

West Sussex Courses

09/10

Crawley CVS

East Grinstead CVS

Horsham Area CVS

Mid Sussex (South) CVS

**West Sussex Council for
Voluntary Youth Service**

**West Sussex EESI
Project**



Learning4Counties



Burgess Hill

Mid Sussex (South) CVS
38 Church Road
Burgess Hill
West Sussex RH15 9AE

Crawley

Crawley CVS
The Orchard
1-2 Gleneagles Court
Brighton Road
Crawley
West Sussex RH10 6AD

Crawley Library
Southgate Avenue
Crawley RH10 6HG

East Grinstead

**Chequer Mead
Community Arts Centre**
De La Warr Road
East Grinstead
West Sussex RH19 3BS

The Cranston Suite, East Court

College Lane
East Grinstead
West Sussex RH19 3LT

Horsham

Horsham Area CVS, Lavinia House
Dukes Square
Denne Road
Horsham
West Sussex RH12 1GZ

About this Programme

**Crawley CVS, East Grinstead CVS
Horsham Area CVS and Mid
Sussex (South) CVS, West Sussex
Council for Voluntary Youth
Service and West Sussex EESI
Project** are working in partnership
with the **Working Together Project
(WTP), SCIP** and **Sussex Voluntary
and Community Sector Learning
Consortium** to administer a joint
programme of training. All courses are
subsidised by funding from the Big
Lottery through two different projects
– the **Embedded IT Training
Project (SCIP and WTP)** and the
Learning4Counties project
(Surrey Community Action).

**To download more copies of
this programme – or for more
information about your local
CVS, visit these websites:**
www.crawleycvs.org
www.egcvs.org.uk
www.hacvs.org
www.midsussexsouthcvs.uk.com
www.wscvys.org.uk
www.eesi.org.uk
**Courses are open to volunteers,
paid workers, management
committee members; from
community groups, voluntary
organisations and social
enterprises, as well as people
who are active in their community.**

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|-------------------------------------------------------------|----------------------|
| Tues 27 Oct '09 Horsham Area CVS | 9.30am–1pm Free |
| Word intermediate (mail merge) | |
| Mon 9 Nov '09 Crawley CVS | 9.30am–4.30pm £30 |
| Basic food hygiene certificate | |
| Thur 12 Nov '09 East Court, East Grinstead | 9.30am–4pm £30 |
| Working with young volunteers | |
| Tues 17 Nov '09 Horsham Area CVS | 9.30am–4pm £30 |
| Lone working | |
| Mon 23 Nov '09 Crawley Library | 9.30am–4pm Free |
| Presentation skills Day 1 of 2 | |
| Tue 24 Nov '09 Horsham Area CVS | 9.30am–1pm Free |
| What to do if you're worried a child is being abused | |
| Mon 30 Nov '09 Crawley Library | 9.30am–4pm Free |
| Presentation skills Day 2 of 2 | |
| Tue 1 Dec '09 Horsham Area CVS | 9.30am–1pm Free |
| Word intermediate (tables and forms) | |
| Tue 8 Dec '09 Mid Sussex (South) CVS | 9.30am–4pm Free |
| Project planning and management Day 1 of 2 | |

| | |
|----------------------------------------------------------|----------------------|
| Wed 9 Dec '09 East Court, East Grinstead | 9.30am–4pm £30 |
| Dealing with difficult people and situations | |
| Tue 15 Dec '09 Mid Sussex (South) CVS | 9.30am–4pm Free |
| Project planning and management Day 2 of 2 | |
| Wed 13 Jan '10 East Court, East Grinstead | 9.30am–1pm Free |
| Cunning tips for Microsoft Office | |
| Thur 14 Jan '10 Mid Sussex (South) CVS | 9.30am–4pm Free |
| Staff supervision and appraisal | |
| Thu 21 Jan '10 Mid Sussex (South) CVS | 9.30am–4.30pm £30 |
| Emergency first aid at work | |
| Tue 26 Jan '10 Horsham Area CVS | 9.30am–1pm Free |
| Making the transition to Microsoft Office 2007 | |
| Fri 29 Jan '10 Crawley CVS | 9.30am–4pm Free |
| Policy development | |
| Tue 2 Feb '10 Horsham CVS | 9.30am–1pm £15 |
| Time management | |
| Fri 5 Feb '10 Crawley CVS | 9.30am–4pm Free |
| Creating a website using WordPress.com Day 1 of 2 | |

| | |
|-------------------------------------------------------------|------------------------|
| Wed 10 Feb '10 | 9.30am–4pm |
| Mid Sussex (South) CVS | £30 |
| Volunteers and the Law | |
| Fri 12 Feb '10 | 9.30am–4pm |
| Crawley CVS | FREE |
| Creating a website using WordPress.com | |
| | Day 2 of 2 |
| Tue 23 Feb '10 | 6.30–8.45pm |
| Horsham Area CVS | Free |
| The legal responsibilities of a management committee | |
| Thu 25 Feb '10 | 10am (to be confirmed) |
| Billingshurst Village Hall | Free |
| Supporting volunteers day | |
| Tue 2 Mar '10 | 9.30am–4pm |
| Horsham | Free |
| Introduction to Excel | |
| Wed 10 Mar '10 | 9.30am–4pm |
| Horsham Area CVS | Free |
| Developing a Training Needs Analysis | |
| Thu 11 Mar '10 | 9.30am–4pm |
| Martlets Hall, Burgess Hill | Free |
| Effective administration | |
| | Day 1 of 2 |
| Fri 12 Mar '10 | 9.30am–4pm |
| Crawley CVS | Free |
| Producing a newsletter | |
| Tue 16 Mar '10 | 9.30am–4pm |
| Horsham CVS | Free |
| Press, publicity and promotion | |
| Thu 18 Mar '10 | 9.30am–4pm |
| Martlets Hall, Burgess Hill | Free |
| Effective administration | |
| | Day 2 of 2 |

| | |
|-------------------------------------------------------------|-------------------|
| Fri 19 Mar '10 | 9.30am–4pm |
| Crawley CVS | Free |
| Introduction to accounting on QuickBooks | |
| | Day 1 of 2 |
| Wed 24 Mar '10 | 9.30am–4pm |
| East Grinstead | Free |
| The A to Z of fundraising | |
| Fri 26 Mar '10 | 9.30am–4pm |
| Crawley CVS | Free |
| Introduction to accounting on QuickBooks | |
| | Day 2 of 2 |
| Tue 30 Mar '10 | 9.30am–1pm |
| Horsham Area CVS | Free |
| What to do if you're worried a child is being abused | |
| Tue 20 Apr '10 | 9.30am–4pm |
| Horsham Area CVS | Free |
| Creating a website using WordPress.com | |
| | Day 1 of 2 |
| Tue 27 Apr '10 | 9.30am–4pm |
| Horsham Area CVS | Free |
| Creating a website using WordPress.com | |
| | Day 2 of 2 |
| Wed 28 Apr '10 | 9.30am–4pm |
| Mid Sussex (South) CVS | Free |
| Making posters and leaflets for effective marketing | |
| Tue 4 May '10 | 9.30am–4pm |
| Horsham Area CVS | Free |
| Demonstrating your value to funders | |
| Wed 5 May '10 | 9.30am–1pm |
| Chequer Mead, East Grinstead | Free |
| Introduction to bookkeeping using Excel | |
| | Day 1 of 2 |

| | |
|-------------------------------------------------------------------------------|-------------------|
| Wed 12 May '10 | 9.30am–1pm |
| East Court, East Grinstead | Free |
| Introduction to bookkeeping using Excel | |
| | Day 2 of 2 |
| Tue 18 May '10 | 9.30am–1pm |
| Horsham Area CVS | Free |
| Word Intermediate (Mail Merge) | |
| Fri 21 May '10 | 9.30am–1pm |
| Mid Sussex (South) CVS | Free |
| Reviewing your constitution | |
| Thu 27 May '10 | 9.30am–1pm |
| Mid Sussex (South) CVS | Free |
| Cunning tips for Microsoft Office | |
| Thu 10 June '10 | 9.30am–4.30pm |
| Mid Sussex (South) CVS | £30 |
| Basic food hygiene certificate | |
| Thu 17 June '10 | 9.30am–4.30pm |
| East Court, East Grinstead | £30 |
| Emergency first aid at work (formerly First Aid for Appointed Persons) | |
| Wed 30 June '10 | 9.30am–4pm |
| Mid Sussex (South) CVS | Free |
| Press, publicity and promotion | |
| Tue 13 July '10 | 9.30am–4pm |
| Horsham Area CVS | Free |
| PowerPoint for effective presentations | |
| Tue 27 July '10 | 9.30am–12pm |
| Horsham Area CVS | Free |
| Do you know about children's Internet usage? | |

To download more copies of this programme – or for more information about your local CVS, visit these websites:

www.crawleycvs.org
 www.egcvs.org.uk
 www.hacvs.org
 www.midsussexsouthcvs.ik.com
 www.wscvys.org.uk
 www.eesi.org.uk

Tues 27 Oct '09 9.30am–1pm**Horsham Area CVS
Word Intermediate
(Mail merge)**

This half-day course teaches you how to use the powerful mail merge tool in Word. It will cover:

- Using Word to mail merge and email merge
- How names and addresses are stored in Word, Excel Access and Outlook
- Generating personalised letters and emails

It is recommended that attendees have attended the Excel databases course (or are familiar with Excel as a database). It is also expected that attendees have a basic understanding of Word.

**With Mary Berridge
In the Meeting Room****FREE****Mon 9 Nov '09 9.30am–4.30pm****Crawley CVS
Basic food hygiene
certificate**

This one-day certificated course, aimed at anyone in the community and voluntary sector who handles food, will cover all of the legal requirements for food handling and preparation, and is the standard course for working in the food and catering industry.

It will cover:

- The causes and symptoms of food poisoning
- The different types of bacteria and the damage they can cause
- The prevention of contamination and food poisoning
- All aspects of personal hygiene
- Explore issues related to premises, equipment and pest control
- Cleaning and disinfection
- Key areas of legislation relating to food hygiene

**With James Aldcroft – Nourish CIC
In the Longley Room****£30****Thur 12 Nov '09 9.30am–4pm****East Court
East Grinstead
Working with
young volunteers**

This one-day course is for any organisation that works with volunteers, who are interested in ensuring that young people in particular are encouraged and supported to participate in their volunteering opportunities.

The aim of the course is to:

- Provide participants with the necessary knowledge, frameworks, skills and self-confidence needed when working effectively with young people
- The practical and legal considerations specific to working with young volunteers
- Challenging stereotypes
- Dealing with 'challenging behaviours'
- Timing around study needs
- Permission
- Duty of care and any personal concerns raised on the day

**With Victoria Dickinson
In The Cranston Suite****£30****Tues 17 Nov '09 9.30am–4pm****Horsham Area CVS
Lavinia House
Lone working**

This one-day course is aimed at ensuring the safety of anyone who works on their own, whether office based, or out in the community.

The course will cover:

- Introduction to Lone Working
- Lone Working and the Law
- Assessing Potential Risks
- Dealing with Aggression and Violence
- Dealing with Conflict

**With Angie Konrad
In the Meeting Room****£30**

**Mon 23 Nov '09 9.30am–4pm
& Mon 30 Nov '09**

Crawley Library

Presentation skills

This two-day course will cover the essential skills needed to speak in front of others in a range of settings including presentations, training and meetings.

The course will cover:

- Overcoming anxiety
- Understanding your audience
- Developing energy and commitment in your voice
- How to structure presentations
- How best to deliver your message
- Preparing visual aids using PowerPoint

You will have the opportunity to make a short presentation and to receive feedback.

With Angie Konrad / David Guthrie

FREE

Tue 24 Nov '09 9.30am–1pm

**Horsham Area CVS
Lavinia House**

What to do if you're worried a child is being abused

This half-day course aims to help you develop awareness of, and the ability to act on, concerns about the safety and welfare of children and young people.

The session will cover:

- What is meant by the terms 'safeguarding' and 'promoting' the welfare of children and young people
- What to do if you have concerns about the welfare of children and young people, including those who are suffering or at risk or suffering significant harm
- The process through which concerns are reported and managed

This course is approved by the West Sussex Local Safeguarding Children's Board.

**Isabelle King / Clare Ebelewicz
In the Meeting Room**

FREE

Tue 1 Dec '09 9.30am–1pm

**Horsham Area CVS
Lavinia House**

Word Intermediate (Tables and forms)

This half-day course teaches you how to use the tables and forms tools in Word.

The course will cover:

- Using Word to produce printable and on-line forms
- How to take control of Word tables e.g. defining page breaks and alignment
- Applying formatting to forms and tables

It is expected that attendees have a basic understanding of Word.

With Mary Berridge

FREE

**Tue 8 Dec '09 9.30am–4pm
& Tue 15 Dec '09**

Mid Sussex (South) CVS

Project planning and management

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
- 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

Underpinning themes will include: leadership, team working, partnership working, motivation and direction. There will also be opportunities for to work on your current project(s).

**With Elaine Colomberg
& David Guthrie
In the Community Room**

FREE

Wed 9 Dec '09 9.30am–4pm**East Grinstead
East Court****Dealing with difficult
people and situations**

This one-day course will enable you to:

- Identify difficult behaviours
- Own your own difficult behaviour; recognise triggers and responses so that you can avoid fuelling situations
- Divert attacks
- Avoid getting into a blame culture
- Deal with difficult people in authority
- Use positive verbal and body language
- Deal with difficult telephone calls; and resolve conflict.

There will be lots of time to practise scenarios, and work through some of your issues in a safe and supportive space.

**With Angie Konrad
In the Cranston Suite**

£30**Wed 13 Jan '10 9.30am–1pm****East Grinstead
East Court****Cunning tips for
Microsoft Office**

This half-day workshop is aimed at the self-taught computer user who uses computer regularly but knows they have gaps in their knowledge. Participants are encouraged to send in questions before the course and the trainer will do his best to answer them.

Topics are likely to include:

- Useful shortcuts in Office
- Linking and moving images/charts between Excel and Word
- Using diagrams in Word and PowerPoint
- Designing and refining style sheets and templates
- How and when to use PDF formats

**With David Guthrie
In the Cranston Suite**

FREE**Thur 14 Jan '10 9.30am–4pm****Mid Sussex (South) CVS
Staff supervision
and appraisal**

This course is for people formally supervising paid, volunteer staff and young people, who are new to a supervisory role, or those that would like to refresh their skills and knowledge in this area.

The course will cover:

- What supervision is and what it is for
- What areas supervision should cover
- The structure of supervision
- How to support your staff to use supervision correctly
- How supervision links with appraisals
- How to undertake a staff appraisal

There will be opportunities to practise these skills in pairs and small groups during the day, as well as reflect on some of the problems and opportunities that may arise when supervising staff.

**With Isabelle King
In the Community Room**

FREE**Thu 21 Jan '10 9.30am–4.30pm****Mid Sussex (South) CVS
Emergency first aid
at work
(Formerly First Aid
for Appointed Persons)**

This one-day course is ideal for smaller workplaces that present few health and safety risks, where a nominated or appointed person is required to take charge in the event of an illness or accident. The course will cover:

- Health and safety (first aid) regulations
- Managing an incident
- The priorities of first aid
- Treatment of an unconscious casualty
- Resuscitation
- Shock
- Bleeding
- Common workplace injuries

The course is certificated and successful completion will be judged by the trainer on continual assessment.

**With Nicola McCrudden
In the Community Room**

£30

Tue 26 Jan '10 9.30am–1pm**Horsham Area CVS
Lavinia House****Making the transition to
Microsoft Office 2007**

This half-day course will help you understand the key differences between the 2003 Microsoft packages and the 2007 ones. The course will cover:

- Key changes to Word, Excel and PowerPoint
- Setting up the Quick Access toolbar
- Previews
- SmartArt objects

Bring your questions, and we will try to ensure that you go home with them answered.

**With David Guthrie
In the Meeting Room****FREE****Fri 29 Jan '10 9.30am–4pm****Crawley CVS
Policy development**

This one-day course is for anyone who is new to organisational policy development or for someone looking for new ideas or an opportunity to refresh existing skills.

The course will cover:

- The policy development cycle – where to start?
- Identifying organisational policies and procedures
- Research and consultation
- Design and layout of policy documents
- Sign-off, ratification and review
- Using ICT software to enhance your policy writing including spreadsheets, flowcharts and graphs
- Using electronic policy templates

There will also be opportunities for seminar work on your organisational policies.

**With Elaine Colomberg
and David Guthrie
In the Longley Room****FREE****Tue 2 Feb '10 9.30am–1pm****Horsham Area CVS,
Lavinia House****Time management**

This half-day course is for people who feel that events are constantly running away with them. Time management involves managing yourself, others and your environment to achieve efficiency and effectiveness.

The course will:

- Give you the chance to recognise and explore the main barriers to effective time management
- Explore the key elements to overcome those barriers
- Help you identify the skills you can exploit and the ones you need to develop
- Learn some useful techniques to help you in the future

**With Victoria Dickinson
In the Meeting Room****£15****Fri 5 Feb and 9.30am–4pm
Fri 12 Feb '10****Crawley CVS
Creating a website using
WordPress.com**

This two-day course is targeted at small community groups to help them build and host a simple website quickly at no cost. The course will also address the various roles and responsibilities of content development and management. At the end of the course, participants will have a live website on the Internet.

The course covers:

- Understanding what are you offering your audience and why
- Roles and responsibilities required to manage a website effectively
- Understanding different types of content and using them appropriately
- The advantages and limitations of using WordPress.com
- Signing up for a WordPress site
- Understanding tools, themes and widgets

Participants will need to allow time to practise skills, compile content and develop the site between the two sessions.

**With David Guthrie
In the Longley Room****FREE**

Wed 10 Feb '10 9.30am–4pm**Mid Sussex (South) CVS
Volunteers and the Law**

This one-day course is an introduction to understanding where volunteers' rights are enshrined in law.

The course will cover:

- The key legal issues that affect volunteering
- When volunteers might have employment rights
- How to ensure that you are inclusive of volunteers from all backgrounds
- A practical approach to health and safety for volunteers

**With Victoria Dickinson
In the Community Room**

£30

Tue 23 Feb '10 6.30–8.45pm**Horsham Area CVS
Lavinia House****The legal responsibilities
of a management
committee**

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

**With Kate Honeyford
In the Meeting Room**

FREE

Thu 25 Feb '10 10am–4pm**Billingshurst Village Hall
Supporting
Volunteers Day**

This one-day conference style event will offer a range of speakers and workshops aimed at people who support volunteers in their role.

A full programme will be available nearer the time.

FREE

Tue 2 Mar '10 9.30am–4pm**Horsham Area CVS
Lavinia House****Introduction to Excel**

This one-day introductory course will help you familiarise yourself with Excel, and understand its basic functions.

The course will include:

- Toolbars and functions of Excel
- Calculations and basic formulae
- Formatting spreadsheets
- Producing simple charts (graphs)

**With Mary Berridge
In the Meeting Room**

FREE

Wed 10 Mar '10 9.30am–4pm**Horsham Area CVS
Lavinia House****Developing a Training
Needs Analysis**

This one-day course is particularly targeted at children and young people's organisations that want to develop good practice in developing their staff and volunteers. The course will cover:

- Identifying your legal responsibilities for providing training and access to appropriate information.
- Understanding National Occupational Standards associated with working with children and young people and how they can benefit your organisation e.g. writing job descriptions.
- How to work with people to identify their individual learning needs.
- Production of individual learning plans.
- Doing a participatory training needs analysis with whole teams or the whole organisation.
- Understanding what training is available and how to access financial support to access it.

This is a very practical workshop for people who have a basic awareness of the importance of developing their workforce but need to take the next step. It will look at practical templates and toolkits to support this and you will go away with an individual action plan.

**With Isabelle King
In the Meeting Room****FREE****Thu 11 Mar & Thu 18 Mar '10 9.30am–4pm****Martlets Hall, Burgess Hill
Effective administration**

Good administrators are at the heart of every successful organisation. This two-day course is for administrative and support staff who want to build on existing skills.

The course will cover:

- The role of administration within the organisation
- Effective office systems
- Building rapport and communication skills
- Managing time and interruptions
- Using assertiveness skills to negotiate
- Confidence building
- Using Microsoft Office to improve office systems and tasks

**With Kate Honeyford / David Guthrie
In the Griffin Room****FREE****Fri 12 Mar '10 9.30am–4pm****Crawley CVS
Producing
a newsletter**

This one-day course offers the opportunity to gain the skills necessary to produce a simple newsletter.

The course will cover:

- How to write and edit stories, features and headlines
- What style and content will encourage people to read your newsletter
- How to use a desk top publishing package
- An introduction to design principles
- The key roles in a newsletter group
- Issues related to distribution

Please bring along any information you would like to put in a newsletter including news, event calendars, contacts and/or information about services.

**With Paul Bramwell / David Guthrie
In the Longley Room****FREE****Tue 16 Mar '10 9.30am–4pm****Horsham Area CVS
Press, publicity
and promotion**

This one-day course is aimed at people who want to get more out of working with the press and to produce electronic promotional material.

The course will cover:

- Writing for the press
- Fitting your message into the media agenda
- How to format a press release
- Writing other promotional materials
- Producing simple electronic publicity

Feel free to bring something you're working on.

**With Paul Bramwell / David Guthrie
In the Meeting Room****FREE**

Fri 19 Mar & Fri 26 Mar '10 **9.30am–4pm**

Crawley CVS
Introduction to accounting on QuickBooks

This two-day course will give you an introduction to setting up and running your accounts on the QuickBooks computer accounting package.

By the end of the course you will be able to:

- Enter receipts and payments (by cheque, bank transfer or cash)
- Enter supplier invoices and process their payment
- Enter the annual budget
- Generate your own customer/client invoices
- Generate reports showing income and expenditure, including a report comparing actual income and expenditure against budget
- Interrogate QuickBooks system to meet your information needs
- Install the programme and set it up with opening balances
- Set up different cost centres (funders/projects), and budget headings
- Undertake bank/cash reconciliations

There will be plenty of practical hands-on activities that will give you the opportunity to practise.

With Clare Osbond
In the Longley Room,

FREE

Wed 24 Mar '10 **9.30am–4pm**

Chequer Mead
East Grinstead
The A to Z of fundraising

This one-day course is aimed at people who are new to fundraising, or who want to refresh their skills, and will help you:

The course will cover:

- Identify which activities you want funding for
- Understand how to find out about different funders
- Identify the different types of funding that are available
- Develop an overview of the key things to address when writing any funding application
- Develop a strategy to decide your funding needs and priorities
- Understand the language and key terms used by funders and how to deploy these
- Ensure your objectives are attractive to funders; and how to write successful bids
- Identify where you can go for information, advice and support
- Search the Internet to find the right sources of funding
- Research online information for your bid
- Explore other opportunities to raise funds via the Internet

With Graham Allen / David Guthrie
In the Meeting Room

FREE

Tue 30 Mar '10 **9.30am–1pm**

Horsham Area CVS
Lavinia House
What to do if you're worried a child is being abused

This half-day course aims to help you develop awareness of, and the ability to act on, concerns about the safety and welfare of children and young people.

The session will cover:

- What is meant by the terms 'safeguarding' and 'promoting' the welfare of children and young people
- What to do if you have concerns about the welfare of children and young people, including those who are suffering or at risk or suffering significant harm
- The process through which concerns are reported and managed

This course is approved by the West Sussex Local Safeguarding Children's Board.

With Isabelle King / Clare Ebelewicz
In the Meeting Room

FREE

Tue 20 Apr & Tue 27 Apr '10 **9.30am–4pm**

Horsham Area CVS
Lavinia House
Creating a website using WordPress.com

This two-day course is targeted at small community groups to help them build and host a simple website quickly at no cost. The course will also address the various roles and responsibilities of content development and management. At the end of the course, participants will have a live website on the Internet.

The course covers:

- Understanding what are you offering your audience and why
- Roles and responsibilities required to manage a website effectively
- Understanding different types of content and using them appropriately
- The advantages and limitations of using WordPress.com
- Signing up for a WordPress site
- Understanding tools, themes and widgets

Participants will need to allow time to practise skills, compile content and develop the site between the two sessions.

With David Guthrie
In the Meeting Room

FREE

Wed 28 Apr '10 9.30am–4pm**Mid Sussex (South) CVS
Making posters and
leaflets for effective
marketing**

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

**With David Guthrie & Paul Bramwell
In the Community Room**

FREE

Tue 4 May '10 9.30am–4pm**Horsham Area CVS
Lavinia House
Demonstrating your
value to funders**

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

**With Paul Bramwell / David Guthrie
In the Meeting Room**

FREE

**Wed 5 May & 9.30am–1pm
Wed 12 May '10****Chequer Mead, East Grinstead
Introduction to
bookkeeping using Excel**

For people who are new to voluntary and community sector finances, and are looking for guidance on doing bookkeeping on Excel (not on a computer accounting package).

These two half-day sessions will help you to:

- Set up an analysed cashbook to keep simple bookkeeping records
- Reconcile your cashbook to your bank statements
- Deal with petty cash
- Log incomings and outgoings
- Identify which budget headings to use
- Analyse costs and expenses
- Set up your accounts on Microsoft Excel

Please bring a calculator to the first session. You will be using Excel in the second session.

**With Steve Early
In the Meeting Room**

FREE

Tue 18 May '10 9.30am–1pm**Horsham Area CVS
Lavinia House
Word Intermediate
(Mail Merge)**

This half-day course teaches you how to use the powerful mail merge tool in Word.

The course will cover:

- Using Word to mail merge and email merge
- How names and addresses are stored in Word, Excel Access and Outlook
- Generating personalised letters and emails

It is recommended that attendees have attended the Excel databases course (or are familiar with Excel as a database). It is also expected that attendees have a basic understanding of Word.

**With Mary Berridge
In the Meeting Room**

FREE

Fri 21 May '10 9.30am–1pm**Mid Sussex (South) CVS
Reviewing your
constitution**

This practical morning workshop is for unincorporated associations and charities.

The session will cover:

- Why you might need to change your constitution
- Who needs to be involved and how you go about it
- Reviewing your aims, objectives and geographical coverage
- Reviewing your decision-making processes
- How to ensure that you are operating within the law
- Managing your AGM effectively

**With Kate Honeyford
In the Community Room**

FREE

Thu 27 May '10 9.30am–1pm**Mid Sussex (South) CVS
Cunning tips for
Microsoft Office**

This half-day course is aimed at the self-taught computer user who uses computer regularly but knows they have gaps in their knowledge. The course will run as a workshop. Participants are encouraged to send in questions before the course and the tutor will do their best to answer them.

Topics are likely to include:

- Useful shortcuts in Office
- Linking and moving images/charts between Excel and Word
- Using diagrams in Word and PowerPoint
- Designing and refining style sheets and templates
- How and when to use PDF formats

**With David Guthrie
In the Community Room**

FREE

Thu 10 June '10 9.30am–4.30pm**Mid Sussex (South) CVS
Basic food hygiene
certificate**

This one-day certificated course, aimed at anyone in the community and voluntary sector who handles food, will cover all of the legal requirements for food handling and preparation, and is the standard course for working in the food and catering industry.

It will cover:

- The causes and symptoms of food poisoning
- The different types of bacteria and the damage they can cause
- The prevention of contamination and food poisoning
- All aspects of personal hygiene
- Explore issues related to premises, equipment and pest control
- Cleaning and disinfection
- Key areas of legislation relating to food hygiene

**With James Aldcroft – Nourish CIC
In the Community Room**

£30

Thu 17 June '10 9.30am–4.30pm**East Court, East Grinstead
Emergency first aid
at work
formerly
First Aid for Appointed Persons**

This one-day course is ideal for smaller workplaces that present few health and safety risks, where a nominated or appointed person is required to take charge in the event of an illness or accident.

The course will cover:

- Health and safety (first aid) regulations
- Managing an incident
- The priorities of first aid
- Treatment of an unconscious casualty
- Resuscitation
- Shock
- Bleeding
- Common workplace injuries

The course is certificated and successful completion will be judged by the trainer on continual assessment.

**With Nicola McCrudden
In The Cranston Suite**

£30

Wed 30 June '10 9.30am–4pm**Mid Sussex (South) CVS
Press, publicity &
promotion**

This one-day course is aimed at people who want to get more out of working with the press and to produce electronic promotional material.

The course will cover:

- Writing for the press
- Fitting your message into the media agenda
- How to format a press release
- Writing other promotional materials
- Producing simple electronic publicity

Feel free to bring something you're working on.

**With Paul Bramwell / David Guthrie
In the Community Room**

FREE

Tue 13 July '10 9.30am–4pm

**Horsham Area CVS
Lavinia House**

**PowerPoint for
effective presentations**

This one day course is complementary to the Presentation skills course.

It will cover:

- Creating text slides
- Creating graphs
- Using the drawing tools
- WordArt & clip art
- Using master slides to change a presentation's overall look
- Slide shows & printing

**With David Guthrie
In the Meeting Room**

FREE

Tue 27 July '10 9.30am–12pm

**Horsham Area CVS
Lavinia House**

**Do you know about
children's Internet usage?**

This CEOP Thinkuknow morning session is aimed at adults that work with young people, who want to support young people to use the Internet responsibly. The course will talk you through many of the most popular applications young people are using in the online and mobile environment, and by the end of the course you will be able to deliver the programme to young people.

Key facts to consider are:

- 55% of young people access the internet daily
- 25% of young people have met up with someone they met on line - ¼ of young people didn't take anyone with them
- Of the ¾ of young people who took someone with them, 87% took a friend not a trusted adult.

Please note that if attending training session you will need to bring a proof of CRB / POCVA / Disclosure Scotland / warrant card (police) or a headed letter from their organisation / school confirming that they are awaiting clearance, or an equivalent. This is a CEOP requirement.

**With Clare Ebelewicz
In the Meeting Room**

FREE

**Other courses for
children's and young
people's organisations**

Other courses can be found by going to www.wscvys.org.uk

Click on "what we do",

then "our core work",

then "workforce development",

then click on "safeguarding" in the left hand column,

scroll down the page and then

in the "child protection for the voluntary sector" section,

click on "here".

Booking

Before booking, make sure you have permission to attend from your group's committee or from your manager or supervisor.

Please book by phone: 01273 234773 or by email: bookings@workingtogetherproject.org.uk

Please book early, as there are limited places and they are allocated on a first come, first served basis. Places are limited to a maximum of three per organisation. If a course is very popular then we will ask you to send only two people.

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

If there is a charge for the course, then please reserve a place at the above contact details and then send a cheque for the full amount to the Working Together Project. All cheques should be made out to Surrey Community Action except for the Emergency First Aid at Work courses, which should be made out to the Working Together Project. You will not have a place on any of the charged courses until a cheque has been received.

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 brief reminder, 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 must give a minimum of two working days notice before the course date to: bookings@workingtogetherproject.org.uk or call 01273 234773, 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 half-day/evening for any of the free courses. If the course is charged for, then your cheque will be cashed.

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. If you are booked on a two-day course, you must attend both days. If you attend the first day and not the second day, you will be fined for both days. This policy was introduced because we need to demonstrate good attendance to our funders, and keep the courses free and / or low cost.

Courses and access

All of the training events start promptly at the advertised time. Tea and coffee are 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. We try to avoid running courses during local school holidays and the main religious festivals where possible. However, if you find that a course on our programme clashes with a religious festival that is important to you, please do let us know so that we can avoid this in future.

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, 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. There is a charge for replacement certificates.

Feedback

The North East CVS Training Consortium wants to learn from people using our services as to where we can make improvements and what we are doing well. We therefore welcome complaints, compliments and comments from participants and from people who use our services.

We will continually evaluate and develop services based on all feedback received. If you have a problem with anything in relation to this training programme, please contact the Working Together Project as soon as possible so that we can deal with it as best we can.

Please also contact the Working Together Project if you want a copy of the complaints procedure.

Working Together Project

Community Base
113 Queens Road
Brighton
BN1 3XG

Tel: 01273 234773

Email:

bookings@workingtogetherproject.org.uk

Charity No: 1086756

Company Ltd by Guarantee

No: 4114544

To book a place, please ring

01273 234773

or email

bookings@workingtogetherproject.org.uk

Crawley CVS
East Grinstead CVS
Horsham Area CVS
Mid Sussex (South) CVS
**West Sussex Council for
Voluntary Youth Service**
West Sussex EESI Project

