



Southampton Voluntary Services

List of Local Training

February 2009

FREE

**COMMITTEE WORKSHOPS TO
DEVELOP YOUR COMMITTEE SKILLS**

January—December 2009

Our taster session workshops for Committee Members starts in February and continues each month through to November. They are designed so that committee members can dip in and dip out. The courses are a rolling programme repeated each year.

These sessions are to help develop committee skills which will give you an understanding of latest legislative changes, good practice guidance and helping keep your organisation on track.

Topics covered are:-

- 5th Mar – Looking Forward – helping with the writing of business plans
- 2nd Apr – Applying for Funds – how to make grant applications
- 7th May – The Buck Stops here – whistle stop tour of the main legislation impacting on a groups operation
- 4th June – Role and Responsibilities – enabling committee members understand their roles and be more effective in governing
- 2nd July – Valuing Volunteers – writing a volunteer policy, doing risk assessments, role descriptions and understanding the law
- 3rd Sept – Being the Bosses – understanding good practice in employment
- 1st Oct – Figures it Out – understanding accounts/SORP/Charity Act
- 5th Nov – Policies and Procedures – enabling committees to be effective in managing their organisation.

All courses run on the first Thursday evening of the month on dates above from 6 – 8 pm. If you wish to book on these course then please contact SVS for a leaflet which includes booking form on 02380 228291.

Common Assessment Framework Awareness Training

Are you unsure what CAF is?

Would you like more information on CAF?

Will CAF affect you or your service?

Do you need reminding of CAF?

Do you have workers who need to know more about CAF?

If you have answered yes to any of the above questions then this training is for you....

We will pay £30 for every attendee who completes one of our two hour training sessions.

Training is taking place on:-

10th Feb 1-30 – 4.30 Mencap
(North)

13th Feb 9.30 am – 12.30 Bradbury Centre
(West)

3rd Mar 9.30 – 12.30 Eastpoint Centre
(East)

5th Mar 1.30 – 4.30 Voluntary Action
Centre
(Central)

For further details and booking form please contact Philip Lee
p.lee@southamptonvs.org.uk 02380216017

Looking Forward- Business Planning

Thursday 5th March 2009

Aim: To enable committees to write business plans which show the way forward for their organisation.

Objective: By the end of the session individuals will:

- **Understand why there is a need to write a business plan**
- **Be clear what needs to be in a business plan**
- **Use tools to gain information for writing a plan: SWOT, PEST and cash cows**
- **What should be appendices**

The session will include activities and handouts.

CRIMINAL RECORDS BUREAU REGISTRATION & TRAINING WITH SVS

Friday 06th March 9.30am – 12.30pm
Friday 17th April 12.30pm – 3.30pm
Friday 05th June 9.30am – 12.30pm

Venue: Voluntary Action Centre

For further details or to book a place please contact Lindsay Davies on 02380 216 020 or email l.davies@southamptonvs.org.uk

NEW FOR 2009



WE ARE SETTING UP COMMITTEE NETWORK MEETINGS

**Enabling committees to come together
discuss issues and learn from one another.**

**The meetings will be run twice a year
and have been scheduled for 2009:**

**Saturday 21st February
10:30-12:30**

**Saturday 21st November
10:30-12:30**

At the Voluntary Action Centre



ChangeUp



FUNDED

Charity Finance Training

(Provided by the Association of Charity Independent Examiners)

This course will cover the following:

The Independent Examination of a Company Charity (charitable company)

and

The new “Duty to Report” for Independent Examiners

on **26th February 2009 9 am – 5pm**

at Southampton Voluntary Services Offices
Voluntary Action Centre,
Kingsland Square,
St. Marys,
Southampton

£50pp is being charged for attendance.

This course is open to all voluntary sector and community group chairs/treasurers/committee members/book-keepers of organisations that would come under the Independent Examination rules.

We hope that if we get enough individuals trained up we can set up a network of Independent Examiners across Southampton who can/are willing to examine each others accounts.

If you would like further information on the content of the course which will be available in the New Year or a booking form please contact: Chris Hammond on 023 80 [2160 12](tel:02380216012)
c.hammond@southamptonvs.org.uk

Course Title	Date & Time	Venue	Provider/Trainer	Contact details
Supervision & appraisal	12 February 2009	Rownhams House Southampton	Quinn Centre	Leslie Watts – 02380 741614
Service User Involvement	16 th February 2009 10.00am – 4.30pm	ROCC Training centre	ROCC	ROCC Training Manager - 02380230307
First Aid at Work	9-12 February 2009 (4 days)	Bradbury Centre, Southampton	Rose Road Association	Emma Deabill 02380 721234
Effective Supervision Skills	12 th and 13 th February 2009 2 Days	The Wells Centre, Eastleigh	IDT Training and Education	01803 299049 – mail@idttraining.com
Managing Boundaries	18 th February 2009 10.00am-4.30pm	ROCC Training Centre	ROCC	80230307 info@rocc.org.uk
Settled Communities Diversity Awareness	18 th February 2009	City Centre, Southampton	Wheatsheaf Trust	lorna@wheatsheaftrust.org 02380 237662
TUPE	19 th February 2009 10.00am-4.30pm	Blighmont TA Centre Southampton	ROCC	02380 230307 info@rocc.org.uk
Autism Awareness	20 th February 2009 9.15am-3.15pm	Bradbury Centre	Rose Road Association	Angela Carey- 02380 721234 angelacarey@roseroad.org.uk
Refresher Course for Trainers	23 rd February 2009	The Eastpoint Centre	Taylor Made Training	Leslie Watts – 02380 741 614
Falls Education Training	24 th February 2009 ½ Day	The Eastpoint Centre	Primary care Trust/ Southampton City Council	Leslie Watts – 02380 741614
Training the Trainer	8 Sessions 10.00am-2.30pm Starting Friday 27 th February	College Place Inner City	TWICS	info@twics.org.uk 02380 671111
Diversity and Inclusion	02 nd March 2009 10.00am – 4.30pm	ROCC Training Centre	ROCC	Helen Brafield – 02380 230307
Employee information And consultation	05 th March 2009 9.30am-1.00pm	Express by Holiday Inn, Southampton	Acas	08457 38 37 36 www.acas.org.uk
Save a Life	05 th March 2009 ½ Day	The Bradbury Centre	Rose Road Association	Leslie Watts – 02380 741614
Intro to Committee Skills	9 th March 2009 9.45am-2.30pm	SVS, Kingsland square	TWICS	info@twics.org.uk 02380 671111
Tendering for Services	9-10 th March 2009 10.00am-4.30pm	ROCC Offices, Southampton	ROCC	02380 230307 info@rocc.org.uk
Managing Stress in the workplace	10 th March 2009 9.30am-1.00pm	Acas fleet, Hampshire	Acas	08457 38 37 36 www.acas.org.uk
Bereavement & Loss	11 th March 2009	Rownhams House Southampton	Quinn Centre	Leslie Watts – 02380 741 614
Challenging Behaviour	11 th March 2009	Rownhams House Southampton	Quinn Centre	Leslie Watts- 02380 741614
Criminal Justice System	12 th March 2009 10.00am – 4.30pm	ROCC Training Centre	ROCC	Sue Wade - 02380 230307
Listening Skills	13 th March 2009 9.30am-2.30pm	Shirley/Freemantle	TWICS	info@twics.org.uk 02380 671111
Self Directed Support and Individual Budgets	16 th March 2009 10.00am – 4.30pm	ROCC Training Centre	ROCC	ROCC Training Manager – 02380 - 230307
Deaf Awareness Day	17 th March 2009	Southampton City Council	Southampton City Council	Leslie Watts – 02380 741614
Discipline and grievance:	18 th March 2009 6.30pm-8.30pm	Southampton	Acas	08457 38 37 36 www.acas.org.uk

A new approach				
Marketing and Celebrating Youth Arts	19th March 2009 10.00am-4.15pm	Basepoint	Artsplan	artsplanbookings@artswork.org.uk 02380 682535
First Aid at Work	23-26 March 2009 4 Days	Southampton City Council	Southampton City Council	Leslie Watts – 02380 741614
Immigration & Employment	01st April 2009 ½ Day	Central Hall, Southampton	Home Office	Leslie Watts – 02380 741614
Disability Awareness	7th April 2009 9.15am-3.30pm	Bradbury Centre	Rose Road Association	Angela Carey- 02380 721234 angelacarey@roseroad.org.uk
CRB Awareness	14th April 2009 ½ Day	The Bradbury centre	Rose Road Association	Leslie Watts – 02380 741614
Domestic Violence Awareness	22nd April 2009 10.00am – 4.30pm	ROCC Training Centre	ROCC	Stella Vickers – 02380 230307
Difficult, Disturbing and Dangerous Behaviour	23 April 2009	ROCC Training Centre	ROCC	02380 230307 info@rocc.org.uk
Dealing with Complaints	29th April 2009 9.30am-1.30pm	ROCC Offices, Southampton	ROCC	02380 230307 info@rocc.org.uk
First Aid – Appointed Person	30th April 2009	Southampton City Council	Southampton City Council	Leslie Watts – 02380 741614
Effective Supervision Skills	8th and 9th May 2009 2 Days	The Wells Centre, Eastleigh	IDT Training and Education	01803 299049 – mail@idttraining.com
Keeping Your Contract	21st May 2009	ROCC Training Centre	ROCC	Nichola Goom - 02380230307
Health and Safety	04th June 2009	ROCC Training Centre	ROCC	John Murphy – 02380 230307
Safeguarding Vulnerable Adults	08th June 2009 9.30am-1.00pm	ROCC training Centre	ROCC	ROCC training Manager - 02380 230307
Effective Supervision Skills	04th and 5th May 2009 2 Days	The Wells Centre, Eastleigh	IDT Training and Education	01803 299049 – mail@idttraining.com
Food Hygiene	06th August 2009	ROCC Training Centre	ROCC	Teresa Brady – 02380 230307