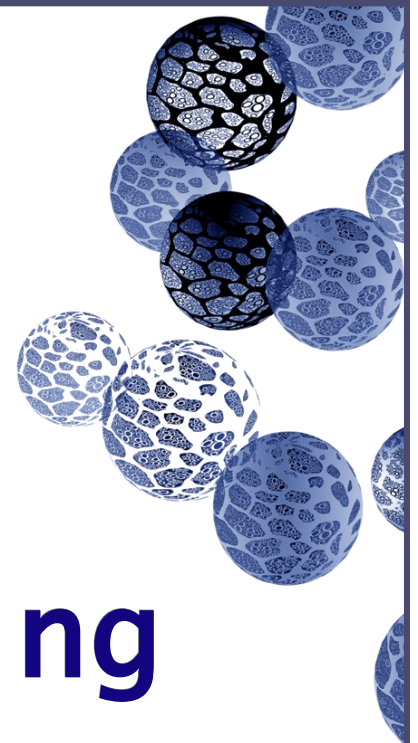


COUNCIL FOR VOLUNTARY SERVICE

Rochdale



CVS Rochdale Revised Training Schedule

September 2011 – March 2012

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Training Dates

September 2011 - March 2012

Volunteer Management

2011

23rd September	Support & Supervision of Volunteers
13th October	Confidence Building & Self Esteem
11th November	Managing Difficult Situations

2012

9th February	Confidence Building & Self Esteem
24th February	Volunteers and the Law

Quality Assurance

2011

6th October	An Introduction to PQASSO
17th & 24th Jan	An Introduction to PQASSO
16th & 23rd November	2 day Implementing PQASSO
15th & 22nd March	2 day Implementing PQASSO

Governance

2011

20th October	Starting up a Social Enterprise
17th November	Governance
18th & 25th January	Starting up a Social Enterprise

2012

21st January	Collaborative Working (Mergers & Acquisitions)
25th February	Governance

Strategic Planning

2011

7th December	Strategic Planning
13th December	Marketing

2012

23rd February	Strategic Planning
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Funding & Income Generation

2011

8th September	Preparing for Commissioning
10th November	How to Plan and Secure Future Funding
1st December	Writing a winning Funding Bid

2012

19th January	Preparing for Commissioning
15th February	How to Plan and Secure Future Funding
7th March	Writing a winning Funding Bid

Financial Management

2011

18th October	Risk Management
1st November	Budgeting - Part 1
15th November	Budgeting - Part 2

2012

10th January	Financial Policies & Procedures
21st February	Basic Book Keeping
6th March	Risk Management

Human Resources Management

2011

21st September	Employment Law Basics
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2012

8th February	Dealing with Performance Issues
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Health & Safety at Work

2011

22nd September	Principles of Risk Assessment
29th September	Principles of Manual Handling

Free Training

2011

5th October	Public Law and the Compact
13th October	Confidence Building & Self Esteem

2012

7th February	Public Law and the Compact
9th February	Confidence Building & Self Esteem

CVS Rochdale's training schedule is intended to cover training in all aspects of running a not for profit organisation. This revised training guide includes extra dates for popular courses and new specially devised half day courses.

Customised Training

All CVS trainers are experts in their field and have a range of experience of working and providing advice in our sector, as a result of this, we are able to offer training in any area relating to not for profit organisations and can also tailor training to meet your organisations needs.

Course Fees

Due to a reduction in our funding, like many organisations we are no longer able to offer all of our services free of charge. It is with regret that training is one of these services, however we have tried to ensure that the charges are kept to a minimum so that we can continue to offer the best possible support to the sector.

Volunteer Management

Support and Supervision of Volunteers

Course summary:

This course will help those involved in supervising or managing volunteers to develop their ideas, skills and strategies regarding the overall task of supporting and supervising volunteers.

The participants will gain understanding of the skills necessary to become more effective at providing appropriate support and supervision to volunteers.

Who the course is aimed at:

Volunteer co-ordinators or others in organisations who are responsible for volunteers.

Course Dates & Times

2011

Friday 23rd September

**Course Time:
9.30am - 1.00pm**

Course Cost: 1/2 Day course (without Lunch)
£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Managing Difficult Situations

Course summary:

This course is designed to increase knowledge, confidence and competence in dealing with conflict and difficult situations. Participants will be able to examine how their own involvement/behaviour can effect situations, both positively and adversely .

You will learn how to use your communication skills to reduce negative conflict and manage difficult people.

Who the course is aimed:

Organisations that involve volunteers

2011

Friday 11th November

**Course Time:
9.30am - 1.00pm**

Course Cost: 1/2 Day course (without Lunch)
£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Volunteers and the Law

Course summary:

This course is designed to inform members of volunteer-involving organisations of current legislation relating to volunteers.

The overall aim is to familiarise participants with the law relating to volunteers and their rights. Enabling those who are responsible for working with or managing volunteers to understand all aspects of current legislation as it affects volunteering and examine management implications for their own organisation.

Who the course is aimed at:

Organisations that involve volunteers

2012

Friday 24th February

9.30am - 1.00pm

Course Cost: 1/2 Day Course (without lunch)
£39 for VCS organisations within the Borough
£49 for VCS organisations in Greater Manchester
£59 for VCS elsewhere
£69 for Statutory Organisations
10% discount for CVSR Full members (£35)

Quality Assurance

An Introduction to PQASSO

Course summary:

This introductory course is designed to give you a good starting point for implementing PQASSO through self assessment at your organisation.

It also summarises other services available to help you implement PQASSO and introduces the PQASSO Quality Mark service.

The course is delivered as both a full day course or across 2 half days. If you are taking the lead in quality it is recommended that you take the two day implementing PQASSO course.

Who the course is aimed at:

Paid employees, volunteers and members of governing bodies of not for profit organisations looking at quality assurance within their organisation.

Course Cost: 1 Day course (with Lunch)

£40 for VCS organisations within the Borough
£50 for VCS organisations in Greater Manchester
£60 for VCS elsewhere
£100 for Statutory Organisations
10% discount for CVSR Full members (£36)

Course Cost: 1/2 Day course (without Lunch)

£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Course Dates and Times

2011

Thursday 6th October

9.30am - 4.30pm

2012

Tuesday 17th January (half day)

Tuesday 24th January (half day)

Course Times:

13.00 pm - 4.00pm

***Both half day's must be attended**

Implementing PQASSO 2 day Training Course

Course summary:

PQASSO is the Practical Assurance System for Small Organisations. This course covers all aspects of introducing and implementing PQASSO through self-assessment within an organisation. It outlines the necessary steps and explores the process of establishing a sustainable quality assurance system within not for profit organisations. It is designed to support participants in developing a plan for how to implement quality within their organisation, and how to involve all the key stakeholders in the process. The course also considers the next steps for an organisation should they wish to apply for the PQASSO Quality Mark.

Who the course is aimed at:

Paid employees, volunteers and members of governing bodies of not for profit organisations wanting to implement a quality assurance system within their organisation.

2011

**Wednesday 16th & 23rd
November**

2012

Thursday 15th & 22nd March

Course Times:

10.00 am - 4.00pm

Course Cost: 2 day course (with Lunch)

£180 for VCS organisations within the Borough
£190 for VCS organisations within Greater Manchester
£200 Others
10% discount for CVSR Full members (£162)
(Note: The cheapest CES offer this training for is £99) +workbook at £95 = £194)

Governance

Governance Training

Course Overview:

In order to run a community, voluntary, social enterprise or 'third sector' organisation it is essential that management committee members have a clear understanding of their responsibilities and accountabilities. They must also be aware of issues relevant to their organisation and good management practices.

This one day training workshop will provide an introduction of the different types of legal structures, the relevant governing documents and the roles and responsibilities of management committee members.

Who the course is aimed at:

Trustees and Board Members of not for profit organisations

Course Dates and Times

2011

Thursday 17th November

2012

Saturday 25th February

Course Times

10.00am - 4.00pm

Collaborative Working (Mergers & Acquisitions)

Course Overview:

Collaboration can lead to improved organisational effectiveness, reduced duplication, better use of resources and more value for money, all of which enable the charity to better help its beneficiaries.

This course looks at the various options from informal collaborations, consortiums and to mergers and acquisitions.

Who the course is aimed at:

Paid employees and volunteers of not for profit organisations, or public sector staff

2012

Saturday 21st January

Course Time

10.00am - 4.00pm

Starting up a Social Enterprise

Course Overview:

This one day workshop is designed for anyone who is interested in setting up a Social Enterprise. It looks at the various types of Social Enterprises and the processes involved in setting up and running one.

The course is delivered as both a full day course or across 2 half days.

Who the course is aimed at:

Individuals looking to set-up a Social Enterprise or organisations changing to a Social Enterprise.

2011

Thursday 20th October

Course Time

10.00am – 4.00pm

2012

Wednesday 18th (half day)
25th January (half day)

Course Time

1.00pm - 4.00pm

***Both half day's must be attended**

Course Cost: 1 Day course (with Lunch)

£40 for VCS organisations within the Borough
£50 for VCS organisations in Greater Manchester
£60 for VCS elsewhere
£100 for Statutory Organisations
10% discount for CVSR Full members (£36)

Course Cost: 1/2 Day course (without Lunch)

£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Strategic Planning

Strategic Planning

There was a time when only the largest companies had the luxury to indulge in strategic planning. This is no longer the case. Planning is essential for all organisations in order for them to ensure they continue to meet service users' needs and that resources (financial, physical and human resources) are available.

Overall Learning Aim:

To increase knowledge and understanding of the strategic planning process, and how to develop a business plan. This course will give you a logical process to work through and tools to use along the way to writing your business plan.

Who the course is aimed at:

Paid employees, volunteers and members of governing bodies of organisations looking how to direct their organisation through planning for the future.

Course Dates and Times

2011

Wednesday 7th December

2012

Tuesday 23rd February

**Course Times
9:30am - 4:00pm**

Marketing

The use of effective marketing can play an important role in contributing to the success of an organisation/project.

Course Overview:

This one day course will provide an introduction to Marketing exploring the basic concepts and principles involved. The course will look at the importance of developing effective branding and marketing material and how to develop a marketing strategy.

Who the course is aimed at:

Managers paid staff, and members of governing bodies of not for profit organisations and statutory organisations.

2011

Tuesday 13th December

**Course Times
10.00am - 4.00pm**

CVSR

Course Cost: 1 Day course (with Lunch)

£40 for VCS organisations within the Borough
£50 for VCS organisations in Greater Manchester
£60 for VCS elsewhere
£100 for Statutory Organisations
10% discount for CVSR Full members (£36)

Funding & Income Generation

NEW

How To Plan & Secure Future Funding

Course overview:

This half day course is designed to help organisations understand the importance of planning for financial sustainability. It will provide you with the tools and techniques necessary for raising funds and generating income. In addition to this, our top tips will help you 'hit the spot' when funders are allocating grants.

Who the course is aimed at:

Treasurers, Paid staff and members of governing bodies of not for profit organisations.

Course Dates and Times

2011

Thursday 10th November

2012

Wednesday 15th February

Course Time:

9.30am - 12.30pm

NEW

Writing A Winning Funding Bid

Course Overview:

A practical half day course designed to provide you with the tools and techniques needed to help you write successful funding bids. Learn how to maximise your chances of success by using persuasive language to impress the funder.

Who the course is aimed at:

Treasurers, Paid staff and members of governing bodies of not for profit organisations.

2011

Thursday 1st December

2012

Wednesday 7th March

Course Time:

9.30am - 12.30pm

Course Cost: 1/2 Day course (without Lunch)
£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Preparing For Commissioning

Course overview:

A practical one day course designed to help you compete successfully in the contracting arena.

You will develop a sound understanding of the commissioning/procurement process and an understanding of the work needed to prepare successful bids.

Who the course is aimed at:

Treasurers, Paid staff and members of governing bodies of not for profit organisations.

2011

Thursday 8th September

2012

Thursday 19th January

Course Times:

10.00am– 4.00pm

Course Cost: 1 Day course (with Lunch)
£40 for VCS organisations within the Borough
£50 for VCS organisations in Greater Manchester
£60 for VCS elsewhere
£100 for Statutory Organisations
10% discount for CVSR Full members (£36)

Financial Management

Budgeting - Part 1 Creating a Revenue Budget

Course overview:

This half day course is an introduction to the principles of budgeting. It will cover how to produce a revenue budget for a new project or for the whole organisation.

Who the course is aimed at:

Treasurers, Paid staff and members of governing bodies of not for profit organisations and statutory organisations.

Course Dates and Times

2011

Tuesday 1st November

**Course Time:
1.00pm - 4.30pm**

Budgeting - Part 2 Cashflow Budgets

Course overview:

This half day course will demonstrate how to use a revenue budget to produce a cash flow budget, and how to use the budget for monitoring and reporting.

Who the course is aimed at:

Treasurers, Paid staff and members of governing bodies of not for profit organisations and statutory organisations

2011

Tuesday 15th November

**Course Time:
1.00pm - 4.30pm**



Risk Management

Course overview:

Organisations should regularly review and assess the risks they face in all aspects of the work that they carry out and should plan for the management of those risks.

This half day course will help you understand how to measure, prioritise and plan for these risks.

Who the course is aimed at:

Treasurers, Managers and members of governing bodies of not for profit organisations and statutory organisations

2011

Tuesday 18th October

**Course Time:
9.30am to 12.30 pm**

2012

Tuesday 6th March

**Course Times:
1.00pm to 4.00 pm**

CVSR

Course Cost: 1/2 Day course (without Lunch)

£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Financial Management

Basic Book Keeping

Course overview:

Basic Bookkeeping is a one-day workshop designed to introduce the elements of financial record keeping for third sector organisations.

Who the course is aimed at:

Treasurers and paid financial staff of not for profit organisations and statutory organisations.

Course Dates and Times

2012

Tuesday 21st February

**Course Time:
9.30am - 4.30 pm**

Financial Management Policies & Procedures

Course overview:

This one-day workshop covers the need for, and how to develop financial policies and procedures for a VCS organisation. It will cover what needs to be in a financial management policy, monitoring of financial policies & procedures and production & implementation of financial management procedures for not-for-profit/third sector organisations.

Who the course is aimed at:

Managers and members of governing bodies of not for profit organisations and statutory organisations

2012

Tuesday 10th January

**Course Time:
9.30am - 4.30pm**

CVSR

Course Cost: 1 Day course (with Lunch)

£40 for VCS organisations within the Borough
£50 for VCS organisations in Greater Manchester
£60 for VCS elsewhere
£100 for Statutory Organisations
10% discount for CVSR Full members (£36)

Human Resource Management Health & Safety at Work

Employment Law Basics

Course summary:

This one-day course gives an overview of employment law and regulations, including ensuring that policies and paperwork are compliant with legislation and that employers understand their employees' rights and entitlements.

Who the course is aimed at:

Paid employees, volunteers and members of governing bodies of not-for-profit organisations and statutory organisations employing or thinking of employing staff.

Course Dates and Times

2011

Wednesday 21st September

**Course Time:
10.00am - 4.00pm**

Dealing with Performance Issues

Course summary:

This one-day course looks at the issues surrounding performance management of staff, including carrying out effective appraisals and supervisions, dealing with capability issues (including incapacity due to ill health) and disciplinary and grievance procedures.

Who the course is aimed at:

Paid employees, volunteers and members of governing bodies of not for profit organisations and statutory organisations employing or thinking of employing staff.

2012

Wednesday 8th February

**Course Time:
10.00am - 4.00pm**

Course Cost: 1 Day course (with Lunch)

£40 for VCS organisations within the Borough
£50 for VCS organisations in Greater Manchester
£60 for VCS elsewhere
£100 for Statutory Organisations
10% discount for CVSR Full members (£36)

Principles of Manual Handling

Course Overview:

This two-hour workshop will provide an overview of the basic principles for safe manual handling of loads.

Suitable for:

Workers and volunteers from third sector organisations whose roles involve any lifting or carrying.

2011

Thursday 29th September

**Course Time:
10.00am - 12.00noon**

Principles of Risk Assessment

Course Overview:

Carrying out effective risk assessment can seem like a daunting task. This two-hour workshop covers the essential steps in carrying out risk assessments for a variety of situations.

Who the course is aimed at:

Governing bodies, staff and volunteers from third sector organisations.

2011

Thursday 22nd September

**Course Time:
10.00am - 12.00noon**

Course Cost: 1/2 Day course (without Lunch)

£20 for VCS organisations within the Borough
£30 for VCS organisations in Greater Manchester
£40 for VCS elsewhere
£50 for Statutory Organisations
10% discount for CVSR Full members (£18)

Free Training

Public Law & the Compact

Course overview:

This half day course produced by the 'Empowering the Voluntary Sector' team at the 'Public Law Project' is a short guide on using advocacy, public law and training to challenge unjust public body decisions.

Who the course is aimed at:

Not for profit organisations who are funded by statutory organisations.

Course Dates and Times

2011

Wednesday 5th October

**Course Time:
1.30pm - 4.00 pm**

2012

Tuesday 7th February

**Course Time:
10.00am - 12.30pm**

Confidence Building and Self Esteem

Course overview:

The course will look at existing attitudes and behaviours, identify problem areas and find mechanisms for change.

The course will cover:-

- Self esteem assessment
- What is confidence
- Why we lose confidence
- Identifying problems affecting confidence
- Improving confidence
- Negative and positive thinking
- Cycle of change

Who the course is aimed at:

New or existing volunteers.

2011

Thursday 13th October

2012

Thursday 9th February

**Course Times
12.00 noon - 3.00pm**

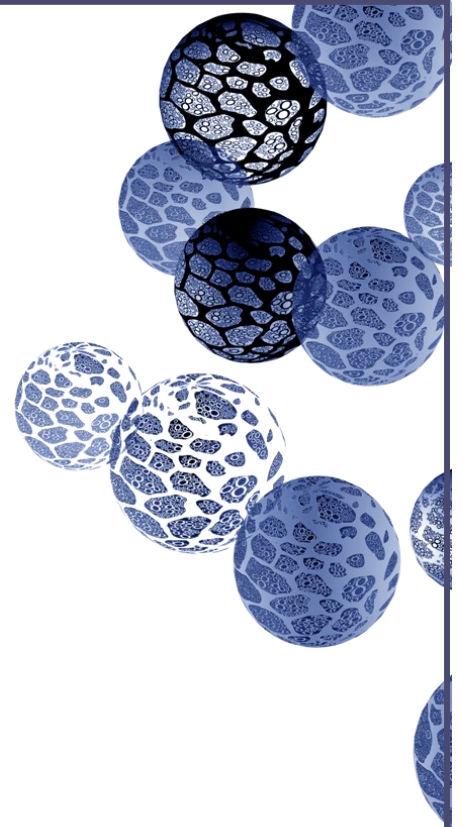


CVSR

These Courses are Free

CVS Rochdale's Mission

Is to work with voluntary, community and faith sector organisations to enhance the quality of life for people within the borough of Rochdale by promoting, supporting and developing voluntary and community sector activity .



All training courses will be delivered at Partnership House, CVS Rochdale.

Further Information

For further information about CVSR Training Courses contact us:

Tel: 01706 631 291 or Email: info@cvsr.org.uk

Booking Form

To download a booking form for any of our training courses visit our website:- www.cvsr.org.uk



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