

CVS Training Diary 2011

Supporting the third sector for over 100 years

A member of



Training services

Here at CVS we have built a training department which is considered the premier voluntary sector training service here in Northamptonshire.

The information contained in this diary accounts for only a segment of our activity within the sector, and we are more than happy to discuss your training and HR requirements if you have any specific needs for your organisation.

We are in the process of developing a Voluntary Sector HR Consultancy Service that will support and nurture good HR practices within the sector in Northamptonshire,- so if you have any needs or issues within the HR area, just contact us for the first step to sorting out whatever is preventing you going forward and succeeding.

Contact John on 01604 624121

January

Tuesday 18th

The protection and safe guarding of all our users is of paramount importance to us, so come along and refresh your knowledge in this key area.

Safeguarding Adults

9.30 – 3.30 (*Lunch included*)

£25.00

Doddridge Centre, Northampton

Thursday 27th

Redundancy is a real and present threat to all of us.

Be ready – be prepared!

By general demand we present;

Redundancy / how to select / how to be fair /

What the law requires /

Managing redundancy situations.

9.30 – 12.30

£15.00

(Lunch available at 12.30 for both sessions)

What is Social Media? How can it be useful to your group?

Can it be used for Fund Raising? Marketing? Profile Raising?

Exploring Social Media

Face Book, Twitter, Linked In, Bebo, etc, etc.?

1pm – 4pm

£15.00

Victoria Centre Wellingborough

Computer Skills

*All of these sessions will follow
this outline;*

Start 10.00 – Finish 3pm

*Choose your subject in this basic
Computer Skills two day course.*

Delivered in partnership with NVCA.

(There is no lunch provided for these sessions)

February

Thursday 10th and Thursday 17th

Computer Skills – *(details page 4)*

£20.00

Doulton House Northampton

Wednesday 16th

Communicating clearly and accurately saves time and money, promotes respect and motivation, while getting the job done right first time!

Effective Communication

09.30 – 12.30

£15.00

(Lunch available at 12.30 for both sessions)

We must never forget our duty of care for our staff when managing our working environment, and keeping it as risk free as far as is possible and practicable.

Health & Safety

(Including Risk Assessment)

1pm – 4pm

£15.00

Doddridge Centre Northampton

Thursday 17th

This is the chance for your Trustees and Management Board members to share and learn from others.

Trustee Network Meeting

6.15 – 8.30pm

No Charge

(Networking Buffet)

DELOS Community Wellingborough

Tuesday 22nd

Many of us work with the protection and safe guarding of young people and children as a priority in our work.

This is your opportunity to update yourself in this essential area.

Safeguarding Children

09.30 – 4pm

£25.00

(Lunch included)

Doddridge Centre Northampton



**Time to find an Independent Examiner? –
No problem, just call CVS 01604 627128**

March

Thursday 3rd

Are you planning and managing your workload efficiently? Are your work demands dictating your quality of life?

Take back the control and plan your priorities.

Time Management Techniques 9.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

Our greatest investment is our people, make sure you know how to support and improve their performance, as a team.

Team Building 1pm – 4pm £15.00

Victoria Centre Wellingborough.

Monday 7th and Monday 14th

Computer Skills – (details page 4) £20.00

Corby VCS

Tuesday 22nd

Funding is the major common concern for all organisations in our sector, why not get other people involved in the process of applying for funds?

Basic Fundraising 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

A key element of a successful bid is the business plan that supports and explains in greater depth how well placed your group is to effectively deliver the required outcomes.

Developing a Business Plan 1pm – 4pm £15.00

Doddridge Centre Northampton

The logo for CVS is a light blue oval containing the letters 'C', 'V', and 'S' in a purple, sans-serif font. The 'V' is positioned between the 'C' and 'S' and is slightly larger and more prominent.

**Time to update staff policies? –
Call CVS on 01604 627128**

April

Friday 8th and Friday 15th

Computer Skills – (details page 4)

Doulton House Northampton

£20.00

Monday 11th

The Voluntary sector is full of innovative leaders, but how can it recognise and support them to grow?

Leadership and

Staff Development.

9.30 – 12.30

£15.00

(Lunch available at 12.30 for both sessions)

Social Media is growing across all areas of Society – are you ready for it?

IT & Social Networking Policy

Doddridge Centre, Northampton

1pm – 4pm

£15.00

Thursday 14th

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Health & Safety

(Including Risk Assessment)

Victoria Centre Wellingborough

1pm – 4pm

£15.00



Time to start afresh with your accounting needs? – Call CVS 01604 627128

May

Thursday 5th

Are you finding difficulties in these areas?

How to establish a common agreement.

Establishing Codes of

Conduct / Dress etc.

09.30 – 12.30

£15.00

(Lunch available at 12.30 for both sessions)

TUPE (Transfer of Undertaking & Protection of Employment)

Do you want to know just what this is?

This is an increasingly relevant issue for our Sector.

Do not miss this opportunity to voice your concerns.

TUPE

1pm – 4pm

£15.00

Doddridge Centre, Northampton

Thursday 12th

This is the chance for your Trustees and Management

Board members to share and learn from others.

Trustee Network Meeting

6.15 – 8.30pm

No Charge

(Networking Buffet)

DELOS Community Wellingborough

Wednesday 18th

Don't stare at that blank piece of paper any longer –

come and see how to construct a policy document,

stage by simple stage.

Writing Policies made simple

(How to organise and standardise policies)

A simple guide to Policy writing

09.30 – 12.30

£15.00

(Lunch available at 12.30 for both sessions)

If you want to measure your team performance

you need to come to this one!

To improve – you need to have a starting point, or

there will be no way to tell if you have improved.

How to Monitor and Manage

Staff Performance

1pm – 4pm

£15.00

Doddridge Centre, Northampton

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Need to find new funding?

Not sure where to start?

No worries; ring CVS 01604 627128

June

This is one of the most important subjects for our sector – how to survive and flourish in these difficult times.

Thursday 2nd

Sustainable Fundraising 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

If you do not plan – you plan to fail!

Manage your funding activity – Take control.

Developing a Strategic

Funding Plan 1pm – 4pm £15.00

Victoria Centre Wellingborough

Thursday 2nd and Thursday 9th

Computer Skills – (details page 4) £20.00

Corby VCS

Tuesday 7th

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Effective Communication 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

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Health & Safety

(Including Risk Assessment) 1pm – 4pm £15.00

Victoria Centre Wellingborough

Thursday 16th

Your team will only perform well when support is available – make sure it is there in the correct manner.

Support mechanisms for your staff 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

This one is for the leaders you may have identified, it will provide them with the tools and techniques to grow in the role of leadership.

Leadership Skills 1pm – 4pm £15.00

Doddridge Centre, Northampton



**Problems with your Payroll – again?
Worry no longer; call CVS 01604 627128**

Payroll Services

We operate a comprehensive payroll service that allows you to free up any time you may have spent on calculating wages, time off, overtime, sick pay etc etc.

We talk to the Inland Revenue for you and fill in those tiresome forms that they keep sending out.

Don't suffer silently – reach out for our help.

Contact; Christine on 01604 627128

Independent Examination of Accounts

An Independent Examination, often referred to as an IE is an alternative to a full audit for small charities and voluntary groups. It is a legally recognised form of scrutiny of your accounts by an independent appropriately qualified person.

A major part of the work undertaken by an IE usually consists of putting the accounts into a correct and acceptable format. (We also highlight good practice and recommendations for system improvements).

Why have an Independent Examination?

Usually it's a legal requirement to have your accounts externally examined, and funders will often require this to have happened before they support you. Because of the best practice elements followed by our sector to ensure transparency, and the protection of Trustees and Management Committee Members, it is always a sensible action to follow, regardless of your size of operation.

Why not just have the accounts audited?

The answer here is the cost - the detailed work legally required to be undertaken by auditors is time consuming and costly. If your organisation is of a size which requires an audit by law, then there is no choice. (This is defined by financial turnover).

Here at CVS Northamptonshire, we provide a well established and highly competent professional service of Independent Examination of accounts which comply completely with the Charity Commission's SORP accounting rules.

With the increasing level of legislation being introduced in this area, it is more essential than ever to maintain compliance within the SORP rules, and CVS are always updating and developing our services to be in line with all the necessary legislation - so you do not need to - just let us provide this expertise, while you get on with your core purpose, helping your users and satisfying your clients.

**Contact; Brenda Peers-Ross
on 01604 627128**

Accountancy Services

The most important aspect of monitoring and managing for your organisation is the financial information that is available and how it is kept up to date and accurate.

All decisions, both big and small are affected directly by your financial health.

Avoid the risk of not knowing exactly where you are when you need to assess future planning or strategic investment.

We often see people with limited skills of accountancy, trying desperately to make the books balance and show the level of health that they have assumed is the case, due to the lack of applying the correct technical expertise when preparing and assessing financial statements of health.

Take the pressure off – give it to the experienced staff here at CVS to sort out.

Contact Lorraine on 01604 627128

Funding Supporting Services

Tap into our well established service that operates at different levels;

- *Funding alert*
An email service that keeps you up to date with where funds can be found.
- *Funding Searches*
Specifically tailored service for particular groups who need to expand their funding base, or fund new projects.
- *Bid Checking service*
Have an expert offer an educated opinion on the quality of your bid when you are doing an intensive tender or application.
- *Full bid writing*
A comprehensive service that increases the odds for you in securing that elusive funding required.

Contact;

trevor@cvsnorthamptonshire.org.uk

Trustee Network Northamptonshire

Attention all Trustees in Northamptonshire.
Why not join our Trustee Network and get the support you need?

We hold regular meetings where you will be able to learn about any burning issues of the day.

You will be able to connect with others that may be able to help you when problems occur, as they may be able to relate past experiences and potential solutions for your consideration.

CVS act as the facilitators of the Network and provide any required support for the Trustees to ensure that this is a well informed and lively network.

For more information regarding meeting dates and resources, visit our website at www.cvsnorthamptonshire.org.uk

July

Tuesday 5th

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Effective Communication 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

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Health & Safety

(Including Risk Assessment) 1pm – 4pm £15.00
Doddridge Centre, Northampton

Tuesday 12th

Following on from our successful Project Management course this session is all about the tools and templates that you need to evidence your milestones, outputs and outcomes.

Project Control Systems & Templates

(Including Feedback as an essential tool)

(how to collect and use feedback in a meaningful way)

09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

Now you have the templates to collect your data you need to be able to identify the relevant outcomes.

Identifying and monitoring outputs & outcomes

1pm – 4pm £15.00

Victoria Centre Wellingborough

Thursday 28th

How to manage those awkward issues of repeated or long term sickness or absence.

Long Term & Repeated Absence 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

Making this complex subject a little clearer –

(The new Equality Act now has an impact on this issue.)

Maternity Leave Entitlement 1pm – 4pm £15.00

Victoria Centre Wellingborough



**Need specific training for your group?
CVS are ready to take your call
01604 627128**

August

Friday 12th and Friday 19th

Computer Skills – (details page 4) £20.00
Doulton House Northampton

Monday 22nd

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(Lunch available at 12.30 for both sessions)

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Health & Safety
(Including Risk Assessment) 1pm – 4pm £15.00
Doddridge Centre, Northampton

Wednesday 31st

Make sure that you attract the very best candidates for your vacancy.

Recruitment & Selection of staff 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

Make sure you take on the best person for your organisation.

Interviewing techniques & tools 1pm – 4pm £15.00
Victoria Centre Wellingborough

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**Got a Governance issue that wont go
away, no worries, call
CVS 01604 627128**

September

Wednesday 14th

Are you clear about the new ACAS Guidelines?

Do you know about the potential cost of not following them?

**New Guidelines & Rules
on Grievance Procedure**

09.30 – 12.30

£15.00

(Lunch available at 12.30 for both sessions)

*Making sure you follow the correct procedures
protects your organisation.*

**The Disciplinary process
through to dismissal**

1pm – 4pm

£15.00

Victoria Centre Wellingborough

Friday 23rd and Friday 30th

**Computer Skills – (details page 4)
Corby VCS**

£20.00



**Want someone to check out your bid?
Call us for the bid checking service
CVS 01604 627128**

October

Monday 3rd

Managing Projects is a common requirement for our sector, and this will increase as we move further along the route of having to deliver measurable outcomes for any funding.

Project Management

Skills and Systems 09.30 – 4pm £30.00
(Lunch included)
Doddridge Centre, Northampton

Monday 17th

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Effective Communication 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

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Health & Safety

(Including Risk Assessment) 1pm – 4pm £15.00
Victoria Centre Wellingborough

Thursday 20th and Thursday 27th

Computer Skills – (details page 4) £20.00
Corby VCS

Thursday 27th

*We are constantly expected to be measuring our impact and effectiveness in our areas of activity, and need to ensure all our data is clear and concise at all times.
(Including how to analyse and present results)*

Developing a complaints and approvals system 9.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

As an organisation you will be aware of striving to improve your Team and developing your Staff – this session will show you how to Set up a plan for Self Improvement across your organisation.

Introducing and developing

An Organisational

Self Improvement Program 1pm – 4pm £15.00
Doddridge Centre, Northampton

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**HR problems? – Yes you've got it; –
call CVS 01604 627128**

November

Thursday 10th

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Effective Communication 09.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

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**Health & Safety
(Including Risk Assessment)** 1pm – 4pm £15.00
Doddridge Centre, Northampton

Wednesday 16th

This is the start of your relationship with a new employee – setting out the expectations and other guidelines of behaviour. Make sure it is accurate and appropriate for the situation.

Contracts of employment 9.30 – 12.30 £15.00

(Lunch available at 12.30 for both sessions)

Managing redundancy issues is not easy, this session will help you identify the pitfalls and aid you in getting through this sensitive time with as little trauma as possible.

**Redundancy issues
(including selection criteria)** 1pm – 4pm £15.00
Victoria Centre Wellingborough.

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**Need a tender or bid written on your
behalf? Please call on our experience
CVS 01604 627128**

December

Monday 5th and Monday 12th

Computer Skills – (details page 4)

£20.00

Corby VCS

Tuesday 6th

What is Social Media? How can it be useful to your group?

Can it be used for Fund Raising? Marketing? Profile Raising?

Exploring Social Media

Face Book, Twitter, Linked In, Bebo, etc, etc.?

09.30 – 12.30 (*Lunch included*)

£15.00

Doddridge Centre Northampton

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**New Trustee signed up?
For support and resources call
CVS 01604 627128**

Governance and Codes of Conduct

If you are forming a new group, or reinvigorating an existing organisation, we recommend you start with good substantial governance policies that are tied to good conduct code policies.

Contact us if you need any help in these key important areas. 01604 627128

CVS operate across many disciplines and have a wealth of knowledge and experience within their ranks, so if you still have questions about any areas of operational need, just call 01604 627128 for help and guidance.

For all bookings please contact John at CVS
john@cvsnorthamptonshire.org.uk
Tel: 01604 624121



Northamptonshire

Council for Voluntary Service Northampton & County

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