?

This half-day course is aimed at all those who work directly with vulnerable adults in any care setting, for example Residential/ day care/ hospital or in their own home/or carers.

Course dates :

15 January 2010	9.30-12.30 or 1.30-4.30 Harlow
27 January 2010	9.30-12.30 or 1.30-4.30 Colchester
4 February 2010	9.30-12.30 or 1.30-4.30 Runwell
8 February 2010	9.30-12.30 or 1.30-4.30 Mundon/Maldon
2 March 2010	9.30-12.30 or 1.30-4.30 Epping
10 March 2010	9.30-12.30 or 1.30-4.30 Chelmsford
15 March 2010	9.30-12.30 or 1.30-4.30 Clacton-on-Sea
24 March 2010	9.30-12.30 or 1.30-4.30 Brentwood

For further information or to request an application form please see the contact details below:

**Michala Jury
ESAB Project Officer
New Bridge House,
60-68 New London Road
Chelmsford, CM2 0PD**

**michala.jury@essex.gov.uk
Phone: 01245 506642/ Fax: 01245 506649**

SMALL GROUP WORKSHOPS WITH MARK GERBALDI

VST is offering a series of **HALF DAY** local training sessions aimed at small organisations or local community groups.

The sessions will cover all the sorts of things you will need if you are just starting up or as a refresher if your group has been going for a while.

They will be run as **SMALL INFORMAL WORKSHOPS** led by trainer Mark Gerbaldi. There will be plenty of opportunity to ask questions and gain from Mark's extensive knowledge of the sector. **Course fee is just £10 for small groups*, £25 for others.**

WORKSHOP - *First Steps to Funding*

Mark will introduce the terminology used when you fill out a funding bid, together with the basics about the ways funds can be obtained. He will discuss the skills you will need to be successful and respond to any questions you may have relating to this area. He will look at examples of real bids to illustrate these points and delegates are welcome to bring along bids they are currently completing.

Trainer: Mark Gerbaldi

Date: Thursday, 21st January 2010

Time: 10.00am to 1.00pm

Venue: Salvation Army Hall, Rayleigh

WORKSHOP - *Marketing your Group to Others*

This session will look at how you can publicise what you do to others to benefit your group in a cost effective manner. It will cover aims and objectives, marketing plans and research and different means of achieving publicity, especially how to achieve this on a tight budget!

* see page 22 for details

Trainer: Mark Gerbaldi
 Time: 10.00am to 1.00pm
 Date: Thursday, 28th January 2010
 Venue: Castle Point CVS

OR

Date: Thursday, 25th March 2010
 Venue: Epping Hall

WORKSHOP - *Getting it Right - Governance skills for small organisations*

This session will cover all the basics for setting up your group:

- legal structures in the 3rd sector (and how it affects the committee)
- planning, induction and recruitment for a committee
- budgeting for development of the committee
- individual role development/skills sets
- benefits / prohibited benefits of members
- the committee as a team (sharing responsibilities)

Trainer: Mark Gerbaldi
 Date: Wednesday, 3rd February 2010
 Time: 10.00am to 1.00pm
 Venue: Braintree Town Hall

WORKSHOP - *Chairing and Running Your Meetings*

This will cover how to make sure your meetings are productive and useful affairs! It will look at planning, different types of meetings, setting aims and objectives, agendas, roles and rules. Also, very importantly, how to manage it once it is underway, particularly if things get difficult and circulation of minutes.

Trainer: Mark Gerbaldi
 Date: Tuesday, 9th February 2010
 Time: 10.00am to 1.00pm
 Venue: Foakes Hall, Gt Dunmow

Section 2 – Practical Skills

Thanks to funding from Essex County Council, this term a concessionary rate of £10 per place is available on all courses in this section for organisations involved in adult health and social care activities.

Conflict Management - £50/£10 concessions

The potential for conflict is ever present in our society. One of the many challenges presenting to volunteers/staff who deal with vulnerable, ill or distressed people is the possibility of conflict arising. This course gives volunteers/staff an awareness of their own attitudes/behaviour and increases their skills and abilities to recognise and deal effectively with potential areas of conflict, thereby increasing their own safety.

Trainer: Derick Moore

Date: Tuesday, 19th January 2010

Time: 10.00am to 4.30pm

Venue: Essex Record Office, Chelmsford

Safety for Lone Workers – £25/£10 concessions

Working alone carries specific personal safety risks. Health and Safety law requires employers to assess these risks and to take steps to avoid or control risks where necessary. Employees too have a responsibility to take reasonable care of themselves and others affected by their work. This session will help you understand the risks and consider steps to reduce and control personal safety risks.

Trainer: Kate Hinch

Date: Thursday, 28th January 2010

Time: 9.30am to 12.30pm

Venue: The George Hurd Centre, Basildon

Emergency First Aid at Work (EFAW) - Formerly Appointed Person - £50/£10 concessions

This day-long course will give you a working knowledge of first aid, covering what to do in emergency situations, wounds/bleeding and resuscitation. It will include HSE regulations and responsibilities of being a first aider. Also further first aid treatments relevant to participants' work environment. All delegates will receive a wallet size certificate, a comprehensive First Aid manual and relevant information handouts.

Trainer: Jane Johannessen

Time: 10.00am to 4.30pm

Course 1

Date: Friday, 29th January 2010

Venue: Minerva Centre, Maldon

Course 2

Date: Wednesday, 10th February 2010

Venue: Nightingale Centre, Brentwood

Course 3

Date: Thursday, 4th March 2010

Venue: Essex Record Office, Chelmsford

Course 4

Date: Wednesday, 24th March 2010

Venue: YMCA Colchester

Fire Safety Awareness - £25/£10 concessions

This course will cover fire safety issues in the workplace and will also look at the different sorts of fire extinguishers and their use. By the end of the training participants will have a good understanding of fire safety and prevention, safe evacuation procedures and legal responsibilities regarding fire safety.

Trainer: Herman Hadley

Date: Thursday, 4th February 2010

Time: 10.00am to 2.00pm

Venue: Champions Manor Hall, South Woodham Ferrers

NEW - Please note that for all CIEH accredited courses, participants will need to bring with them photo ID on the day, eg passport or driving licence in order to take the course!!

CIEH Level 2 Award in Food Safety - £50/£10 concessions

This course will provide candidates with a good understanding and knowledge of food safety. The qualification provides an introduction to food safety and focuses on eight key areas, including the law, principles of safe food storage and food handling. Study aids will focus on catering practice and guide candidates in applying knowledge of food safety, to ensure that hazards are controlled and good food hygiene standards are maintained.

Trainer: Kate Hinch

Time: 9.30am to 5.00pm

Date: Thursday 4th February 2010

Venue: Latton Bush Centre, Harlow

Mental Health Awareness - £50/£10 concessions

Mental illness is surrounded by prejudice, myths and misunderstanding. All those that come into contact with service users who have mental illness problems, ranging from the mildly anxious, to those with serious enduring mental illnesses, need a basic understanding of the types of illnesses, treatments and services available, as well as information on the Mental Health Act. By the end of the session participants will have a greater understanding of the types of mental health problems which will improve their ability to interact with

clients and improve communication. They will have a basic understanding of the classifications/signs and symptoms, as well as the types of treatments available.

Trainer: Derick Moore

Date: Tuesday, 23rd February 2010

Time: 10.00am to 4.30pm

Venue: Essex Record Office, Chelmsford

Person Centred Dementia Care - £50/£10 concessions

The aim of this course is to provide learners with an understanding of what dementia is and how to care for individuals who have dementia. It will cover:

- the neurological changes and dementia drugs
- different types of dementia and the main differences in the signs and symptoms
- the role of other factors such as personality and social psychology in shaping the individual's experience
- the importance of communication and how dementia affects a person's ability to communicate
- modifying communication skills for people with dementia.
- understanding behaviour as a communication
- the need for occupation in health and well being
- discussion and exercises to discover how to provide activities which are therapeutic for the individual

Trainer: Sylvia Gaspar

Time: 10.00am to 1.00pm

Date: Wednesday, 24th February 2010

Venue: Central Baptist Church, Chelmsford

Manual Handling (People) - £50/£10 concessions

This course is intended for those working as carers or in work that involves people handling. It will cover legal regulations, causes of injury and techniques. There will also be a practical session in the use of small manual handling aids and demonstrations of safe techniques using the principles of

biomechanics. It will involve practical group work.

Trainer: Maria Goodman

Date: Thursday, 25th February 2010

Time: 10.00am to 4.30pm

Venue: Springfield Parish Centre, Chelmsford

Mental Health First Aid NEW 2 day course £100/£20

This 2 day (12 hour) training is an interactive and accredited course. It is designed for everyone who wants to increase their knowledge about mental health issues. It also focuses on what action to take in relation to colleagues, friends or family who may be experiencing difficulties with their own mental health. **This course is offered at the fantastic cost £100* – and requires no previous experience, just a desire to learn about these issues.** This course is retailed at £150 to £200 elsewhere.

The trainer, Lesley Bailey, has over 22 years experience of working in Mental Health settings in both the voluntary and statutory sector. She has spent the last 12 months working for the Eastern Development Centre, to build capacity within the Eastern Region, in promoting two new initiatives; Mental Health First Aid and Mindful Employer.

Trainer: Lesley Bailey

Time: 10.00am to 4.30pm

Date: Tuesday, 2nd March and 9th March 2010

Venue: Theatre Resource, Ongar

CIEH Level 2 Health & Safety in the Workplace - £50/£10 concessions

All staff and volunteers deserve safe working conditions but do you know what your legal obligations are? This session will make sure you know what to do to ensure you fulfil the requirements. The qualification provides an introduction to health and safety. Study aids focus on enabling candidates to understand health and safety requirements placed on employers and employees, the potential hazards and risks

*£20 for groups involved in adult health & social care type activities

in the workplace, the main causes of harm to workers and how their own action can reduce risks to health and safety.

Trainer: Kate Hinch

Time: 9.30am to 5.00pm

Date: Friday, 12th March 2010

Venue: Cressing Temple, Braintree/Witham

First Aid at Work (FAW)

- three day course £150/£30 concessions

This course meets all the requirements under Health and Safety (First Aid) Regulations 1981 to qualify as a First Aider at Work. A maximum of 12 places are available so book early! Please note attendance at all 3 sessions is required.

It covers:

- HSE regulations and responsibilities of being the First Aider at Work
- Managing incidents and communicating effectively with Emergency Services
- Basic life support
- Diagnosis
- Recognition and treatment of disorders of airway, circulation, nervous system, bones, joints and muscles
- Practical use of first aid equipment.

Trainer: Jane Johannessen

Date: 16th, 17th and 18th March 2010

Time: 10.00am to 4.30pm

Venue: Nightingale Centre, Brentwood

Managing Stress - £50/£10 concessions

The least you will get from this course is to learn to value your time and know how and when to say "NO!" This one day course is for anyone who would like to be able to take control and manage the stress in their lives. When stress gets out of hand, the effects can be far reaching, often affecting not only our own health, but also those around us. Learn about effective time management, how to plan, prioritise, delegate

and manage disruptions. In this course you will also learn useful tools and techniques to help you minimise and manage stress.

Trainer: Derick Moore

Date: Wednesday, 24th March 2010

Time: 10.00am to 4.30pm

Venue: Essex Record Office, Chelmsford

***CIEH Level 2 Award in Principles of Risk Assessment
- £50/£10 concessions***

The CIEH Level 2 Award in Principles of Risk Assessment is a new CIEH qualification designed to help improve the workplace culture for occupational health and safety. Its main purpose is to enable learners to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and act always to protect their own health and safety and that of others. It will cover:

- Main causes of accidents and ill health, and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment including:
 - hazards, risks and control measures
 - the five steps of risk assessment
 - the hierarchy of control
 - risk assessment review and record keeping

Trainer: Kate Hinch

Date: Thursday, 25th March 2010

Time: 9.30am to 5.00pm

Venue: The George Hurd Centre, Basildon

Section 3 - IT Training

All Sessions Use a Mobile Laptop Suite

Get to grips with Spreadsheets - Excel 2007

This one day course explains how to present information in a clear and concise manner using spreadsheets, workbooks and charts in Excel. Participants will learn how to create and edit a spreadsheet, enter information and formulae and create graphs and charts. Participants should have some familiarity with Word and basic keyboard and mouse skills.

Trainer: John Pritchard, Cambridge Regional College

Date: Tuesday, 19th January 2010

Time: 10.00am to 4.00pm

Venue: Champions Manor Hall, South Woodham Ferrers

Access 2007

An introduction to setting up and using a database. The course will cover creating and formatting a database, producing queries and reports, as well as editing the database. You should have some familiarity with Word, Excel and basic keyboard and mouse skills.

Trainer: John Pritchard, Cambridge Regional College

Date: Monday, 8th February 2010

Time: 10.00am to 4.00pm

Venue: Ivan Peck House, Chelmsford

Making the Most of Office 2007

If you have just switched over to this version of Office and are screaming with frustration as you can't find things anymore, come along and be shown the way round it to make effective use of your working time.

Trainer: John Pritchard, Cambridge Regional College

Date: Tuesday, 16th March 2010

Time: 10.00am to 4.00pm

Venue: Foakes Hall, Gt Dunmow

General Information

Making A Booking

Please complete a booking form which is available on the VST website: www.voluntarysectortraining.org.uk/booking. Online booking is preferred but you can also download a form to post in. Copies can also be obtained from the VST Office on 01371 876747. It is advisable to phone before booking to check if places are still available.

Telephone Bookings

We are happy to either reserve you a place, or take your booking over the phone but please note telephone bookings are provisionally held for 7 days only and cannot be guaranteed until both booking form and payment have been received.

Course Fees

All courses cost £50 per place per day/£25 half day.

A **concessionary rate** of £10 per place per day is available for small groups with under £20,000 income p.a. on **ALL** courses. This **concessionary rate** is also available for organisations/groups involved in **adult health and social care activities** on all the courses listed in the '**Personal Skills**' section of the brochure or website. The concessionary rate is not refundable.

Payment

If you book online VST will invoice you for the appropriate fee, which is payable within 14 days. If you are paying by cheque it should be made payable to 'Voluntary Sector Training' .

Refunds

Please let us know as soon as possible if you cannot attend. Cancellation of bookings can be made in writing up to 4 weeks before the course date and a refund will be paid less a £10 admin fee. After this time reimbursement, in the case of non

attendance, will not be possible although substitutions are welcomed for the **same** course on the **same** date.

Cancellations

VST reserves the right to withdraw a course at any time. In these circumstances participants will be offered a full refund or an alternative date.

What happens after you book

We will let you know immediately if a course is full and you have been placed on the waiting list. Otherwise we will send you pre-course information and a map two weeks before the course. Please contact us if you do not receive them. Receipts will not be issued unless requested.

Equal Opportunities

VST seeks to promote a positive and welcoming environment and to provide equality of opportunity and freedom from discrimination for all individuals or groups in the community we serve.

Specialist Support

VST will endeavour to meet such requests. Please make sure the relevant part of the booking form is completed. The information in this booklet can be made available in other formats. Please contact us if you think this may help you.

Further information

A course outline is available on request for each of the courses in the programme. However, if you would like to discuss whether or not a particular course is right for you, please don't hesitate to phone us for advice!

Comments and Suggestions

VST strives for continuous improvement in its services and welcomes any comments, suggestions or complaints you may have. These can be made on the evaluation form completed at the end of each course or by letter/email.

VOLUNTARY SECTOR TRAINING - COURSE OVERVIEW

Date:	Course:	Location:	Page No.
JANUARY			
19th	Conflict Management	Chelmsford	12
19th	IT - Excel 2007	S. Woodham Ferrers	19
21st	WORKSHOP - First Steps to Fundraising	Rayleigh	10
27th	Trading as a Charity	Braintree	4
28th	WORKSHOP - Marketing Your Group	Castlepoint	10
28th	Safety for Lone Workers	Basildon	12
29th	Emergency First Aid at Work	Maldon	13
FEBRUARY			
3rd	WORKSHOP - Getting it Right!	Braintree	11
4th	Fire Safety	S. Woodham Ferrers	13
4th	CIEH Level 2 Food Safety	Harlow	14
8th	IT - Access 2007	Chelmsford	19
9th	WORKSHOP - Chairing & Running Meetings	Dunmow	11
10th	Legal Responsibilities of Voluntary Organisations	Chelmsford	4
10th	Emergency First Aid at Work	Brentwood	13
11th	Restructuring and Redundancy MASTERCLASS	Chelmsford	5
23rd	Mental Health Awareness	Chelmsford	14
24th	Person Centred Dementia Care	Chelmsford	15
25th	Manual Handling (People)	Chelmsford	15
MARCH			
2nd	Maximum Impact, Minimum Effort	Feering	5
2nd/9th	Mental Health First Aid	Ongar	16
4th	Emergency First Aid at Work	Chelmsford	13
4th	Winning Negotiating Skills!	Brentwood	7
10th	Trustee Essentials	Harlow	7
12th	CIEH Level 2 Health & Safety	Cressing	16
16th	IT - Making the Most of Office 2007	Dunmow	19
16th/17th/18th	First Aid at Work	Brentwood	17
17th	Principles of Fundraising	Chelmsford	7
18th	Getting Your Message Heard!	Chelmsford	8
24th	Emergency First Aid at Work	Colchester	13

VOLUNTARY SECTOR TRAINING - COURSE OVERVIEW

Date:	Course:	Location:	Page No.
24th	Managing Stress	Chelmsford	17
25th	WORKSHOP - Marketing Your Group	Epping	10
25th	CIEH Level 2 Risk Assessment	Basildon	18

For details of course fees - please see page 20

Calling all voluntary and community groups!

Do you work with job seekers or people who would like to access training ?

Are your volunteers or service users

- ✓ 19 – 65 years old
- ✓ Under level 2 qualified (ie 5 x GCSEs A – C grade)
- ✓ Unemployed or a 'woman returner'

If the answer is **YES** to all 3 criteria, then we may have the course to help you or your service users find employment.

VST has been awarded funding to hold courses for people who are wanting to get back to work. We are already holding CV writing workshops and plan to put on sessions on basic Food Safety, half day Emergency First Aid, IT skills for job searching and job preparation workshops.

Want to know more, then please phone the VST office and speak to Linda Carter or Nikki Turner - 01371 876747

HOW TO CONTACT US

If you have any suggestions about training topics, would like further advice or have any comments on our service, please contact us:

Voluntary Sector Training
 UVCC
 46 High Street
 Great Dunmow
 Essex
 CM6 1AN

Tel/fax/ansaphone: 01371 876747
 email: admin@voluntarysectortraining.org.uk
www.voluntarysectortraining.org.uk

VST Staff:

Linda Riley	Director
Maddy Pitcher	Administration Manager
Linda Carter	Administration Officer
Liz Perry	Administration Assistant
Nikki Turner	Course Support/ Promotions Asst.

**SEE WEBSITE FOR DETAILS OF LATEST COURSES
 AND TO BOOK ONLINE/DOWNLOAD BOOKING
 FORM**

***VST's training programme is supported by funding from
Essex County Council:***

***Economic Participation programme
Performance Reward Grant funding
and
Adults, Health and Community Wellbeing Directorate***

East of England Community Grants Programme

Essex CVS Partnership Voluntary Sector Training

A company limited by guarantee registered in England and Wales Company Registration No 4384288

Registered Office: 46 High Street, Great Dunmow, Essex, CM6 1AN

Registered Charity No: 1095800

Voluntary Sector Training is working in partnership with:



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