



Training Programme - Autumn 2011

Charity Law—the Basics. What you *really* need to know

Due to popular demand, this important workshop is being delivered again by Helen Harvie. Aimed at all those in the administration, management or direction of organisations, including Trustees/Directors. The session will brief you on charitable status, charities by charter and registration, forms of governance and incorporation, trustee liability, charitable purpose and effect on activities, trading companies, trust deeds, memorandum and articles, the role of the secretary of the board, meeting requirements and minutes, reporting, property law and leases, fundraising, including relevant aspects of the Charities Act.

FREE to voluntary organisations

Date Monday, 26 September
Time 09:30-14:00
Venue Room 46, Alton College, Alton, GU34 2LX

Refreshments will be provided, but please bring your own lunch



Managing your Time Effectively—Working Smarter not Harder

It's important that you develop effective strategies for managing your time to balance the conflicting demands of time for work and leisure.

Sometimes it may seem that there isn't enough time to do everything that you need to. This can lead to a build up of stress.

Learn the strategies for managing your time effectively—how to work smarter not harder. Aimed at anyone who is constantly running behind schedule and would like to get on top of their work.

Date Wednesday, 28 September
Time 09:30-12:30
Venue The Meadow Room, Kingsley Centre, Main Road, Nr. Bordon GU35 9ND
Cost £35 voluntary sector; (concessions available, please enquire); £70 others

DISCOUNTS: All of our training courses are subsidised. The cost can be reduced even further if you are a small, volunteer-led group in East Hampshire. Contact us in confidence for further details. New members 20% discount - see page 9.

Effective Networking Skills

It's not what you know, it's who you know. Influencing and identifying great opportunities for your organisation means you need to get to know people. Through this course, you will be able to: identify the benefits of being an effective networker; practice skills required by the effective networker, such as listening and questioning skills; and be aware of the importance of nurturing and maintaining relationships with key contacts.

Date Monday, 3 October
Time 13:30-16:30
Venue Church on the Green, Rowlands Castle, PO9 6BW
Cost £35 voluntary sector; (concessions available, please enquire); £70 others

Preparing to Become a Volunteer (NCFE accredited)

FREE

If you have ever thought about volunteering in the community and would like to explore your skills and qualities AND gain an accredited certificate—then these sessions are definitely for you. The benefits to yourself from volunteering are enormous and can range from increased motivation, gaining new skills, feeling more confident and making new contacts. So, what does a potential volunteer look like? You will quickly find out there is no stereotype volunteer, everyone is different and has a variety of needs and reasons to become part of the community and offer their services as a volunteer. The role of a volunteer can be very rewarding and this course will prepare you for that role.

Date Tuesdays, 4, 11 and 18 October
Time 09:30–14:30
Venue Tuesday, 4 October at Alton Methodist Church, Draymans Way, Alton, GU34 1AU
 Tuesday, 11 October at Room 46, Alton College, GU34 2LX
 Tuesday, 18 October at Room 46, Alton College, GU34 2LX

Refreshments will be provided, but please bring your own lunch

Child & Adult Safeguarding (Protection)

In today's modern society there is much concern about the widespread abuse of children and vulnerable adults. Most days there is an article in the media informing us about the abuse of one person by another. This workshop explores what constitutes abuse, safeguarding and how to respond to concerns you may have. Everyone working whether employed or voluntary with children and vulnerable adults has a duty of care towards them whilst respecting their personal rights.

Date Thursday, 6 October
Time 10:00-15:00
Venue The Village Room, Liphook Millennium Centre, Liphook GU30 7LD
Cost £45 voluntary sector; (concessions available, please enquire); £90 others

Refreshments will be provided, but please bring your own lunch

How to Create a Word Template from Scratch

Templates are excellent for creating an overall consistent image of an organisation. For example, they can be used as a letterhead and at the start of a project to then continue with the main heading throughout and inserting specific text into the main box of the document. This will give you the result of saving loads of time! **Note: laptops will be used.**

Date Monday, 10 October
Time 09:30-12:30
Venue Church on the Green, Rowlands Castle, PO9 6BW
Cost £30 voluntary sector; (concessions available, please enquire); £60 others

Developing a Brand for your Organisation—A Beginners Guide

Appearances do matter—the way we look, act and are perceived influences the way others respond to us, whether they are potential funders, sponsors, staff or volunteers. Their first impressions will shape the way they interact with us. This is a beginner’s guide to branding, free of marketing jargon or hype, offering a practical introduction to all the basics of branding from what makes a brand and why they are important to the creation and management of its identity and “corporate personality”. First impressions count! Designed for “not for profit” organisations.

Date Tuesday, 11 October
Time 09:30-12:30
Venue The Courtyard Room, Winton House Centre, Petersfield GU32 3JL
Cost £30 voluntary sector—open to “not for profit” organisations only (concessions available, please enquire)

Emergency First Aider at Work

This course is intended for smaller workplaces where the appointed person will be able to take charge in the event of an illness or accident. At the end of the course attendees will have demonstrated competence in basic life support skills and increased their awareness of managing a first aid incident in the workplace. A certificate will be issued which will be valid for 3 years. No prior knowledge is necessary. Trainer registered with Health & Safety Executive.

Date Monday, 17 October
Time 09:30-16:30
Venue St. Mark’s Church Hall, Pinehill Road, Bordon, GU35 0BS
Cost £55 voluntary sector; (concessions available, please enquire); £110 others

Refreshments will be provided, but please bring your own lunch

Is your Net Working? Using Social Media

Harness the power of social media to increase your organisation's profile. Cut through the jargon and learn what the web can really do for you. Incorporate digital and social media into your current marketing. The course includes: an overview of how the world is changing; social networking as a marketing tool; search engine optimisation; what is Wiki; and vodcasting.

Delivered to you by Highbury College.



Date Tuesday, 25 October
Time 10:00-15:30
Venue St. John's Church Hall, Rowlands Castle PO9 6DF
Cost £55 voluntary sector; (concessions available, please enquire); £110 others

Refreshments will be provided, but please bring your own lunch

Touch Typing—Basic and Intermediate

Basic Level. This 4-part course will teach you the basics of touch typing and help you to increase your typing speed. **Note: In order to get the most out of these sessions, it is essential that you practise in between lessons.**

NEW: Intermediate Level. Having reached a basic speed of 20-30 wpm, this 4-part course will help you to increase your speed to 60 wpm. This session will review the basics and focus on speed typing exercises by reviewing the most common words and often misspelled words.

Date Thursday, 3 November, 10 November, 17 November and 24 November (4-part course)
Time 09:30-11:00
Venue St. John's Church Hall, Rowlands Castle PO9 6DF
Cost £40 voluntary sector; (concessions available, please enquire); £80 others (this is for all 4 sessions)

How to Raise Money from Legacies

What makes people want to leave something behind for others after they've gone? Understand that, and you're halfway there to knowing how to ask for bequests as part of your funding mix.

A beginners' guide to legacy fundraising and the different types of legacy programmes possible for your organisation. This course is perfect if you need to know how to start fundraising effectively from legacies.

Date Monday, 7 November
Time 18:00-21:00
Venue Room 49, Alton College, Alton GU34 2LX
Cost £10 voluntary sector; (concessions available, please enquire); £30 others

Do you have a fear of taking Minutes? Make Minute Taking a Breeze

In this session, learn how to develop your knowledge and understanding of what is involved in minute taking to become an effective minute taker. At the end of the session, you will have an awareness of the purpose of minutes; the different types of minutes and meetings, the roles and responsibilities of other participants at meetings and understand what is included in the minutes and why.

Date Friday, 11 November
Time 13:00-16:00
Venue Room 5, Forest Community Centre, Bordon, GU35 0BS
Cost £30 voluntary sector; (concessions available, please enquire); £60 others

Make your Meetings Matter—How to Run Effective Meetings

This workshop will look at a number of practical suggestions on how to create and run effective meetings that do work and can assist in changing people’s attitudes to meetings, and most importantly their behaviour when they attend. Content: objectives, frequency and timings, agenda, ground rules, start ups, generating ideas and solutions, actions and minutes.

Date Tuesday, 15 November
Time 10:00-13:00
Venue The Meadow Room, Kingsley Centre, Main Road, Nr. Bordon GU35 9ND
Cost £35 voluntary sector; (concessions available, please enquire); £70 others

Bid Writing for Contracts

Improve your Tenders and get professional guidance to help you win bids. Public Sector Contracts and Commissioning is something you really need to know about! This workshop will give you an overview of contracting and procurement. Easy to follow steps on what to include; shaping your approach; how do you score; what is your unique selling proposition; and writing to sell your organisation.

FREE to voluntary organisations

Date Thursday, 17 November
Time 09:30-12:30
Venue RKdia, Horndean, PO8 9NN



How to use a Digital Camera with your Computer

This workshop is for anyone who has a digital camera, wants to be aware of its common options, produce and amend photos and edit imperfections using Paint.net software (available to download free from the Internet). It is essential to have at least a basic knowledge of Windows and the ability to save files using any application eg. Microsoft Word. Bring in your camera—also, please remember your leads! There will not be time to discuss individual cameras brought in but the general usage will be covered. **Note: laptops will be used.**

Date Friday, 18 November
Time 09:30-15:30
Venue St. John’s Church Hall, Rowlands Castle PO9 6DF
Cost £50 voluntary sector; (concessions available, please enquire); £100 others

Refreshments will be provided, but please bring your own lunch

Food Hygiene—Level 2 (Chartered Institute of Environmental Health)

Aimed at anyone working in a catering setting where food is prepared, cooked and handled. On completion of the course you will have knowledge in Food Safety Hazards and the Law; Temperature Control; Refrigeration; Cooking; Food Handling; Safe Storage; and Cleaning and Food Premises and Equipment. A short multiple choice exam will be held at the end of the day.

Date Monday, 21 November
Time 09:30-16:30
Venue Room 46, Alton College, Alton, GU34 2LX
Cost £55 voluntary sector; (concessions available, please enquire); £100 others

Refreshments will be provided, but please bring your own lunch

Powerful Presentations—How to Get Your Message across Effectively

Standing up and giving a presentation can be nerve-wracking, but worth getting right. Aimed at those who have little or no experience of giving presentations in front of an audience in a formal or informal setting. Will cover key messages; PowerPoint slides; prompts; delivery styles; hand-outs; strategies for dealing with nerves; and practice and feedback on delivery.

Date Thursday, 24 November
Time 09:30-12:30
Venue RKdia, Horndean, PO8 9NN
Cost £35 voluntary sector; (concessions available, please enquire); £70 others

Report Writing Made Easy

For anyone who has the task of producing the written word in the form of a report. To learn to write clear, concise and useful reports is an essential skill for success at work because reporting involves more than just using language.

Date Tuesday, 29 November
Time 09:30-12:30
Venue The Society Room, Liphook Millennium Centre, Liphook, GU30 7LD
Cost £30 voluntary sector; (concessions available, please enquire); £60 others

Thinking of Developing a Social Enterprise?

Social Enterprises are defined broadly as “businesses with social purposes”. With possible funding cuts, this introductory workshop could help you and your organisation towards generating alternative income. Designed for anyone who wishes to explore the possibilities of starting a Social Enterprise Business. Tips on understanding what is meant by Social Enterprise; begin to develop the business process, vision, aims and objectives; decide whether you are ready to trade and who and what you need to support you.

Date Friday, 2 December
Time 10:00-13:00
Venue Jane Austen’s House Museum, Chawton, Alton, GU34 1SD
Cost £35 voluntary sector; (concessions available, please enquire); £70 others

Mail Merge Using Excel and Word

So what is Mail Merge exactly? Quite simply, it is a way of placing content from a spreadsheet, database, or table into a Microsoft Word document. As you can imagine, this can save a lot of time. The course will include how to mail merge address labels using Microsoft Excel and Word. You will need to have a basic proficiency in using Word and Excel. **Note: Laptops will be used.**

Date Monday, 5 December
Time 09:30-15:30
Venue The King’s Arms, Petersfield, GU31 4DX
Cost £50 voluntary sector; (concessions available, please enquire); £100 others

Refreshments will be provided, but please bring your own lunch

Confidence at Work—The Key to Being the Best you Can Be

Attend this workshop and you can learn how to portray confidence and build up your self-esteem. This course will help you overcome the barriers that prevent you achieving your goals by developing your self-belief. Suitable for individuals at all levels who want to develop their self-esteem and confidence and help them deliver the best results they can.

Date Wednesday, 7 December
Time 13:00-16:00
Venue Room 45, Alton College, Alton, GU34 2LX
Cost £35 voluntary sector; (concessions available, please enquire); £70 others

Written Communication Skills

Producing high standard written communications can only enhance the reputation of your business. We live in a world of text speak and it can sometimes be very difficult to remember how to phrase things properly and use the right words in the right context. Help with producing effective letters, emails and reports.

Date Friday, 9 December
Time 09:30-12:30
Venue Church on the Green, Rowlands Castle, PO9 6BW
Cost £35 voluntary sector; (concessions available, please enquire) £70 others

Safer People Handling

In the care sector, manual handling of people is the biggest cause of injury. The financial costs across the public and private sector and to the taxpayer are incalculable—not to mention the cost in terms of human suffering.

No matter whether in primary care, acute care, or care of the elderly, how people are moved and handled is vital in promoting recovery, maintaining independence and creating a feeling of wellbeing. Learn the correct way to move and handle people safely.

Date Monday, 12 December
Time 10:00-13:00
Venue The King’s Arms, Petersfield, GU31 4DX
Cost £30 voluntary sector; (concessions available, please enquire) £60 others

Computers in the Community

If you are interested in finding out about customised computer training for your staff and volunteers then Community First can help you. We can bring laptops to your venue and our trainers can facilitate a bespoke course for you. If you have a Wi-Fi connection, courses can be customised around the use of the internet and emails. Our trainers can deliver basic, intermediate and advanced computer workshops on Word, Publisher, PowerPoint, Excel, Access and Digital Camera and Photo Editing. Contact the Learning & Development team at Community First for further information.

East Hampshire Community Learning Forum

If you are in East Hampshire, these forums are a chance to share your training news and experiences with other training providers and participants. Topical speakers at each Forum.



Next meeting:

Date 10 November

Time 13:45 for 14:00–16:00

Venue EHDC offices, Petersfield,
GU31 4EX

www.easthants.gov.uk/learning

You can now book onto all our courses using the online booking form. Go to: <http://www.cfeh.org.uk/training/training-booking-form>

Looking for a Training course that's not offered here?

Community First may be able to help you. We offer training, information and advice on a range of voluntary and community based subjects. We welcome your ideas about how we can deliver courses to make them more accessible.

Discounts: Why not become a member of Community First? New full members will receive 20% discount off course fees in the first year of membership!

Quality standards: Our training courses are delivered in accordance with RARPA - Recognising & Recording Progress & Achievement - a national quality standard for non-accredited learning.

Please complete a booking form to attend any of these sessions.

Community First East Hampshire
The Tilmore Centre, 1 Tilmore Road, Petersfield, GU32 2HG
Tel: 01730 710017
email: bookings@cfch.org.uk / www.cfeh.org.uk



Meeting your support requirements: CFEH is committed to meeting the requirements of people with learning difficulties and disabilities. We will do our best to ensure you can participate fully, providing the resources are available to us.

PERSONAL						Please complete one form per delegate per course							
Name:						Gender		<input type="checkbox"/> Male		<input type="checkbox"/> Female			
Title:			<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other ...			Date of Birth		/		/			
When did you last attend a training course?						<input type="checkbox"/> in last 3 yrs		<input type="checkbox"/> over 3 yrs ago					
Have you been permanently resident in the EU for the last 3 years?						<input type="checkbox"/> YES		<input type="checkbox"/> NO					
Special Requirements (eg access, communication, learning, dietary)													
ORGANISATION													
Name of Organisation													
Organisation Address:													
Organisation Post Code:													
Organisation Tel No:								Org. Email:					
Home Address:								Home Tel:					
								Mobile:					
								Pers. Email:					
Home Post Code:													
Role of Organisation		<input type="checkbox"/> Charity or Voluntary		<input type="checkbox"/> Statutory		<input type="checkbox"/> Social Enterprise		<input type="checkbox"/> Business Sector		<input type="checkbox"/> Other			
COURSE													
Course Title / Course Date													
What would you like to achieve from this course? (please state at least 2 of your key objectives)													
1:				2:									
If you are paying a concessionary fee please indicate the reason below and supply supporting evidence:													
Receiving Pensions Credit								Older learner (date of birth given as evidence)					
Receiving Income based Job Seekers Allowance								Asylum seeker or their dependant					
Receiving Working Tax Credit Income limit £16,190								Receiving income-related employment and Support Allowance					
Receiving Council Tax or Housing Benefit								Local provider policy					
Other. Please specify:													
BOOKING													
Discounts		All courses are heavily subsidised by our Funders; however further discounts are available – please contact the Learning & Development Co-ordinator in confidence.											
Cancellation		Failure to attend a booked place, or failure to cancel within 2 weeks of the course taking place, may result in your organisation being invoiced for the full cost of that place. FREE courses: we would appreciate you letting us know 2 weeks before the start of the workshop if you are unable to attend.											
Data Protection		The information requested above helps to show how funding is being used and to plan improvements to courses. The information you provide will be passed to the Skills Funding Agency. The SFA is responsible for funding, planning and encouraging training in England and is registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes.											
Payment		<input type="checkbox"/> Cheque enclosed - payable to 'Community First East Hampshire' <input type="checkbox"/> Please invoice <input type="checkbox"/> Free											
Return to		Community First East Hampshire, The Tilmore Centre, 1 Tilmore Road, Petersfield GU32 2HG				Tel		01730 710017		Fax		01730 710117	

Participating organizations may be contacted by our funders for monitoring purposes.