

VAL Training Programme

Winter 2010



Registered Charity No. 509300 and Company Limited by Guarantee
No. 1357513 Registered in England and Wales

Welcome

Welcome to our new training programme for Winter 2010. Courses are being offered in a range of locations in Leicester and across Leicestershire, providing a wider choice of sessions and venues. We are pleased to announce that 20 of the 29 courses available in this programme are FREE to participants from Voluntary and Community Sector (VCS) groups.

A range of 'Core' sessions - delivered by VAL staff - such as starting a new group and working with volunteers can also be requested FREE OF CHARGE* for groups of ten or more people at a time and venue of your choosing. See the back of this brochure for more details.

*Groups will be asked to cover the cost of the hire of their chosen venue and any refreshments they require.

For sessions where there is a charge we have a sliding scale of charges that is based on annual income;

- A Not-for-profit organisations in Leicestershire with an annual income of less than £50,000
- B Not-for profit organisations in Leicestershire with an annual income above £50,000
- C Private, statutory organisations and those outside Leicestershire

PRICE CODE		
	Half Day	Full Day
A	£45	£75
B	£70	£125
C	£95	£175

*Groups who have booked onto sessions marked FREE and fail to attend will be billed for the full cost of the session. For further details see VAL's 'Terms and Conditions' relating to training.

Sessions will be held at Voluntary Action LeicesterShire unless otherwise stated.

How to Book

- Online:** You can book online at www.valonline.org.uk/training-groups
- By Post:** Just fill in the simple booking request form on the back of this programme and return to: Administrator, Group Support, Voluntary Action LeicesterShire, 9 Newarke Street, Leicester, LE1 5SN
- By Phone:** Call the Helpline on 0116 2575050 to ask for a booking form and course information.

Date: Thursday 7th January **1:00-4:00pm**
Course: Grievance and Disciplinary for Voluntary Organisations

This course is ideal for organisations who experience disciplinary and grievance issues infrequently and may need to gain the confidence to tackle them appropriately and effectively. The session will be run by Peter Etherington of Peter Etherington Employment Law Services. Peter is qualified both as an employment lawyer and as an HR professional.

Date: Tuesday 12th January **6:00-8:00pm**
Course: Running Effective Meetings **FREE**
Venue: Marlene Reid Centre, Coalville

This short and friendly session provides some practical tips on how to arrange and take part in effective meetings. Suitable for any size of voluntary group the session covers a range of issues from organising meetings to dealing with difficult situations.

Date: Wednesday 13th January **9:30am-12:00pm**
Course: Big Lottery Fund 'Awards for All' workshop **FREE**
Venue: Voluntary Action Blaby District, Pavilion, Huncote

The Big Lottery Fund is encouraging applications from Leicestershire based VCS organisations. To find out how you can benefit from Awards for All why not come along to this friendly workshop run by the Big Lotteries Fund in conjunction with Voluntary Action LeicesterShire?

Volunteering and Sport

Date: Wednesday 27th January **6:00-8:00pm**
Course: Achieving the Club Mark for Sports Groups **FREE**
Venue: Voluntary Action Blaby District, Pavilion, Huncote

Do you run a sports organisation and want to be recognised for the things that you do? Why not apply for a Club Mark for your group. The Club Mark – provided by Leicestershire Sports Alliance, is a kite mark for the sector. This exciting session will show you exactly what to do to achieve this.

Date: Thursday 4th February **6:00-8:30pm**
Course: Volunteering for Sports Groups **FREE**

The course is aimed at sports clubs interested in expanding and improving their volunteering programme. The course will look at structuring your volunteer programme, taking a fresh look at volunteer roles, retaining, rewarding and supporting your volunteers and building for the future.

Date: Wednesday 17th February **6:00-8:00pm**
Course: Funding for Sports Organisations **FREE**

Get information and advice on a comprehensive range of funders. The workshop will provide you with information on current funding opportunities that are accessible to your sports club an projects, giving you information on which funders are most relevant to you.

February 2010

Date: Tuesday 2nd February **10:00am-12:00pm**
Course: Vetting and Barring – Know the Rules **FREE**

Does your group have contact with children and young people or vulnerable adults? Are you aware of the new arrangements regarding the Independent Safeguarding Authority (ISA) and vetting and barring? If you would like to know more about this area, why not come along to this easy-to-use session?

Date: Tuesday 2nd February **1:00-3:30pm**
Course: Funding: proving the need for your project
Venue: Voluntary Action Hinckley and Bosworth

How good are you at communicating to funders the need for the projects you run? This session is designed to show you exactly what funders are looking for from applicants and how to demonstrate that your project meets local and national priorities.

Date: Thursday 4th and 11th February **9:30am-4:00pm**
Course: Training and Facilitation Skills (OCN) **(£160 per person including £25 OCN registration fee)**

This two-day course (accredited by the Open College Network) provides an introduction to training and facilitation skills. The content of the course includes looking at different learning styles, writing session plans, designing, producing and using a visual learning aid and considering various training methods. As part of the course, participants will design a short training session to be delivered on day two.

Date: Monday 8th February **9:30am-12:30pm**
Course: Getting Volunteers Involved **FREE**
Venue: Voluntary Action South Leicestershire, Settling Rooms, Market Harborough

This half-day session provides those working with volunteers with the tools to create well-thought-out and well-prepared roles for their volunteers; to consider how they might market them and to create recruitment systems that ensure potential volunteers come on board.

Date: Wednesday 10th February **10:00am-12:30pm**
Course: Training for Representatives – Skilling Up for a Stronger Voice **FREE**

Are you a VCS representative? Voluntary Action LeicesterShire, in conjunction with NAVCA, is rolling out training for representatives throughout Leicestershire to enable you to make the most of your role. This introductory session is designed to give you a flavour of what is on offer and give you the chance to develop your skills.

February 2010

Date: Thursday 11th February **10:00am-12:30pm**
Course: Bidding for Contracts
Venue: Marlene Reid Centre , Coalville

This short workshop, delivered by expert Group Support Officers, is specifically designed for organisations wishing to bid for public sector contracts including up-to-date information on getting 'tender ready'.

Date: Friday 26th February **9:30am-12:00pm**
Course: Minute Taking: the easy way
Venue: Voluntary Action Hinckley and Bosworth

Are you unsure about the way you are taking minutes? For answers to all your questions and practical tips on making minute-taking less of a chore why not sign up for this fun and useful workshop?

March 2010

Date: Wednesday 3rd March **9:30am-12:00pm**
Course: Awards for All **FREE**
Venue: Voluntary Action Melton

The Big Lottery Fund is encouraging applications from Leicestershire-based VCS organisations. To find out how you can benefit from Awards for All why not come along to this friendly workshop run by the Big Lotteries Fund in conjunction with Voluntary Action LeicesterShire?

Date: Friday 5th March **1:30-4:00pm**
Course: Data Protection and Data Sharing
Venue: Voluntary Action Melton

This fascinating session by data protection expert Paul Ticher is timed to coincide with the launch of his book of the same title for novices and experts alike.

Date: Tuesday 9th March **9:30am-12:00pm**
Course: Reaching Communities Funding Session **FREE**

Reaching Communities is the BIG Lottery Fund's grant programme providing grants of between £10,000 and £500,000 for up to five-years. This programme is largely a revenue based programme so is not applicable for projects where capital is a priority. In this session, Sean will look at the key aspects of the programme, key mistakes that applicants make when applying paying particular attention to project need, project aims and SMART outcomes.

Date: Wednesday 10th March **9:30am-12:30pm**
Course: Keeping Volunteers **FREE**

This half-day session aims to provide volunteer managers with the tools to maximize volunteer retention through developing good application, induction and support procedures.

Grassroots Grants Workshops

FREE

Groups interested in applying to VAL for a Grassroots Grant can come along to one of our workshops to find out how. This is only available to groups with an annual income of less than £30,000. This session is FREE of charge and includes refreshments.

Area	Venue	Date	Time
Charnwood	Elizabeth Park Thurmaston	16th March	10:00am-12:00pm
North West Leicester	Marlene Reid Centre	17th March	10:00am-12:30pm
Hinckley	Voluntary Action Hinckley	18th March	10:00am-12:30pm
Melton	Voluntary Action Melton	22nd March	10.00am-12.00pm
Leicester City	VAL	24th March	10:00am-12:00pm
Market Harborough	Voluntary Action South Leicestershire	25th March	10.00am-12.00pm
Oadby/Wigston	Kings Centre	25th March	2:00-4:00pm
Charnwood	Mountsorrel Library	25th March	2:30-4:30pm
Leicester City	VAL	25th March	18:00-20:00pm
Blaby	Voluntary Action Blaby District	29th March	18:00-20:00pm

Date: Thursday 25th March

10:00am-12:00pm

Course: The Extended Services Agenda for Children & Young People in Leicester City

Come along to this helpful session to find out what extended services are, how your group could get involved and potential funding opportunities related to the extended services agenda in the City.

Core Training – Wherever You Are

Voluntary Action LeicesterShire can deliver training - **FREE OF CHARGE** - to groups of ten or more people on the subjects below. Each session lasts for two hours and can be delivered at a time and a place of your choosing.* Why not get together with other groups in your area to access quality training at a time and place that suits you? The following sessions are available:

- Starting a new group
- Financial management
- The role of the committee
- Working with volunteers
- Writing funding applications
- Running effective meetings

For more details to check availability or to book on each of the above simply ring the **HELPLINE** on 0116 2575050 or go to our **website** www.valonline.org.uk

* Your group will be required to find a venue for the training and to cover your own food, venue and refreshment costs. The availability of training to groups will be subject to demand.

Training Booking Form

Participant Name:

Organisation:

Address:

Tel:

Fax:

Email:

Please tell us which area(s) your group works in (tick relevant boxes):

Leicester City Leicestershire Blaby District Hinckley & Bosworth District

North West Leicestershire Charnwood District Melton District

Oadby & Wigston Harborough District

Name of Course:

Date: _____ Price Code (tick): A B C This is a free course

A - Not-for-profit organisations in Leicestershire with an annual income of less than £50,000

B - Not-for profit organisations in Leicestershire with an annual income above £50,000

C - Private, statutory organisations and those outside Leicestershire

Dietary/Special Needs:

I have read and understood VAL's terms and conditions

Signature: _____ Date: _____

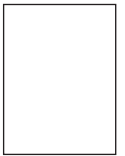
**Return this form to: Administrator, Group Support, VAL, 9 Newarke Street, Leicester, LE1 5SN
or email: harpreet.s@valonline.org.uk**

If you require more than one copy of the booking form, please feel free to photocopy this page.

Terms and Conditions: Cancellations made more than 21 days before the event in writing will be charged a £10 administration fee. No refund will be made for bookings cancelled less than 21 days before the event or for non-attendance on the day, apart from in exceptional circumstances e.g illness. Verbal cancellations will not be accepted. Groups who have booked onto sessions marked FREE and fail to attend will be billed for the full cost of the session related to VAL's pricing code. We will endeavour to give you as much notice as possible of any cancellation. You will be offered the choice of a full refund of the fees paid or a credit note, which can be used for further bookings.



PLEASE FOLD AND SEAL



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LE1 5SN**