

Summer '09

Chichester CVS & CVS Arunwide **SHORT COURSES**

Council for Voluntary Service - Arunwide



Chichester & District

CVS

Free Courses For Community Groups & Voluntary Organisations

Supporting Voluntary Groups In Chichester & Arun

Demonstrating your value to funders	Friday 22nd May
Health & Safety in the Workplace	Thursday 28th May
Making Posters and Leaflets	Tuesday 9th June
The legal responsibilities of a management committee	Tuesday 16th June
Project Planning and Management	Tuesday 7th & 14th July
Setting up a Website	Wednesday 8th & 15th July

To book phone 01243 528615 or email admin@chichester-cvs.org.uk

Bognor Regis**Friday 22nd May 2009****Demonstrating your value to funders****The Hub****9.30am–4.00pm****Trainers: Paul Bramwell / David Guthrie**

This one-day course is for anyone who is involved in monitoring and evaluation (e.g. if your role involves marketing, fundraising, data management). It will help you to think through the monitoring requirements of funders alongside measuring and promoting your organisation's work day-to-day. The course will cover:

- Identifying and clarifying aims and objectives, outputs and outcomes for a project
- What you need to have in place before you make an application
- Setting output and outcome indicators and negotiating these with funders
- Developing an evaluation framework, including internal and external evaluation
- Collecting and storing self-evaluation information, particularly for outcomes
- Distinguishing between outcomes and impact
- Using Microsoft Office applications to ensure the effective and efficient collection, storage and analysis of information
- Maximising the effectiveness of self-evaluation

Chichester**Thursday 28th May 2009****Health & Safety in the Workplace****New Park Centre, Jazz Hall****9.30am-4.30pm****Trainer: James Aldcroft – Nourish CIC**

This course will enable you to gain basic knowledge and understanding of health and safety. The course will cover:

- Health and safety legislation
- Accidents and ill health
- Safety in the work place
- Occupational health

- Risk assessments
- Fire safety
- Employer and Employee responsibilities
- Manual handling

Bognor Regis**Tuesday 16th June****The legal responsibilities of a management committee****The Hub****6.30-8.45pm****Trainer: Kate Honeyford**

For anyone who is, or wants to be on the management committee of a voluntary organisation. This session will introduce you to your key legal and statutory responsibilities, including finance, Charity Commission Reporting, equal opportunities, employment and health and safety and other liabilities, and sources of information and support for your trustee role.

Bognor Regis**Tuesday 9th June 2009****Making Posters and Leaflets for cost effective marketing****The Hub****9.30-4.00pm****Trainer: David Guthrie & Paul Bramwell**

This one-day course will help you to produce your marketing materials in-house, but will also help you know what to ask for if you out-source the work. The course will cover:

- Understanding your target audience
- Using templates in Microsoft Publisher and Word
- Basic Design rules
- Distributing your materials
- Working towards a marketing plan

Chichester**Tuesday 7th & 14th July 2009****Project Planning and Management****New Park Centre, Jazz Hall****9.30am-4.00pm****Trainer: Elaine Colomberg & David Guthrie**

This two-day course will look at practical skills for project management. It will focus on internal projects and also those done in partnership with other organisations. It will cover:

- Project management methods linked to the life cycle of a typical project, from the project identification and definition stage
- Planning tools Including the use of IT
- Realistic budget setting and full cost recovery
- Managing resources and budgets
- Setting targets
- Managing risk
- Building and sustaining teams
- Implementation and change
- Monitoring and reporting on progress against time scales
- Project leadership skills
- Ending projects and handover processes

Under-pinning themes will include: leadership, team working, partnership working, motivation and direction. As there will also be opportunities for seminar work on your current project it may be useful to bring documentation relating to current projects, such as plans, data or reports. You will need to be comfortable with ICT and have a basic knowledge of Excel.

Chichester**Wednesday 8th & 15th July 2009****Setting up a Website using WordPress.com****New Park Centre, Jazz Hall****9.30am-4.00pm****Trainer: David Guthrie**

This two-day course is targeted at small community groups to help them get a simple website together quickly at zero cost and to

understand the various roles and responsibilities of website and content management. Participants will need to allow time to practise skills, compile content and develop the site between the two sessions. The course covers:

Identifying your audience
understanding what are you offering your audience and why

- Roles and responsibilities required to manage a website effectively
- Basic design theory and skills
- Understanding different types of content and using them appropriately
- The functions and limitations of using WordPress.com
- Signing up for a WordPress.com site
- Understanding tools, themes and widgets

At the end of the course, participants will have a live website on the internet if they want to.

Terms & Conditions

Courses are open to volunteers, paid workers, management committee members and people who are active in their community; from community groups, voluntary organisations and social enterprises.

Booking

Before booking, make sure you have permission to attend from your group's committee or from your manager or supervisor. Please book early, as there are limited places and they are allocated on a first come, first served basis.

We operate a reserve list for courses that are full, and you will be offered a place by phone as soon as there is a cancellation. This will be confirmed in writing if time permits.

On booking, we will send confirmation with a map to the venue, including transport information and information on wheelchair access. If you don't hear from us within two weeks please ring. You will also receive a reminder letter around a

week in advance of the course date. We reserve the right to refuse a place.

Cancellation charges

You are responsible for ensuring that you attend any course(s) you have booked on. If you have to cancel, you need to give a minimum of two working days notice before the course date to: admin@chichester-cvs.org.uk or call 01243 528615, so that a place can be offered to a reserve. You must get a cancellation reference number from us. If you do not have a cancellation reference number and miss any of the courses, there will be a charge for the place of £50 per day, or £25 per evening briefing. If you are ill you will need to send us a copy of a medical certificate for the charge to be waived. People from those organisations who have not paid their charge(s) will be unable to book on to future programmes until the fine has been paid. If you arrive late you may be turned away, in which case the charge for non-attendance will apply. This policy was introduced because if we are unable to demonstrate good attendance to our funders, it will be more difficult to get future funding for these courses, and less likely that we will be able to provide courses free of charge.

Courses and access

All of the training events start promptly at the advertised time. Tea and coffee is available 15 minutes before the advertised start time. Whilst tea and coffee will be provided at the beginning and during morning and afternoon breaks, we are unfortunately unable to provide food at any of our courses, due to the strain on our budget. But please feel free to bring your own or see the

map for information on where to buy food, and take the opportunity to network. All of the venues are accessible to people with disabilities, and have accessible toilets. We will endeavour to ensure that parking is available for disabled people if you let us know in advance of the course you are attending.

We are very happy to arrange for handouts in large print or to be sent by email where available, or access to a hearing loop. We can also arrange for a community interpreter to be available for speakers of other languages, as well as for sign language, with two weeks' notice. If you have any other additional needs, please do let us know.

Registration forms, contact lists and certificates

On arrival at any of the training events please sign in each day, and complete the form you are given on arrival for your certificate and for monitoring purposes only. This information will not be shared with anyone other than our staff, funders and partners.

At every course you will be given the opportunity to complete and return an evaluation form. This is so that we can find out what was good and what could have been better about the sessions in order to improve them. We also want to hear from you on the evaluation forms, by letter, by phone or by email, if there are other training events that you would like delivered.

After the course you will receive a contact list of course participants, if requested by you on your registration form. If you attend the whole of a course and complete a registration form, you will also receive an attendance certificate.



To Book Places contact:

Chichester CVS
60a North Street,
Chichester PO19 1NB
01243 528615
admin@chichester-cvs.org.uk

