

# Shine

West Sussex  
Community and Voluntary Sector  
Training Programme  
2011/12

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## Venues

### Bognor Regis

Bersted Green Learning Centre  
Hazel Road  
Bognor Regis  
PO22 9DZB

### Burgess Hill

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

### Chichester

Bassil Shippam Centre  
Tozer Way  
St Pancras  
Chichester  
PO19 7LG

### Crawley

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

### East Grinstead

Jubilee Community Centre  
Charlwoods Road  
East Grinstead  
RH19 2HL

### Horsham

Horsham Area CVS  
Lavinia House

Dukes Square  
Denne Road  
Horsham  
RH12 1GZ

### **Lancing**

WRVS  
Chesham House Centre  
124 South Street  
Lancing  
BN15 8AJ

### **Littlehampton**

Dove Lodge  
49 Beach Road  
Littlehampton  
BN17 5JG

### **Worthing**

Adur Voluntary Action  
Crawley CVS  
CVS Arunwide  
East Grinstead CVS  
Horsham Area CVS  
Mid Sussex (South) CVS  
Voluntary & Community Action Chichester District  
Worthing CVS

West Sussex Council for Voluntary Youth Service (WSCVYS)  
are working in partnership with the **Working Together Project (WTP)** to administer a joint programme of training. All courses are subsidised by funding from the ten organisations involved, and the Tanbridge House School in Horsham

**To download more copies of this programme – or for more information about your local CVS – visit your local CVS website:**

[www.adurvoluntaryaction.org](http://www.adurvoluntaryaction.org)

[www.crawleycvs.org](http://www.crawleycvs.org)

[www.cvs-arunwide.org.uk](http://www.cvs-arunwide.org.uk)

[www.egcvs.org.uk](http://www.egcvs.org.uk)

[www.hacvs.org](http://www.hacvs.org)

[www.msscvs.org.uk](http://www.msscvs.org.uk)

[www.vcacd.org.uk](http://www.vcacd.org.uk)

[www.worthingcvs.org.uk](http://www.worthingcvs.org.uk)

[www.wscvys.org.uk](http://www.wscvys.org.uk)

[www.eesi.org.uk](http://www.eesi.org.uk)

**Courses are open to volunteers, paid workers and management committee members from community groups, voluntary organisations and social enterprises, as well as other people who are active in or support their community.**

### **Introduction**

The West Sussex CVS Training Group specialises in training for anyone involved in running a community group or voluntary organisation, to help you to develop your group or organisation, and support you to develop in your role. Our half-day, one and two-day courses are practical,

relevant, professional and friendly and cover a wide range of subjects. We warmly welcome bookings from people of all communities.

We are always developing new courses to respond to your needs in running successful groups and organisations, so please ring to talk through your ongoing training and skills needs. It may also be possible for a development worker to visit you to learn about your group and to help you identify the support you need.

## **Calendar of Courses**

### **Tuesday 27th September 2011**

#### **Cunning Tips for MS Word**

£20

9.30am-1.00pm

With David Guthrie

Jubilee Community Centre, East Grinstead

This half-day course is aimed at the self-taught computer user who uses Word 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 trainer will do his best to answer them. Topics are likely to include:

- Shortcuts in Word
- Linking and moving data/images/charts between Office programmes
- Using diagrams
- Designing and refining style sheets and templates
- How and when to use PDF formats
- File compatibility across different version of Word
- Key changes in Word 2010

### **Thursday 6th October 2011**

#### **Project Planning & Management**

£30

9.30am-4.30pm

With Rona Parsons

Mid Sussex (South) CVS, Burgess Hill

This one-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
- Managing resources and budgets
- Setting targets
- Managing risk
- Building and sustaining teams
- Implementation and change
- Monitoring and reporting on progress against time scales
- Ending projects and handover processes

Underpinning themes will include: leadership, team working, partnership working, motivation and direction.

### **Thursday 13th October 2011**

#### **Fundraising for Small Voluntary Groups**

£10

9.30am-1.00pm

With Graham Allen

Worthing Venue TBC

This half-day briefing is for people from voluntary run community groups who need to fundraise to sustain or develop their activities. The course will cover:

- An overview of policy context as it relates to fundraising for small groups

- Coalition Government vision for community groups and funding initiatives such as the Big Society
- A model of fundraising identifying six categories of funding source
- How to find free information about all sources of funding
- Where to access support to help you fundraise
- Hints and tips on how to win funds from all these sources
- Demonstrating the need for your group's activities
- How to organise your fundraising effort.

**Tuesday 18th October 2011**

**Introduction to Excel**

Free

9.30am-4.00pm

With David Guthrie

Horsham Area CVS, Horsham

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)

**Thursday 20th October 2011**

**Emergency First Aid at Work**

£40

9.30am-4.30pm

With Jon Andersen

Bersted Green Learning Centre, Bognor Regis

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 throughout the day.

**Wednesday 2nd November 2011**

**Supporting, Supervising & Motivating Volunteers**

£30

9.30am-4.30pm

With Victoria Dickinson

Basil Shippam Centre, Chichester

This one-day course is for anyone whose role includes managing volunteers, who is new to the role, or would like a refresher. The aim of this course is to help you manage volunteers effectively to achieve your organisation's objectives. This course will cover:

- To understand the importance of planning an effective recruitment and selection process
- To be able to identify the appropriate resources needed to support volunteers - including roles, agreements and handbooks
- To be able to recognise volunteers motivational needs and become aware of the changing needs of volunteers
- To understand the value of support and supervision and how to develop an effective system
- To understand the importance of monitoring and exits strategies

You will have an opportunity to practise skills learnt in a safe and supportive environment, and to develop an action plan, as well as receive sources of further information and support.

**Friday 11th November 2011**

**Health & Safety in the Workplace**

£40

9.30am-4.30pm

With Jenny Newbury

Mid Sussex (South) CVS, Burgess Hill

This course will enable you to gain basic knowledge and understanding of health and safety in a practical and friendly environment. We will be looking at what you need to know, how to implement and a range of templates and tools to support you. The course will cover:

- Health and safety legislation
- Accidents and ill health
- Safety in the work place
- Risk assessments
- Employer and employee responsibilities
- Manual handling

**Tuesday 15th November 2011**

**Making Posters & Leaflets**

£30

9.30am-4.00pm

With David Guthrie

Dove Lodge, Littlehampton

This one-day course will help you to produce your marketing materials in-house and 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

Do bring along anything that you are working on, for advice and support.

**Wednesday 16th November 2011**

**Level 2 Food Safety in Catering Certificate**

£40

9.30am-4.30pm

With Trina Booth

Worthing Venue TBC

This one-day Royal Society of Public Health (RSPH) 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 entry level course for working in the food and catering industry. It will cover:

- Legislation
- Food safety and hygiene hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling and hygiene
- Principles of safe food storage
- Cleaning
- Food premises and equipment

Course participants will need to bring photo ID for registering for the above RSPH qualification, e.g. passport or driving licence. To receive the certificate, participants must pass a multiple choice test at the end of the course. Should participants need extra help to take the test, this can be arranged.

**Wednesday 16th November 2011**

**Fire safety for community organisations**

£15

9.30am-1.00pm

With West Sussex Fire and Rescue Service

Crawley CVS, Crawley

This half-day course is for anyone involved in a community organisation that needs to take responsibility for the safety of their volunteers, service users and their staff. The course will cover:

- Current fire safety legislation
- The effects of fire on organisations
- The chemical processes that result in fire
- The causes of fire
- Effective evacuation procedures
- Preferable staff reactions to fire
- Fire protection methods
- Fire extinguisher training

**Wednesday 23rd November 2011**

**Developing a Donor Base of Individuals and Companies**

£20

9.30am-1.00pm

With Graham Allen

Bassil Shippam Centre, Chichester

This half-day briefing is for organisations that need to diversify their income from an over-reliance on grant fundraising. The briefing will cover:

- Identifying your potential donor base
- Developing a strategy to convert potential donors
- Understand what individual donors would like in return
- Identifying and engaging with companies that resonate with your cause
- Understand what companies want and get out of the donor relationship

The session will also briefly touch on payroll giving and legacies.

**Tuesday 29th November 2011**

**Working with Outcomes Based Funding**

£30

9.30am-4.30pm

With Rona Parsons

Horsham Area CVS, Horsham

This one-day course is aimed at people from voluntary organisations who want to review their approach to monitoring and evaluation and ensure it will enable them to deliver within the current outcomes funding and assessment environment. The course will cover:

- Understanding why the focus on outcomes has become so prevalent
- Developing measurable project outcomes
- Involving relevant stakeholders in designing outcomes
- Understanding the challenges of adopting an outcomes based funding approach
- The wider strategic context of outcomes based commissioning
- An introduction to social return on investment (SROI)

**Tuesday 6th December 2011**

**Cunning Tips for MS Excel**

£20

9.30am-1.00pm

With David Guthrie

Crawley CVS, Crawley

This half-day workshop is aimed at the self-taught computer user who uses Excel 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:

- Shortcuts in Excel
- Generating charts and setting new defaults
- Linking and moving data/images/charts between MS Office programmes

- Designing and refining templates
- Formulae troubleshooting

**Wednesday 7<sup>th</sup> December 2011**

**Awards for All - Big Lottery Briefing**

Free

10.30am-1.00pm

With Kate Sawdy

WRVS Chesham House Centre, Lancing

The Big Lottery Fund workshop will include up-to-date information on their main funding opportunities with particular emphasis on Awards for All, our small grants programme for awards of between £300 and £10,000. There will also be an update on the Reaching Communities programme that offers awards of between £10,000 and £500,000 over a period of up to 5 years. By the end of the workshop participants will have:

- A greater understanding of the key features of the programmes and what they can fund
- Better understanding of the process and what makes an application fundable
- Hints and tips on securing a grant.

Big Lottery Fund's mission is to bring about real change to the lives of those most in need. They do this by using money raised by the national Lottery to support projects for health, education, environmental and charitable purposes. If your project is focused on engaging people in sport, arts or heritage activities you may need to look at one of the other Lottery Distributors (Sport England, Arts Council and Heritage Lottery Fund).

**Monday 16th January 2012**

**Cunning Tips for MS Excel**

£20

9.30am-1.00pm

With David Guthrie

WRVS Chesham House Centre, Lancing

This half-day workshop is aimed at the self-taught computer user who uses Excel 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:

- Shortcuts in Excel
- Generating charts and setting new defaults
- Linking and moving data/images/charts between MS Office programmes
- Designing and refining templates
- Formulae troubleshooting

**Tuesday 24th January 2012**

**Fire Safety for Community Organisations**

£15

9.30am-1.00pm

With West Sussex Fire and Rescue Service

WRVS Chesham House Centre, Lancing

This half-day course is for anyone involved in a community organisation that needs to take responsibility for the safety of their volunteers, service users and their staff. The course will cover:

- Current fire safety legislation
- The effects of fire on organisations
- The chemical processes that result in fire
- The causes of fire
- Effective evacuation procedures
- Preferable staff reactions to fire
- Fire protection methods
- Fire extinguisher training

**Wednesday 25th January 2012**  
**Health & Safety in the Workplace** £40

9.30am-4.30pm

With Jenny Newbury

Bassil Shippam Centre, Chichester

This course will enable you to gain basic knowledge and understanding of health and safety in a practical and friendly environment. We will be looking at what you need to know, how to implement and a range of templates and tools to support you. The course will cover:

- Health and safety legislation
- Accidents and ill health
- Safety in the work place
- Risk assessments
- Employer and employee responsibilities
- Manual handling

**Fridays 3rd and 10th February 2012**  
**Introduction to Budgeting & Bookkeeping** £30

9.30am-1.00pm

With Steve Early

Crawley CVS

For people who are new to voluntary and community sector finances, these two half-day sessions will help you to:

- The budgeting process
- Setting budget headings that fit with your groups activities
- Different types of costs, what factors affect costs, and how to identify them when preparing a bid
- Set up an analysed cashbook to keep simple bookkeeping records
- How to allocate costs
- Reconcile your cashbook to your bank statements
- Deal with petty cash
- Log incomings and outgoings
- Analyse costs and expenses
- Simple reporting

Please bring a calculator.

**Thursday 9th February 2012**  
**Fundraising for Small Voluntary Groups** £10

9.30am-1.00pm

With Graham Allen

Jubilee Community Centre, East Grinstead

This half-day briefing is for people from voluntary run community groups who need to fundraise to sustain or develop their activities. The course will cover:

- An overview of policy context as it relates to fundraising for small groups
- Coalition Government vision for community groups and funding initiatives such as the Big Society
- A model of fundraising identifying six categories of funding source
- How to find free information about all sources of funding
- Where to access support to help you fundraise
- Hints and tips on how to win funds from all these sources
- Demonstrating the need for your group's activities
- How to organise your fundraising effort.

**Thursday 9<sup>th</sup> February 2012**  
**Level 2 Food Safety in Catering Certificate** £40

9.30am-4.30pm

With Trina Booth

Horsham Area CVS, Horsham

This one-day Royal Society of Public Health (RSPH) 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 entry level course for working in the food and catering industry. It will cover:

- Legislation
- Food safety and hygiene hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling and hygiene
- Principles of safe food storage
- Cleaning
- Food premises and equipment

Course participants will need to bring photo ID for registering for the above RSPH qualification, e.g. passport or driving licence. To receive the certificate, participants must pass a multiple choice test at the end of the course. Should participants need extra help to take the test, this can be arranged.

**Tuesday 21st February 2012**

**Excel Intermediate Workshop**

Free

9.30am-4.00pm

With David Guthrie

Horsham Area CVS, Horsham

This workshop style course will be based on the needs of the group attending and is for people who have a basic grasp of Excel. The course could amongst other things cover:

- Using Excel to create budgets and accounts using different pages
- Basic formulae
- Absolute cell references and range names
- Using Excel for monitoring (e.g. clients / funds / grants etc.), including sorting, filtering, pivot tables, sub totals, views and lists

**Thursday 1st March 2012**

**Emergency First aid at work**

£40

9.30am-4.30pm

With Nicola McCrudden

Jubilee Community Centre, East Grinstead

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 throughout the day.

**Tuesday 6th March 2012**

**Supporting, Supervising & Motivating Volunteers**

£30

9.30am-4.30pm

With Victoria Dickinson

Horsham Area CVS, Horsham

This one-day course is for anyone whose role includes managing volunteers, who is new to the role, or would like a refresher. The aim of this course is to help you manage volunteers effectively to achieve your organisation's objectives. This course will cover:

- To understand the importance of planning an effective recruitment and selection process
- To be able to identify the appropriate resources needed to support volunteers - including roles, agreements and handbooks
- To be able to recognise volunteers motivational needs and become aware of the changing needs of volunteers
- To understand the value of support and supervision and how to develop an effective system
- To understand the importance of monitoring and exits strategies

You will have an opportunity to practise skills learnt in a safe and supportive environment, and to develop an action plan, as well as receive sources of further information and support.

### **Mondays 19th & 26th March 2012**

#### **Creating a Website Using WordPress.com**

£60

9.30am-4.00pm

With David Guthrie

Bersted Green Learning Centre, Bognor Regis

This two-day course is targeted at small community groups to help them build and host a simple website quickly with no financial 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 you are 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.

### **Terms & conditions**

#### **Booking**

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

Please book through the WTP website: [www.workingtogetherproject.org.uk](http://www.workingtogetherproject.org.uk). If you don't have access to a computer, or if you need to chat anything through then give us a ring on 01273 810248. Most courses have a small charge although they are heavily subsidised. Payment should be made through the WTP website. If for any reason you are unable to do this, please ring us on the above number or email: [bookings@workingtogetherproject.org.uk](mailto:bookings@workingtogetherproject.org.uk).

Only volunteers, paid workers and management committee members from community groups, voluntary organisations and social enterprises, as well as other people who are active in or support their community within West Sussex are eligible for a subsidised ticket/place on this programme of courses. Public sector organisation within West Sussex and those from the community and voluntary sector outside West Sussex are eligible for the standard ticket/place on this programme of courses.

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 no more than 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.

You will also receive a reminder two weeks in advance of the course date, with a map showing how to find the venue, including transport information and information about wheelchair access. 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 ten working days notice before the course date to: [bookings@workingtogetherproject.org.uk](mailto:bookings@workingtogetherproject.org.uk), or call 01273 810248, so that a place can be offered to a reserve. Please note this change to ten working days notice and charging period. This is because of the large numbers of late cancellations received during the last programme, which made it difficult to fill places at such short notice.

You must get a cancellation reference number from us. If you do not have a cancellation reference number and miss any of the courses the payment you have made for the course will not be returned. If you are ill you will need to send us a copy of a medical certificate for the charge to be refunded.

If you arrive late you may be turned away, in which case the charge will not be re-funded. 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 the charge will not be re-funded.

### **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 and to provide 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, do let us know and we will endeavour to make reasonable adjustment. 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 attendance 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 to be 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.

**Feedback**

The West Sussex 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**

Brighton Junction  
1A Isetta Square  
35 New England Street  
Brighton  
BN1 4GQ

**Tel:** 01273 810248

**Email:** [bookings@workingtogetherproject.org.uk](mailto:bookings@workingtogetherproject.org.uk)

**Website:** [www.workingtogetherproject.org.uk](http://www.workingtogetherproject.org.uk)

Charity No: 1086756

Company Ltd by Guarantee No: 4114544

**To book a place, please ring 01273 810248 or email**  
[bookings@workingtogetherproject.org.uk](mailto:bookings@workingtogetherproject.org.uk)

[www.workingtogetherproject.org.uk](http://www.workingtogetherproject.org.uk)