

## Harbourside Training Courses for Voluntary & Community Organisations - Spring 2012



Harbourside Training has a new programme of courses for Spring 2012 & significant subsidies are available for voluntary & community groups. To book a place or for more information, please e-mail Karen at [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or phone 01329 223145.

Spring courses at a glance:	Date	Venue
MiDAS (Standard & Accessible)	Tue 17 <sup>th</sup> & Wed 18 <sup>th</sup> January Tue 14 <sup>th</sup> & Wed 22 <sup>nd</sup> February Tue 20 <sup>th</sup> & Wed 21 <sup>st</sup> March	All Fareham
Child Protection	Wednesday 18 <sup>th</sup> January	Fareham
Introduction to Youth Work	Monday 30 <sup>th</sup> January	Gosport
Food Safety & Catering	Tuesday 7 <sup>th</sup> February	Fareham
Emergency First Aid at Work	Tuesday 28 <sup>th</sup> February Tuesday 27 <sup>th</sup> March	Emsworth Fareham
Easy Website Design for Community Groups	Tuesday 6 <sup>th</sup> March	Waterlooville
Interviewing Volunteers	Tuesday 13 <sup>th</sup> March	Fareham
Volunteers & the Law	Thursday 15 <sup>th</sup> March	Gosport
Chairing Meetings Workshop	Thursday 29 <sup>th</sup> March	Havant
Organising Street Parties	Mid April - Date to be confirmed	Fareham

### MiDAS (Minibus Driver Awareness Scheme)

MiDAS is a national scheme to enhance the driving and passenger awareness skills of minibus drivers. Although it is not a legal requirement to have MiDAS to drive a minibus, it is increasingly being accepted as good practice, and most organisations operating minibuses insist on their drivers holding a MiDAS Certificate.

The training involves a classroom session followed by a separate driving assessment in our minibus. On completion a certificate is issued which lasts for four years, and which is recognised nationally as a common standard. It is not necessary for candidates to have prior experience of driving a minibus, although there are certain driving licence requirements - please contact us for further details.

Dates: Tue 17<sup>th</sup> & Wed 18<sup>th</sup> January  
           Tue 14<sup>th</sup> & Wed 22<sup>nd</sup> February  
           Tue 20<sup>th</sup> & Wed 21<sup>st</sup> March

Times: 9.15am to 4pm, followed by a driving assessment on the second day.

Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost: Standard £60-£70, Accessible £70-£80.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Child Protection - Wednesday 18<sup>th</sup> January

The safe-guarding of children is paramount. All staff, paid or voluntary, and all committee members of organisations working with children need to understand their role in protecting children. They also need to be aware of good practice procedures and child protection policies. This course will provide participants with a thorough overview of these areas and give them confidence in providing a safer environment for children.

No prior knowledge is necessary.

*Topics covered:*

*Why child protection procedures are important,*

*How to recognise and understand abuse,*

*How people can contribute to child protection,*

*Organisational policies and good practice procedures,*

*What people must do if they are concerned.*

**Time: 9.30am - 1pm**

**Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.**

**Cost: £50 (discounted to £20 for voluntary/community organisations).**

## Introduction to Youth Work - Monday 30<sup>th</sup> January

Do you have anyone in your group who has just started working with young people or who would like to?

This course will explore the key principles and concepts that make youth work a unique and rewarding way to work with young people aged between 11 & 19 years. The training will enable you to feel more confident and positive about your role, and contain a range of ideas to get you and your team communicating with young people.

*Topics covered:*

*The role of youth workers,*

*What constitutes a safe and appropriate environment,*

*Breaking the ice with young people,*

*Planning activities with pre-planned outcomes,*

*Contributing to young peoples' personal and social development,*

*Maintaining appropriate professional boundaries,*

*Tools to build positive relationships with young people.*

**Time: 9.30am - 3.30pm.**

**Venue: Gosport Voluntary Action, Martin Snape House, 96 Pavilion Way, Gosport PO12 1FG.**

**Cost: £90 (discounted to £40 for voluntary/community organisations).**

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Food Safety & Catering - Tuesday 7<sup>th</sup> February

It is good practice for providers of kitchen facilities and anyone who prepares food for others to have knowledge of food hygiene & safety. On the successful completion of this one day course you will be awarded the Chartered Institute of Environmental Health (CIEH) Level 2 certificate in Food Safety and Catering. No prior knowledge is necessary.

*Topics covered:*

*Food poisoning, Types of bacteria,  
Prevention of contamination,  
Premises and pest control,  
Cleaning and disinfection and the law,  
High risk foods,  
Risk assessment,  
Personal hygiene requirements.*

Time: 9.30am to 3.30pm. Please bring your own lunch.

Venue: Fareham Community Church, 171-173 West Street, Fareham PO16 0EF.

Cost: £90 (discounted to £50 for voluntary/community organisations).

## Emergency First Aid at Work

Every office or venue should have an appointed first aider able to take charge in the event of illness or an accident, and if you hold events you'll want someone competent to deal with an emergency until help arrives. Anyone working with people who are prone to accidents or illness will feel more confident if they have some first aid training.

At the end of this one day course, attendees will have demonstrated competence in basic life support skills and increased their awareness in managing a first aid incident. A certificate will be issued that will be valid for 3 years. No prior knowledge is necessary. Our trainer is registered with the Health & Safety Executive.

*Topics covered:*

*First aid regulation and the law,  
Managing an incident,  
The importance of hygiene,  
Recovery position, resuscitation,  
Treatment for bleeding & shock, heart attacks, strokes and angina,  
Choking, seizures, minor injuries.*

Time: 9.30am - 3.30pm. Please bring your own lunch.

Dates & Venues:

Tuesday 28<sup>th</sup> February at The Emsworth Centre, 35-37 South Street, Emsworth PO10 7EG

Tuesday 27<sup>th</sup> March at Fareham Community Church, 171-173 West Street, Fareham PO16 0EF.

Cost: £90 (discounted to £50 for voluntary/community organisations).

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Easy Website Design for Community Groups - Tuesday 6<sup>th</sup> March

This popular workshop is a must for any organisation needing a basic web presence but without the funds to pay for a web designer and web editor. This workshop is ideal for people with minimal experience (other than basic word processing) and does not require the use of expensive and complicated web design packages.

Using free online software delegates will design their own web site live during the workshop progressing to the stage where they can register a domain name and have the site live on the web (this can be for as little as £12 for a .co.uk address).

As well as the technical aspects of designing and managing a website the workshop will cover the editorial skills and policies required to keep the site they create up to date, making it an attractive and living asset for their organisation.

**Time:** 10am to 4pm.

**Venue:** Waterlooville Library, 25 London Rd, The Precinct, Waterlooville PO7 7DT

**Cost:** £90 (discounted to £40 for voluntary/community organisations).

## Interviewing Volunteers - Tuesday 13<sup>th</sup> March

Any interview with a volunteer is a two way process, allowing both sides to learn about each other's background, motivations and needs. Learn how to identify the capabilities & expectations of potential volunteers and their suitability for your post. This course sets out a practical list of topics to include at interview, and also covers the soft skills that will build rapport and encourage volunteers to be open about what they are able to give.

*Topics covered:*

*Defining your own requirements & expectations,*

*Pre-interview information,*

*Preparation,*

*Structuring the interview within a relaxed atmosphere,*

*Listening and questioning effectively,*

*Using and understanding body language,*

*Clarity about expenses,*

*Referees & the importance of safeguarding,*

*Introductory period - a two-way process.*

**Time:** 9.30am - 12.30pm

**Venue:** Community Action Fareham, 163 West Street, Fareham PO16 0EF.

**Cost:** £50 (discounted to £20 for voluntary/community organisations).

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Volunteers & the Law - Thursday 15<sup>th</sup> March

This session provides an overview of the legal position of volunteers. It is aimed at managers of volunteers as well as volunteers themselves. Our trainer, Mark Restall, is a consultant and writer who specialises in volunteer management issues.

*Topics covered:*

*Legal position of volunteers,  
Avoiding creating employment relationships,  
Health and Safety,  
Criminal record checks,  
Data Protection,  
Expenses,  
Copyright,  
Benefits,  
Volunteers from overseas.*

**Time:** 9.30am - 3.30pm. Please bring your own lunch.

**Venue:** Gosport Voluntary Action, Martin Snape House, 96 Pavilion Way, Gosport PO12 1FG.

**Cost:** £90 (discounted to £40 for voluntary/community organisations).

## Chairing Meetings Workshop - Thursday 29<sup>th</sup> March

This practical workshop is for anyone who is about to take on a role as chair or would like to be more confident and effective at chairing meetings. It is also suitable for those who may take on the role in the future. The session outlines the chair's role throughout the process.

*Topics Covered:*

*Agenda preparation,  
Keeping the meeting to time,  
Controlling the meeting (and participants when necessary),  
Best practice for chairing different types of meetings,  
Adapting to different organisations and people,  
Techniques in how to involve everyone and come to consensus decisions.*

**Time:** 10am - 1pm.

**Venue:** The Beacon, Portsdown Community Church, 69-73 Meridian Centre, Havant PO9 1UN.

**Cost:** £50 (discounted to £20 for voluntary/community organisations).

## Organising Street Parties - Mid April (Date to be confirmed)

Summer 2012 is the ideal time to organize a Street Party!

Discover the benefits of street parties and how can these be achieved. This workshop will be led by Ina Hume from Streets Alive, a national group that promotes community relationships and empowerment. It will be suitable for community development workers and housing officers, as well as those who would like to facilitate a local event for themselves & their neighbours.

This workshop will focus on small scale street parties organized by & for residents, with no external advertising.

*Topics covered:*

*How to involve everyone,*

*Troubleshooting potential pitfalls,*

*Dealing with road closures and insurance,*

*Developing a programme,*

*Practical arrangements,*

*Opportunities for the Jubilee in June 2012.*

Time: 10.30am - 4.30pm.

Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost: £90 (discounted to £40 for voluntary/community organisations).

A light lunch will be provided.

## ESOL - 4 classes per week during term time

Harbourside Training also runs ESOL classes in Fareham - English for Speakers of Other Languages.

For more information about these please contact Sarah on 07861 758644.

To provisionally book a place or for more information please email [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or telephone 01329 223145.

We welcome any suggestions of courses that you feel would be useful for those working in the voluntary and community sector and also your ideas about how we can deliver courses to make them more accessible.

[www.actionfareham.org.uk/training](http://www.actionfareham.org.uk/training)