

HOW TO BOOK

Please complete the enclosed booking form and return together with your booking fee to the address below. The booking form is also available to download from our website: -

www.tandwcvcs.org.uk under Training.

Please note that there is a limit of 2 people per organisation.

Charges:

Please make cheques payable to Telford and Wrekin CVS. Places will be allocated on a first come first served basis.

Refunds will be given to cancellations received 7 days prior to course date. Cancellations made after this date will still be charged.

	Vol Sector	Statutory Sector
Whole day to include lunch	£20	£50
Half a day to include tea/coffee	£10	£25

Telford and Wrekin Council for Voluntary Service

Meeting Point House
Southwater Square
Town Centre
Telford
Shropshire TF3 4HS

Tel: 01952 291350
Fax: 01952 290384
www.tandwcvcs.org.uk

HOURS OF OPENING

Monday to Thursday

9.00 am – 1.00 pm
2.00 pm – 5.00 pm

Friday

9.00 am – 1.00 pm
2.00 pm – 4.00 pm

Telford and Wrekin CVS

Registered Charity Number: 702589. A Company Limited by Guarantee number: 2436644



Telford and Wrekin

CVS

Training Programme

2010



An Introduction to Book Keeping

Angela Mullett and Ella Sips

Wednesday 17th February

Time: 9.45 - 1.00pm

Venue: Meeting Point House Telford Town Centre

Voluntary Sector	Statutory Sector
£10.00	£25.00

This session is aimed at treasurers of any voluntary or community group. It would also be useful for other group members with an interest in bookkeeping. No prior bookkeeping knowledge is required.

The session will help to clarify: -

- Why bookkeeping is important
- What needs to be recorded
- How it all balances at the end of the year

Quality Matters

Lois Breen and Beverly Harris

Friday 5th March

Time: 9.45 - 1.00pm

Venue: Meeting Point House Telford Town Centre



Which quality marks are relevant to You?

Funders are now asking grant applicants for quality marks to validate the standards of work in Voluntary Sector Organisations.

This informal workshop which will provide basic information about quality marks relevant to the Sector, including village venues.

Please come and join us to gather valuable information which will support your future funding and sustainability.

BIOGRAPHY OF EXTERNAL TRAINERS

Olof Williamson

Leads for NCVO on earned-income related projects and activities covering public service delivery and trading. He keeps an up-to-date knowledge of the operating environment for voluntary and community organisations and has experience of advising charities on sustainable income and strategy, both in the UK and internationally.

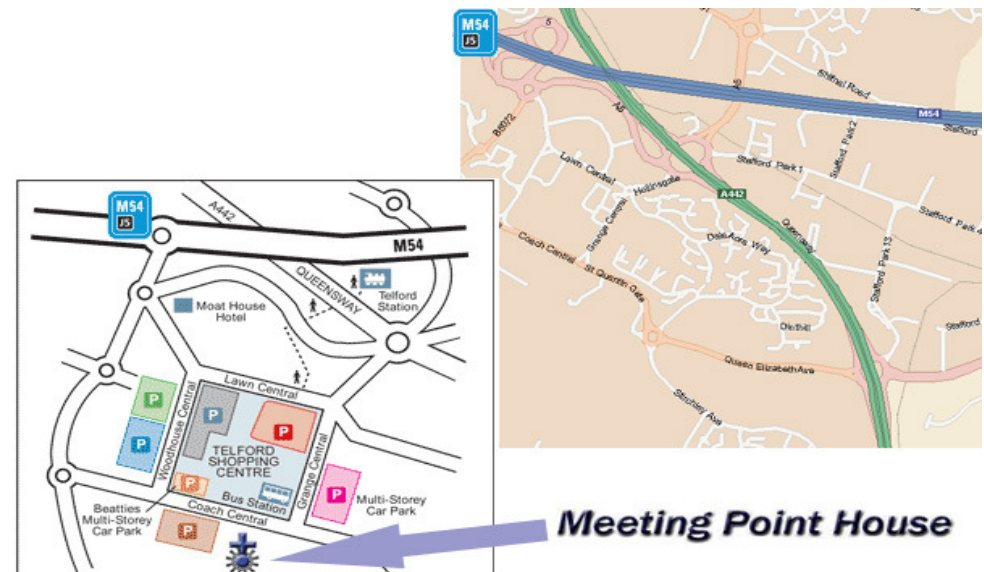
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Rosaline Jenkins

leads in the production of NCVO's newsletter, manages their website and shares responsibility for delivering the Sustainable Funding Project's outreach activities. She previously worked on fundraising, marketing and project management for a range of frontline charities. She is currently studying with the Open University to achieve full membership of the Institute of Fundraising.

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DIRECTIONS



Angela Mullett

Fellow Member of Association of Accounting Technicians (FMAAT)

Member of Association of Charity Independent Examiners (ACIE)

Angela started her career in Public Sector finance with Telford Development corporation and Wrekin District Council before starting her own small practice offering accountancy services including VAT and Payroll while bringing up a young family. Angela has also been actively involved for the past 20 years in the voluntary and community sector around the Shifnal area including Sutton Maddock Church, Shifnal Carnival Committee, Shifnal Primary School PTFA, Pre-school Playgroups and most recently campaigning to build a Community Swimming Pool launching a small local lottery to raise funds.

In May 2007 Angela was awarded the City & Guilds 7302 Introduction to Delivering Learning Certificate.

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George Kinnell

George has worked in Community Services in both the Voluntary and Public Sectors. He has had responsibility for managing a Council's grants to voluntary organisations and for co-ordinating a Government funded regeneration scheme. Both roles involved the monitoring of performance against agreed targets.

George is now semi-retired and enjoys walking and amateur dramatics.

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Sue Howe

Sue has lived and worked in the area of Telford for many years and has worked for Telford and Wrekin CVS for approximately 10 years. Prior to this, Sue held positions at the CHEC Health shop and with the local authority.

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Communication Skills

Beverly Harris and Kath Fackrell

Monday 8th March

Time: 9.45 - 1.00pm

Venue: Meeting Point House, Quaker Room

Voluntary Sector	Statutory Sector
£10.00	£25.00

Following this workshop learners will: -

- Have the opportunity to explore who their volunteers need to communicate with and why
- Have considered the role of listening in communication
- Have identified different ways of communicating
- Have discussed ways of supporting good communication within their own organisations

Marketing using Leaflets and Posters

Ella Sips and Colleen Wickstead

Wednesday 10th March

Time: 9.45 - 1.00pm

Venue: Meeting Point House, Telford Town Centre

Voluntary Sector	Statutory Sector
£10.00	£25.00

If you would like to review and improve the way you tell people about what you do, this interactive workshop will help.

This half-day workshop will cover:

- What makes a good or bad leaflet
- What can be the purpose of your leaflet
- How to get your message across
- How to reach the right people

Attendees will be asked to bring any marketing materials to the session. This workshop is suitable for volunteers and paid staff and requires no previous experience.

Recruiting and Selecting Volunteers

Beverly Harris and Annette Cooper

Monday 15th March

Time: 10.00 - 4.00pm

Venue: Meeting Point House, Quaker Room

Voluntary Sector	Statutory Sector
£20.00	£50.00

Following this workshop learners will have: -

- Evaluated their own methods and approaches to recruiting volunteers
- Explored various avenues of recruitment opportunities
- The opportunity to explore new ways to present their organisation
- Information on marketing strategies
- Explored and practiced selection processes
- Explored ways of implementing good recruitment and selection processes within their own organisations

Lunch is included

Sustainable Funding

Olof Williamson and Rosaline Jenkins

Friday 19th March

Time: 9.30 - 4.00pm

Venue: Meeting Point House, Quaker Room

Voluntary Sector	Statutory Sector
£20.00	£50.00

This one day workshop explores approaches to sustainable funding through:

- an understanding of planning and financial management
- income diversification - exploring a mix of income sources
- generating income through contractual work and trading
- the use of loans and other finance to develop your organisation

The day is aimed at frontline organisations and focuses on the early stages of the learning curve – it seeks to give people the awareness, understanding, enthusiasm and information to think further.

Lunch is included

Colleen Wickstead

Colleen has worked for CVS for just over two years. Prior to joining CVS Colleen worked in a number of roles for Telford and Wrekin Council, both in Community Services, then Education. All of which included work with the Voluntary and Statutory Sector, and had a training element.

Colleen has experience of a number of voluntary roles, as well as spending time working for an International London based charity.

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Kath Fackrell

Kath has been working with the CVS since September 2009 as a project worker. Her background is with the NHS as a registered nurse. Relatively new to training, Kath is currently undertaking further qualifications.

Interests are volunteering with the local Beaver Scouts, MIND and singing in a harmony group.

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Ella Sips

Ella has been working in the Voluntary Sector for 11 years. She has experience in accountancy and book keeping. As a funding bid writer, she has extensive knowledge about settling budgets and managing the finances of projects.

Ella is one of the CVS's qualified trainers.

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BIOGRAPHY OF INTERNAL TRAINERS

Lois Breen

Lois has worked in the voluntary sector since 1990, in various Midlands locations. She has worked in social welfare family settings since 1981. Lois has been a volunteer and a life long learner .

Lois is interested in holistic therapies, walking, reading and music.

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Beverly Harris

Beverly has worked in the Voluntary Sector for 15 years with the Citizens Advice Bureau and CVS where she has been the Volunteer Centre Manager for the last 5years. She has considerable experience of delivering training to volunteers and to paid staff who manage or supervise them.

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Annette Cooper

Annette is a qualified community artist. She has been active in numerous community projects, both in a paid and voluntary capacity, since 1996.

She has 4yrs experience as an FE Tutor with TCAT, and volunteered with the CAB as an advisor before joining the payroll.

Interests: People, communities, social history, facilitating progression, and arts & culture.

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Funding Applications

Sue Howe and Lois Breen

Wednesday 24th March

Time: 9.30 - 12.30pm

Venue: Meeting Point House Telford Town Centre

Voluntary Sector	Statutory Sector
£10.00	£25.00

The aim of the workshop is to:

- Increase knowledge, understanding and awareness of ways in which groups can complete improved applications for funding for the local small pots of money available. Participants will experience and explore some real examples of application forms.

Participants will find out: -

- How applications can be improved and strengthened
- The format of a successful application for funding and how it should be structured
- What not to do on an application for funding
- Hints and tips for making a successful application

Outcomes Workshop

Colleen Wickstead and George Kinnell

Wednesday 24th March

Time: 1.30 - 4.00pm

Venue: Meeting Point House, Telford Town Centre

Voluntary Sector	Statutory Sector
£10.00	£25.00

The workshop introduces the concept of outcomes and outcome indicators. This is a taster session, for staff, or trustee/committee members.

This session will clarify what is meant by outcomes, briefly explore outcome indicators and provide an example of an outcomes monitoring framework.

Supporting & Supervising Volunteers

Beverly Harris and Annette Cooper

Tuesday 13th April

Time: 10.00 - 4.00pm

Venue: Meeting Point House, Quaker Room

Voluntary Sector	Statutory Sector
£20.00	£50.00

Following this workshop learners will: -

- Have an increased understanding of the terms support and supervision
- Be able to evaluate the benefits of good support and supervision to both the organisation and the volunteer
- Be able to define what constitutes good support and supervision
- Have identified the skills needed to give support and supervision
- Have explored the ways of implementing good support and supervision within their own organisations

Lunch is included

Building Confidence

Beverly Harris and Lois Breen

Friday 16th April

Time: 10.00 - 1.00pm

Venue: Meeting Point House Quaker Room

Voluntary Sector	Statutory Sector
£10.00	£25.00

Following this workshop learners will:-

- Have an understanding of what confidence is
- Be able to identify the major causes of having a lack of confidence
- Have explored ways of developing a positive attitude to challenge self-limiting beliefs.
- Have the opportunity to look at the steps required to become more confident

How to Keep Volunteers Motivated

Beverly Harris and Annette Cooper

Friday 7th May

Time: 10.00 - 1.00pm

Venue: Meeting Point House Quaker Room

Voluntary Sector	Statutory Sector
£10.00	£25.00

Following this workshop learners will: -

- Appreciate what motivates and de-motivates people
- Be able to identify signs and causes of de-motivation
- Have the knowledge to deal with de-motivation
- Have explored ways of implementing good practice to recognize and reward volunteers within their own organisations