

TRAINING BULLETIN

Issue 7, April 2011



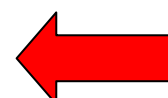
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Don't Forget It's Adult Learners Week 14-20 May 2011

LOCAL & REGIONAL OPPORTUNITIES

"BUSINESS"

Growing Your Business (ILM Approved High Performance Business Workshop)

Date: 19 May 2011 Time: 9.00am-4.30pm

Location: Pattinson House, Sleaford

Cost: £95 + VAT (Members) £195 + VAT (Non-members)

Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Understand why and how effective strategic business planning underpins growth and develop a new business plan on this practical business course.

Dealing With Change (ILM Approved High Performance Business Workshop)

Date: 23 June 2011 Time: 9.00am-4.30pm

Location: Pattinson House, Sleaford

Cost: £95 + VAT (Members) £195 + VAT (Non-members)

Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Learn how to lead, manage and drive organisational change.

What Do I Need To Tender?

Date: 27 April 2011-04-07 Time: Half Day

Location: Royal Hotel, Cambridge

Cost: £75

Contact: Supply National SME Engagement Programme at www.supplygov.co.uk

This half-day event provides an overview of the policies, documentation and supporting material required by those looking to compete in the public sector.

CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Introduction to Peer Qualification Training

Date: 28 April 2011-04-07 Time: Contact provider

Location: Leicester

Cost: £99 + VAT

Contact: UK Youth, Charmaine Simpson on 0203 137 3827 or charmaine@ukyouth.org

The training day aims to give participants an overview of the qualifications and to have an understanding of how they could fit into your peer education and peer monitoring projects. Please note this training is an introduction to the qualifications, it will not provide with the registration or resources/materials to run the qualifications.

Moneyaware: Developing and Accrediting Financial Awareness through the Youth Achievement Awards

Date: 14 April 2011 Time: Contact providers

Location: Leicester

Cost: £130 per person + VAT

Contact: UK Youth, Charmaine Simpson on 0203 137 3827 or charmaine@ukyouth.org

This training aims to introduce participants to the Moneyaware Programme and raise participants awareness of the opportunities for raising young people's financial capability through the Youth Achievement Awards and explore good practice when dealing with financial issues with young people.

SCUK Safeguarding & Protecting Children

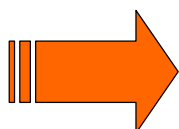
Date: 4 May 2011 Time: 6.30pm-9.30pm

Location: Bishop Grosseteste University College, Lincoln

Cost: Contact provider

Contact: Lincolnshire Sports Partnership, 01522-585580

Closing date for applications for this course 22 April 2011



SCUK Safeguarding and Protecting Children

Date: 4 May 2011-04-11 Time: 6.30pm – 9.30pm
Location: Bishop Grosseteste University College, Lincoln
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk, 01522 585580
For details of course content contact the course provider.

SCUK Safeguarding and Protecting Children 2: Reflecting on practice

Date: 14 June 2011 Time: 6.30pm – 9.30pm
Location: Lincoln Yarborough Sports Hub
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course. Closing date 31 May 2011.

Strength training for young people

Date: 15 June 2011 Time: 6.30pm – 8.30pm
Location: University of Lincoln, Brayford Campus, Lincoln
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course, Closing date 6 June 2011.

Retaining young people in you sports clubs

Date: 7 July 2011 Time: 6.30pm – 8.30pm
Location: University of Lincoln, Brayford Campus, Lincoln
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course. Closing date 28 June 2011.

SCUK Safeguarding and Protecting Children 2: Reflecting on practice

Date: 13 July 2011 Time: 6.30pm – 9.30pm
Location: The Pavilion, Louth
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course. Closing date 1 July 2011.

SCUK Safeguarding and Protecting Children

Date: 22 August 2011 Time: 6.30pm – 9.30pm
Location: The Pavilion, Louth
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course. Closing date 8 August 2011.

COMMISSIONING & PROCUREMENT

Writing An Effective Tender – supply2gov National SME Engagement Programme Workshop 3

Date: 26 May 2011 Time: Check website
Location: Jurys Inn, Derby
Cost: Check website
Contact: www.supply2.gov.uk/events/supply2011/eastmidlands

Simply answering questions in a tender exercise is never enough. Understanding the key drivers and ethos of the public sector and reflecting your awareness of these in your response can help to lift your tender above those of your competitors. This workshop will provide insights into how tenderers can include these considerations in their responses.

Partnering With Others – supply2gov National SME Engagement Programme Workshop 4

Date: 26 May 2011 Time: Check website
Location: Jurys Inn, Derby
Cost: Check website
Contact: www.supply2.gov.uk/events/supply2011/eastmidlands

Contracts can often be of a size which makes sole participation impossible, particularly for smaller businesses. Partnering with others or utilising a team of sub-contractors can give a business a leading edge and allow it to bid for contracts that may otherwise be beyond its' scope.



Selling To The Public Sector

Date: 11 October 2011 Time: 8.45am-1.00pm
Location: Enterprise Centre, Louth
Cost: Free
Contact: Procurement Lincolnshire, Charlotte Robson, 01522-846295 charlotte.robson@lincs-chamber.co.uk
Understand the rules and regulations about procurement and receive information to help you tender for work with the public sector. This event will give delegates the opportunity to understand how to complete and review standard public sector Pre-Qualification Questionnaires and Invitation To Tender documentation. There is a non-attendance charge.

Selling To The Public Sector

Date: 13 October 2011 Time: 8.45am-1.00pm
Location: Grantham Arts Centre
Cost: Free
Contact: Procurement Lincolnshire, Charlotte Robson, 01522-846295 charlotte.robson@lincs-chamber.co.uk
Understand the rules and regulations about procurement and receive information to help you tender for work with the public sector. This event will give delegates the opportunity to understand how to complete and review standard public sector Pre-Qualification Questionnaires and Invitation To Tender documentation. There is a non-attendance charge.

Selling To The Public Sector

Date: 18 October 2011 Time: 8.45am-1.00pm
Location: Enterprise Centre, Boston
Cost: Free
Contact: Procurement Lincolnshire, Charlotte Robson, 01522-846295 charlotte.robson@lincs-chamber.co.uk
Understand the rules and regulations about procurement and receive information to help you tender for work with the public sector. This event will give delegates the opportunity to understand how to complete and review standard public sector Pre-Qualification Questionnaires and Invitation To Tender documentation. There is a non-attendance charge.

Selling To The Public Sector

Date: 20 October 2011 Time: 8.45am-1.00pm
Location: Lincolnshire Chamber of Commerce, Lincoln
Cost: Free
Contact: Procurement Lincolnshire, Charlotte Robson, 01522-846295 charlotte.robson@lincs-chamber.co.uk
Understand the rules and regulations about procurement and receive information to help you tender for work with the public sector. This event will give delegates the opportunity to understand how to complete and review standard public sector Pre-Qualification Questionnaires and Invitation To Tender documentation. There is a non-attendance charge.

COMMUNITY

How to Attract and Recruit Volunteers

Date: 5 May 2011 Time: 10am – 3.30pm
Location: Voluntary Centre Services NK, Sleaford
Cost: FREE
Contact: Voluntary Centre Services NK 01529 308450 or email info@volunteercentrenk.org.uk
Aimed at committee members, volunteers or paid staff who want to involve more people in their community group or project.

How to Set Up a Community Project

Date: 18 May 2011 Time: 6pm – 8pm
Location: Voluntary Centre Services NK, Sleaford
Cost: FREE
Contact: Voluntary Centre Services NK 01529 308450 or email info@volunteercentrenk.org.uk
Do you have an idea for a community project but don't know where to start? This short event will help you start to shape ideas into viable projects and introduce you to sources of help, support and funding to get a new community project off the ground.

Thinking of Volunteering?: volunteer workshop

Date: 1 June 2011 Time: 10am – 12pm
Location: The Healthy Hub, Lincoln
Cost: FREE
Contact: Volunteer Centre Lincoln info@volunteercentre.org.uk or call 01522 551683.
A special introductory workshop session for national Volunteers' Week. This is for anyone wanting to get involved in their community as a volunteer, but not sure of exactly where to start. We will provide you with background and a taster of what you can expect.



How to support and keep your volunteers

Date: 7 June 2011 Time: 10am – 3.30pm
Location: Voluntary Centre Services NK, Sleaford
Cost: FREE
Contact: Voluntary Centre Services NK 01529 308450 or email info@volunteercentrenk.org.uk

Find out why people volunteer and how you can enable them to keep on volunteering. We look at techniques for supporting and managing people who are not paid and ways to prevent and deal with problems. Aimed at: committee members, volunteers or paid staff who co-ordinate, support or supervise volunteers.

How to Volunteer; and 'what's in it for me?'

Date: 16 June 2011 Time: 6pm – 7.30pm
Location: Voluntary Centre Services NK, Sleaford
Cost: FREE
Contact: Voluntary Centre Services NK 01529 308450 or email info@volunteercentrenk.org.uk

Anyone can volunteer. We show you how, bust a few myths about voluntary work – and yes, you can get something out of it too! Find out about local, national or even international opportunities that match your skills, needs, aspirations and time. **Aimed at** anyone who wants to feel good!

Recruiting Volunteers

Date: 12 July 2011-04-11 Time: 10am – 3pm
Location: The Healthy Hub, Lincoln
Cost: FREE
Contact: Voluntary Centre Lincoln, info@volunteercentrelincoln.org.uk

It is important to get your recruitment strategy for volunteers right from the start. This course will help you to develop effective recruitment methods, consider the types of volunteer roles you will be offering and steer clear of pitfalls. The training is aimed at those with some experience of managing volunteers, but it is also suitable for anyone taking the first steps.

COMPACT

There are no local or regional Compact opportunities to record at present

CONFERENCES & SEMINARS

There are no local or regional Conferences & Seminars opportunities to record at present

EMPLOYMENT, PERSONNEL, HR

Volunteers and the Law

Date: 6 July 2011 Time: 10am – 1pm
Location: Voluntary Centre Services NK, Sleaford
Cost: FREE
Contact: Voluntary Centre Services NK 01529 308450 or email info@volunteercentrenk.org.uk

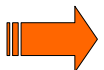
A basic introduction to key legal issues which may affect your work with volunteers including benefits, tax, contracts, health and safety, copyright and working with vulnerable people.

Aimed at committee members, managers or anyone else who is responsible for the work of volunteers.

Managing Attendance/Sickness Absence Issues

Date: 5 May 2011 Time: 9am – 11am
Location: Greetwell Place, Limekiln Way, Lincoln
Cost: FREE
Contact: Lincolnshire Chamber of Commerce, 0845 3312325, or email Faye Coulson at coulson-faye@btconnect.com

The seminar is suitable for Owners, Directors or Senior Managers of small-medium sized employers or new businesses or generally anyone who deals with HR or employment law issues in their organisation.



.Family Friendly Obligations

Date: 7 July 2011 Time: 9am – 11am
Location: Greetwell Place, Limekiln Way, Lincoln
Cost: FREE
Contact: Lincolnshire Chamber of Commerce, 0845 3312325, or email Faye Coulson at coulson-faye@btconnect.com

The seminar is suitable for Owners, Directors or Senior Managers of small-medium sized employers or new businesses or generally anyone who deals with HR or employment law issues in their organisation.

Recruitment & Selection

Date: 29 September 2011 Time: 9am – 11am
Location: Greetwell Place, Limekiln Way, Lincoln
Cost: FREE
Contact: Lincolnshire Chamber of Commerce, 0845 3312325, or email Faye Coulson at coulson-faye@btconnect.com

The seminar is suitable for Owners, Directors or Senior Managers of small-medium sized employers or new businesses or generally anyone who deals with HR or employment law issues in their organisation.

Employment Law Review 2010-11

Date: 17 November 2011 Time: 9am – 11am
Location: Greetwell Place, Limekiln Way, Lincoln
Cost: FREE
Contact: Lincolnshire Chamber of Commerce, 0845 3312325, or email Faye Coulson at coulson-faye@btconnect.com

The seminar is suitable for Owners, Directors or Senior Managers of small-medium sized employers or new businesses or generally anyone who deals with HR or employment law issues in their organisation.

Crucial New Developments Affecting Employers In 2011

Date:

Volunteers And The Law

Date: 6 April 2011 Time: Contact provider
Location: The Healthy Hub, Lincoln
Cost: Free
Contact: Volunteer Centre Services Lincoln 01522-551683 info@volunteercentrelincoln.org.uk

Find out more about how legislation affects your day-to-day work with volunteers. This is an essential course for volunteer hosting organisations. You will come away with a thorough overview and some useful hints and tips. You will receive suggestions on how to keep abreast of changes and shifts in legislation, including useful information sources.

Newly Self-Employed – The Basics

Date: 5 May 2011 Time: 2.5 hours; contact provider
Location: Boston
Cost: Free
Contact: HM Revenue & Customs Business Education & Support Team 0845-6032691 www.hmrc.gov.uk/bst
Presentation designed to help the newly self employed meet their obligations to HMRC when starting in business.

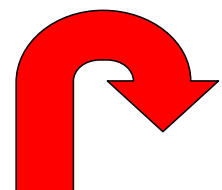
Business Expenses & Capital Allowances For The Self-Employed

Date: 10 May 2011 Time: 2.5 hours; contact provider
Location: Boston
Cost: Free
Contact: HM Revenue & Customs Business Education & Support Team 0845-6032691 www.hmrc.gov.uk/bst
How to work out allowable business expenses and the tax allowances that can be claimed.

Restructure/Redundancy

Date: 26 May 2011 Time: 8.30am-11.00am
Location: Lincoln
Cost: Free
Contact: Langleys Solicitors, 01522-888555, Lauren.howley@langleys.com

A seminar for businesses considering a change to their terms and conditions, a restructure or a downsize in employee numbers during these difficult trading conditions.



Newly Self-Employed – The Basics

Date: 7 June 2011 Time: 2.5 hours; contact provider
Location: Lincoln
Cost: Free
Contact: HM Revenue & Customs Business Education & Support Team 0845-6032691 www.hmrc.gov.uk/bst
Presentation designed to help the newly self employed meet their obligations to HMRC when starting in business.

Family Friendly Rights

Date: 14 July 2011 Time: 8.30am-11.00am
Location: Lincoln
Cost: Free
Contact: Langleys Solicitors, 01522-888555, Lauren.howley@langleys.com
A seminar to cover all areas of family friendly rights including flexible working, maternity, paternity, parental leave and emergency leave.

NVQ Level 2 in Customer Service

Date: To be confirmed Time: Contact provider
Location: Lincolnshire Chamber of Commerce, Lincoln
Cost: Contact provider
Contact: Lincolnshire Chamber of Commerce, Shirley Bates on 07912 579881 or email Shirley.bates@lincs-chamber.co.uk
Available to any learner who does not have a degree. Looks at dealing with customers, face to face, by telephone and in writing, resolving problems and dealing with difficult customers.

Social Networking

Date: 15 September 2011 Time: 8.30am-11.00am
Location: Lincoln
Cost: Free
Contact: Langleys Solicitors, 01522-888555, Lauren.howley@langleys.com
This seminar will look at the advantages and disadvantages of social networking sites and give employers an insight into whether they should be embracing social media or tightly controlling the use of it.

Review Of 2011 And Looking Forward To 2012

Date: 24 November 2011 Time: 8.30am-11.00am
Location: Lincoln
Cost: Free
Contact: Langleys Solicitors, 01522-888555, Lauren.howley@langleys.com
In traditional end of year style, Langleys look back at the key developments in 2011 and forward to what they are expecting to see in 2012.

ENVIRONMENTAL

Introduction to Environmental Conservation

Date: 30 April 2011 Time: 9am – 3pm
Location: Hill Holt Wood
Cost: FREE
Contact: Hill Holt Wood tel 01636 892836 or email admin@hillholtwood.com
Details of the course can be found on their website www.hillholtwood.com

Introduction to Environmental Conservation

Date: 4 May 2011 Time: 9am – 3pm
Location: Hill Holt Wood
Cost: FREE
Contact: Hill Holt Wood tel 01636 892836 or email admin@hillholtwood.com
Details of the course can be found on their website www.hillholtwood.com

Introduction to Environmental Conservation

Date: 4 June 2011 Time: 9am – 3pm
Location: Hill Holt Wood
Cost: FREE
Contact: Hill Holt Wood tel 01636 892836 or email admin@hillholtwood.com
Details of the course can be found on their website www.hillholtwood.com



Introduction to Green Construction

Date: 7 May 2011 Time: 9am – 3pm
Location: Hill Holt Wood
Cost: FREE
Contact: Hill Holt Wood tel 01636 892836 or email admin@hillholtwood.com
Details of the course can be found on their website www.hillholtwood.com

Introduction to Green Construction

Date: 21 May 2011 Time: 9am – 3pm
Location: Hill Holt Wood
Cost: FREE
Contact: Hill Holt Wood tel 01636 892836 or email admin@hillholtwood.com
Details of the course can be found on their website www.hillholtwood.com

Introduction to Green Construction

Date: 11 June 2011 Time: 9am – 3pm
Location: Hill Holt Wood
Cost: FREE
Contact: Hill Holt Wood tel 01636 892836 or email admin@hillholtwood.com
Details of the course can be found on their website www.hillholtwood.com

EQUALITY & DIVERSITY

There are no local or regional Equality & Diversity opportunities to record at present

FINANCIAL

Funding & Information Fair

Date: 7 April 2011 Time: 1.00pm-6.00pm
Location: Ruston Sports & Social Club, Newark Road, Lincoln
Cost: Free
Contact: Voluntary Centre Services Lincoln, info@volunteercentrelincoln.org.uk, 01522-551683

Find out what funds are there to help your group and learn what funders are looking for in their applications. Free workshops on offer from WREN, The Tudor Trust and The Big Lottery (places must be booked for these). Funder who should be in attendance include: WREN, The Tudor Trust, Police Property Act Fund, Social Enterprise Loan Fund, The Big Lottery, UNLTD, Community Foundation, Charity Bank, Heritage Lottery Fund and Lincolnshire Old Churches Trust.

Introduction to Funding – Basic Level

Date: 19 April 2011 Time: 10am – 1pm (reg. 9.45am)
Location: Community Action, Charnwood Street, Derby
Cost: £10 for community groups – with a turnover of less than £10,000
£25 for voluntary groups – with a turnover of more than £10,000
£50 for statutory partners
Contact: Community Action Derby, Liz Gumbley at liz.gumbley@communityactionderby.org.uk

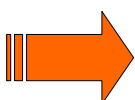
Do you find that you are not very confident when filling in application forms or aren't too sure where to apply for funding? If so, this course is for you! By the end of the course learners will be able to recognise what funders are looking for in an application, understand the importance of meeting funders criteria and identify possible funding sources that match their organisation's objectives.

Funding

Date: 21 April 2011 Time: 9.30am-12.30pm
Location: Park Springs Community Centre, Gainsborough
Cost: £10 charge (paid employee); £10 refundable deposit (volunteer)
Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk
Contact provider for details.

Funding & How To Get It

Date: 29 April 2011 Time: 9.30am-2.30pm
Location: Gainsborough
Cost: Contact provider
Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk
Volunteer Managers Development training programme Module 3, a practical and informative session about how to successfully source funding for your group or organisation.



Writing an Effective Tender

Date: 26 May 2011

Time: Contact provider

Location: Jury's Inn, Derby

Cost: £75

Contact: The National SME Engagement Programme at eventinfo@bipsolutions.com

The event will look at the content and composition of successful tenders and how this skill can be transferred to your business. By examining the expectations of public sector buyers, this Supply workshop will provide attendees with an insight into the key objectives of the contracting authority and identify how the contractor can meet and exceed those desired outcomes.

Writing an Effective Tender

Date: 28 June 2011

Time: Contact provider

Location: Royal Cambridge Hotel, Cambridge

Cost: £75

Contact: The National SME Engagement Programme at eventinfo@bipsolutions.com

The event will look at the content and composition of successful tenders and how this skill can be transferred to your business. By examining the expectations of public sector buyers, this Supply workshop will provide attendees with an insight into the key objectives of the contracting authority and identify how the contractor can meet and exceed those desired outcomes.

Improving your funding success

Date: 12 July 2011

Time: 9.30am – 3.00pm

Location: Voluntary Centre Services NK, Sleaford

Cost: £10

Contact: Voluntary Centre Services NK 01529 308450 or email info@volunteercentrenk.org.uk

*Get hints and tips on writing grant funding applications to increase your chances of success. This workshop also gives you a chance to find out about alternatives to grant funding and other opportunities to generate income for your group. **Aimed at** fundraisers, committee members and anyone else with responsibility for ensuring the survival of your group.*

Funding & How To Get It

Date: 15 July 2011

Time: 9.30am-3.00pm

Location: Gainsborough

Cost: Contact provider

Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk

Volunteer Managers Development training programme Module 3, a practical and informative session about how to successfully source funding for your group or organisation.

Funding & How To Get It

Date: 25 November 2011

Time: 9.30am-3.00pm

Location: Gainsborough

Cost: Contact provider

Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk

Volunteer Managers Development training programme Module 3, a practical and informative session about how to successfully source funding for your group or organisation.

GOVERNANCE

There are no local or regional Governance opportunities to record at present.

GOVERNMENT – LOCAL & NATIONAL

There are no local or regional Government (Local & National) opportunities to record at present.

HEALTH

Managing Stress (ILM Approved High Performance Business Workshop)

Date: 12 May 2011

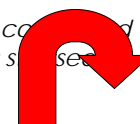
Time: 9.00am-4.30pm

Location: Pattinson House, Sleaford

Cost: £95 + VAT (Members) £195 + VAT (Non-members)

Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Examine techniques to identify and minimise the negative effects of stress in the workplace. Issues are considered from the perspectives of managing stress in yourself and from creating and managing others to be less stressed at work.



Managing Stress (ILM Approved High Performance Business Workshop)

Date: 7 July 2011 Time: 9.00am-4.30pm

Location: Pattinson House, Sleaford

Cost: £95 + VAT (Members) £195 + VAT (Non-members)

Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Examine techniques to identify and minimise the negative effects of stress in the workplace. Issues are considered from the perspectives of managing stress in yourself and from creating and managing others to be less stressed at work.

HEALTH & SAFETY

First Aid for Sport and Leisure

Date: 31 May 2011 Time: 6.30pm – 8.30pm

Location: The Pavilion, Louth

Cost: Contact provider

Contact: Lincolnshire Sports Partnership, info@lincolnshiresports.co.uk 01522 585580

Closing date 20 May 2011. Contact the provider for further details about this course.

Risk Assessment

Date: April 2011 (exact date to be confirmed) Time: To be confirmed

Location: Gainsborough

Cost: Contact provider

Contact: Voluntary Centre Services Lincoln, 01522-551683, info@volunteercentrelincoln.org.uk

Content details to be confirmed in due course.

Risk Assessment

Date: April 2011 (exact date to be confirmed) Time: To be confirmed

Location: Gainsborough

Cost: Contact provider

Contact: Voluntary Centre Services Lincoln, 01522-551683, info@volunteercentrelincoln.org.uk

Contact provider for course details

Fire Safety Awareness

Date: 5 April 2011 Time: 9.15am-12.30pm

Location: Spilsby

Cost: £65+VAT

Contact: Cope Safety Management , 01790-754740 opesafety@jwcope.co.uk

This course is suitable for all persons responsible for fire safety within all industries and gives guidance on the new requirements placed on businesses by the Regulatory Fire Safety Reform Order.

First Aid At Work 3 Day

Date: 6-8 April 2011 Time: 9.15am-4.30pm

Location: Spilsby

Cost: £210+VAT

Contact: Cope Safety Management , 01790-754740 opesafety@jwcope.co.uk

Suitable for all workplaces. The aim of the course is to give good knowledge of First Aid in the workplace and to give employers a certificated First Aider to comply with the regulations and the approved code of practice (ACoP). Throughout the course there are Assessment Papers and Test Papers in addition to the tutor carrying out ongoing assessment.

Health & Safety

Confidence Building

Date: 7 April 2011 Time: 10.00am-1.00pm

Location: Volunteer Centre Services North Kesteven, Sleaford

Cost: Free

Contact: Voluntary Centre Services North Kesteven, 01529-308450, info@volunteercentrelincoln.org.uk

Short session looking at balancing theory with practice; what the law says should be in place and how to ensure that you comply without it being onerous. Course is very interactive including practical activities to help delegates understand this area of health and safety more fully. Aimed at anyone with responsibility for carrying out risk assessments who wants to feel confident that they're 'doing it right'.

Health & Safety

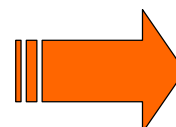
Date: 11 April 2011 Time: 9.15am-3.30pm

Location: Wolds College, Louth

Cost: Contact provider

Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk

Contact provider for course details



Health & Safety

Date: 18 April 2011 Time: 9.15am-3.30pm
Location: Conservative Club, Boston
Cost: Contact provider
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

First Aid

Date: 18 April 2011 Time: 9.15am-3.30pm
Location: Louth
Cost: Contact provider
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

Basic Food Hygiene

Date: 6 May 2011 Time: 9.30am-3.30pm
Location: Black Sluice Lock Cottages, Boston
Cost: Contact provider
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

Institute Of Safety & Health (IOSH) Working Safely

Date: 10 May 2011 Time: Full day, 9.15am start
Location: Spilsby
Cost: £125+VAT
Contact: Cope Safety Management, 01790-754740 copesafety@jwcope.co.uk

For employees at any level, in any sector, needing a grounding in the essentials of health and safety to gain an understanding of why they must 'work safely'.

Emergency First Aid At Work

Date: 17 May 2011 Time: One day, 9.15am start
Location: Spilsby
Cost: £90+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

It is recommended that virtually every workplace has at least one Emergency First Aider At Work to administer First Aid in an emergency.

Asbestos Awareness

Date: 19 May 2011 Time: Half day, 9.15am start
Location: Spilsby
Cost: £65+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

Suitable for personnel who have responsibilities in the workplace for managing premises and construction and maintenance projects.

Basic Food Hygiene

Date: 9 June 2011 Time: 9.30am-3.30pm
Location: Black Sluice Lock Cottages, Boston
Cost: £15
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

Manual Handling Operations

Date: 17 June 2011 Time: 9.15am-12.30pm
Location: Spilsby
Cost: £65+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

Whether moving a chair, lifting a piece of equipment or carrying a box; whether in the office, on a factory floor or on a building site, all these count as manual handling operations. This course is suitable for workers in all industry sectors.

Paediatric First Aid

Date: 7 July 2011 Time: 9.15am-4.30pm
Location: Spilsby
Cost: £100+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

3 year certificated course that satisfies the guidelines and criteria as laid down by the Early Years Foundation Stage (EYFS) and OFSTED and has been developed for those who are working with children and babies. It will be of particular interest to teachers, child minders, crèche assistants and playgroup personnel and anyone responsible for youth organisations.



Basic Food Hygiene

Date: 12 July 2011 Time: 9.30am-3.30pm
Location: Black Sluice Lock Cottages, Boston
Cost: £15
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

Emergency First Aid At Work

Date: 15 July 2011 Time: One day, 9.15am start
Location: Spilsby
Cost: £90+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

It is recommended that virtually every workplace has at least one Emergency First Aider At Work to administer First Aid in an emergency.

Institute Of Safety & Health (IOSH) Managing Safely

Date: 9, 16, 23 & 30 September 2011 Time: 9.15am-4.30pm
Location: Spilsby
Cost: £475+VAT
Contact: Cope Safety Management, 01790-754740 copesafety@jwcope.co.uk

Four day course for managers and supervisors in any sector and any organisation. Designed to give managers all they need to know to help them handle health and safety in their teams. The flexible, modular, high impact programme covers all the main health and safety issues, and includes a session talking the environment too. Nationally recognised certificate (IOSH) awarded to successful candidates.

First Aid At Work 3 Day

Date: 13, 20 & 27 September 2011 Time: 9.15am-4.30pm
Location: Spilsby
Cost: £210+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

Suitable for all workplaces. The aim of the course is to give good knowledge of First Aid in the workplace and to give employers a certificated First Aider to comply with the regulations and the approved code of practice (ACoP). Throughout the course there are Assessment Papers and Test Papers in addition to the tutor carrying out ongoing assessment.

Emergency First Aid At Work

Date: 15 September 2011 Time: One day, 9.15am start
Location: Spilsby
Cost: £90+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

It is recommended that virtually every workplace has at least one Emergency First Aider At Work to administer First Aid in an emergency

Asbestos Awareness

Date: 18 October 2011 Time: Half day, 9.15am start
Location: Spilsby
Cost: £65+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

Suitable for personnel who have responsibilities in the workplace for managing premises and construction and maintenance projects.

Institute Of Safety & Health (IOSH) Working Safely

Date: 20 October 2011 Time: Full day, 9.15am start
Location: Spilsby
Cost: £125+VAT
Contact: Cope Safety Management, 01790-754740 copesafety@jwcope.co.uk

For employees at any level, in any sector, needing a grounding in the essentials of health and safety to gain an understanding of why they must 'work safely'.

Institute Of Safety & Health (IOSH) Managing Safely

Date: 7, 14, 21 & 28 November 2011 Time: 9.15am-4.30pm
Location: Spilsby
Cost: £475+VAT
Contact: Cope Safety Management, 01790-754740 copesafety@jwcope.co.uk

Four day course for managers and supervisors in any sector and any organisation. Designed to give managers all they need to know to help them handle health and safety in their teams. The flexible, modular, high impact programme covers all the main health and safety issues, and includes a session talking the environment too. Nationally recognised certificate (IOSH) awarded to successful candidates.

Health & Safety Awareness

Date: 25 November 2011 Time: 9.15am-12.30pm
Location: Spilsby
Cost: £65+VAT
Contact: Cope Safety Management , 01790-754740 copesafety@jwcope.co.uk

This course provides an overview of legislation and a greater awareness of health and safety in the workplace. It is suitable for workers in all sectors of industry.

ICT

Basic Computer Skills

Date: 30 March, 6 & 13 April Time: 2.00pm-4.00pm
Location: Irby & Bratoft Village Hall
Cost: Free
Contact: Community Lincs, 01529-302466
Contact provider for details

Intermediate Computer Skills

Date: 30 March, 6 & 13 April Time: 10.00am-12 noon
Location: The Academy, 3-5 Briar Way, Skegness
Cost: Free
Contact: Community Lincs, 01529-302466
Contact provider for details

ICT - Powerpoint

Date: 6 April 2011 Time: 9.15am-3.30pm
Location: Wolds College, Louth
Cost: Contact provider
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

ICT – Outlook & Email

Date: 13 April 2011 Time: 9.15am-3.30pm
Location: Wolds College, Louth
Cost: Contact provider
Contact: TaylorITEX, 01205-360800, enquiries@tayloritex.co.uk
Contact provider for course details

LEADERSHIP & MANAGEMENT

Do you want to be a coach but you're not sure where to start?

Date: Tailored to your needs Time: To suit your needs
Location: Contact Provider
Cost: FREE 2 Hour Workshop
Contact: Lincolnshire Sports Partnership, Coach Development Manager, Lizzie Couling on 01522 585580 or email lizzie.couling@lincolnshiresports.co.uk

Aimed at Step Into Sport students and Young Leaders in Lincolnshire. Learn about the role(s) of a coach, what makes a good coach, what types of coaching methods may be used, what course/qualifications you will need, what the next steps are towards becoming a coach. We can tailor the workshop to you and arrange it at a time which is convenient for you and your students.

NVQ Level 2 in Team Leading

Date: To be confirmed Time: Contact provider
Location: Lincolnshire Chamber of Commerce, Lincoln
Cost: Contact provider
Contact: Lincolnshire Chamber of Commerce, Shirley Bates on 07912 579881 or email Shirley.bates@lincs-chamber.co.uk

Available to any learner who doesn't have a degree. Ideal for those learners who are in their first Supervisory/Management role. Deals with motivating and encouraging your team and providing leadership.

Volunteer Management: an Introduction

Date: 11 May 2011 Time: 10am – 12pm
Location: The Healthy Hub, Lincoln
Cost: FREE
Contact: Volunteer Centre Lincoln at info@volunteercentre.org.uk or call 01522 551683

An introductory course for those who are considering taking on volunteers, or for anyone new to managing them. Also a useful refresher for anyone already supporting volunteers, but looking for further inspiration. By the end of the morning you will have a good overview of the essentials of working with volunteers.

Introduction To Leadership – Essential Management Skills (ILM Approved High Performance Business Workshop)

Date: 14 April 2011 Time: 9.00am-4.30pm
Location: Pattinson House, Sleaford
Cost: £95 + VAT (Members) £195 + VAT (Non-members)
Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

High performance teams need high performance leaders. Learn how to manage yourself and your workload by increasing your capacity and personal effectiveness.

Voluntary Sector Management Training

Date: 5 May 2011 for 8 weeks Time: Contact provider
Location: Contact provider
Cost: Contact provider
Contact: South Lincolnshire Community & Voluntary Service, Heather Bagley at heather.b@southlincscvs.org.uk

This popular training course covers all aspects of Voluntary Sector Management including funding, governance, personal development, customer service, project planning, charity and employment law and personnel management.

Supporting & Supervising Volunteers

Date: 6 May 2011 Time: 9.30am-3.00pm
Location: Gainsborough
Cost: Contact provider
Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk

Volunteer Managers Development Training programme Module 1 looking at the skills and frameworks involved in effectively supporting your volunteers to develop

Good Practice in Volunteer Management

Date: 7 June 2011 Time: 10am – 1pm
Location: The Healthy Hub, Lincoln
Cost: FREE
Contact: Volunteer Centre Lincoln, info@volunteercentrelincoln.org.uk tel 01522 551683

This course is aimed at anyone with responsibility for managing volunteers and for drawing up policies and procedures. We will be exploring some of the underlying issues to consider when managing volunteers, including: policy packs, volunteer handbooks, volunteer agreements and other good practice hints and tips.

Time Management (ILM Approved High Performance Business Workshop)

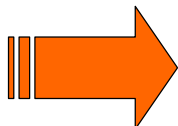
Date: 9 June 2011 Time: 9.00am-4.30pm
Location: Pattinson House, Sleaford
Cost: £95 + VAT (Members) £195 + VAT (Non-members)
Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Understand time management tools and techniques that will allow you to manage your time more effectively and feel more in control of how you spend your time. In addition, it will enable you to identify areas of your job where time could be better utilised.

Influencing up: gaining executive support for volunteering and volunteer management

Date: 21 June 2011-04-11 Time: 10am – 12pm
Location: The Health Hub, Lincoln
Cost: FREE
Contact: Volunteer Centre Lincoln, info@volunteercentrelincoln.org.uk

This course is aimed at anyone wanting to gather evidence for and develop a sound strategy for gaining executive support and investment in volunteering and volunteer management. It will help you to get to grips with the key messages to convey and developing useful techniques for getting this message across.



Managing Volunteers

Date: 24 June 2011 Time: 9.30am-3.00pm
Location: Gainsborough
Cost: Contact provider
Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk
Volunteer Managers Development training programme Module 2 exploring the benefits of effective teamwork and motivation, developing good practice and tackling difficult behaviour.

Managing Projects (ILM Approved High Performance Business Workshop)

Date: 21 July 2011 Time: 9.00am-4.30pm
Location: Pattinson House, Sleaford
Cost: £95 + VAT (Members) £195 + VAT (Non-members)
Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333
This workshop provides an overview of Project Management principles, including an introduction to the core skills and techniques necessary for the successful delivery of a project.

Supporting & Supervising Volunteers

Date: 16 September 2011 Time: 9.30am-3.00pm
Location: Gainsborough
Cost: Contact provider
Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk
Volunteer Managers Development Training programme Module 1 looking at the skills and frameworks involved in effectively supporting your volunteers to develop

Managing Volunteers

Date: 14 October 2011 Time: 9.30am-3.00pm
Location: Gainsborough
Cost: Contact provider
Contact: Voluntary Centre Services West Lindsey, 01427-613470, info@voluntarysupportwestlindsey.org.uk
Volunteer Managers Development training programme Module 2 exploring the benefits of effective teamwork and motivation, developing good practice and tackling difficult behaviour.

MARKETING, PR

Marketing For Managers & High Performance Sales (ILM Approved High Performance Business Workshop)

Date: 28 April 2011 Time: 9.00am-4.30pm
Location: Pattinson House, Sleaford
Cost: £95 + VAT (Members) £195 + VAT (Non-members)
Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333
Find out how to win new business and how to make the most of your existing clients on this practical business presentation skills course.

NETWORK EVENTS

Chief Officers' Residential Event 2011

Date: 16 & 17 June 2011 Time: Contact provider
Location: Nottingham
Cost: Contact provider
Contact: NAVCA www.navca.org.uk/events
For further details of the event visit the NAVCA website.

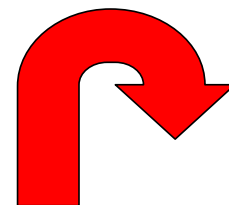
QUALITY, OUTCOMES, MONITORING, EVALUATION

Monitoring & Evaluation

Date: 28 April 2011 Time: 10.00am-1.00pm
Location: Voluntary Centre Services North Kesteven, Sleaford
Cost: Free
Contact: Voluntary Centre Services North Kesteven, 01529-308450, info@volunteercentrenk.org.uk
Introducing a range of approaches to monitoring and evaluation, and how to gather the evidence that proves your impact. It will look at monitoring and evaluation as an important organisational learning and management tool.

SOCIETY

There are no local or regional Society opportunities to record at present.



TEACHING, TRAINING

City & Guilds PTLs (7303) Preparing To Teach In The Life Long Sector

Date: 4, 5, 8, 11 & 12 April 2011 Time: 10.00am-4.00pm each day
Location: Foundry Learning Centre, Gainsborough
Cost: £270.00
Contact: Alison Bonnell, CG Partnership, Alison@cgpartnership.com

Covers theory and practice of teaching; principles involved in learning, teaching, assessment and evaluation; gaining confidence, improving communication and increasing interpersonal skills; and the professional role and responsibilities involved in teaching.

Cooperative Coaching in Sports Clubs

Date: 17 May 2011-04-11 Time: 6.30pm – 8.30pm
Location: University of Lincoln, Brayford Campus, Lincoln
Cost: Contact provider
Contact: Lincolnshire Sports Partnership at office@lincolnshiresports.co.uk 01522 585580
Contact the provider for course details.

SCUK Equity in your Coaching

Date: 1 June 2011 Time: 6.30pm – 9.30pm
Location: The Pavilion, Louth
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course. Closing date 12 May 2011.

SCUK Coaching Disabled Performers

Date: 11 July 2011 Time: 6.30pm – 9.30pm
Location: The Pavilion, Louth
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580
Contact the provider for further details of this course. Closing date 27 June 2011.

Psychological tools for coaches

Date: 17 August 2011 Time: 6.30pm – 8.30pm
Location: University of Lincoln, Brayford Campus
Cost: Contact provider
Contact: Lincolnshire Sports Partnership, office@lincolnshiresports.co.uk 01522 585580

MISCELLANEOUS

Sense Impairment Awareness

Date: April 2011 (exact date to be confirmed) Time: To be confirmed
Location: Lincoln
Cost: Contact provider
Contact: Voluntary Centre Services Lincoln, 01522-551683, info@volunteercentrelincoln.org.uk
Content details to be confirmed in due course.

Confidence Building

Date: April 2011 (exact date to be confirmed) Time: To be confirmed
Location: Lincoln
Cost: Contact provider
Contact: Voluntary Centre Services Lincoln, 01522-551683, info@volunteercentrelincoln.org.uk
Content details to be confirmed in due course.

NVQ Level 3 in Information Advice and Guidance

Date: To be confirmed Time: Contact provider
Location: Lincolnshire Chamber of Commerce, Lincoln
Cost: £450.00
Contact: Lincolnshire Chamber of Commerce, Shirley Bates on 07912 579881 or email Shirley.bates@lincs-chamber.co.uk

Confidence Building

Date: 6 April 2011 Time: 10.00am-1.00pm

Location: Volunteer Centre Services North Kesteven, Sleaford

Cost: Free

Contact: Voluntary Centre Services North Kesteven, 01529-308450, info@volunteercentrenk.org.uk

Practical workshop to help you understand and define confidence, find ways to build your own confidence and become more able to think and act in a more confident way. Aimed at anyone who wants to learn straightforward techniques to help build and maintain confidence.

Coaching Core Stability: Principles & Practice

Date: 13 April 2011 Time: 6.30pm-8.30pm

Location: Brayford Campus, University Of Lincoln

Cost: Contact provider

Contact: Lincolnshire Sports Partnership, 01522-585580, www.lincolnshiresports.co.uk

Contact provider for full details. Closing date for applications 6 April 2011.

Introduction To Becoming A Heritage Steward

Date: 14 May 2011 Time: 10.00am-3.30pm

Location: Alford Corn Exchange, Alford

Cost: Free with lunch

Contact: Lincolnshire Heritage At Risk, 01529-461999 heritage-at-risk@lincsheritage.org

This event will help teach skills required to becoming a volunteer Heritage Steward for the Heritage At Risk project. Includes project introduction, how to complete the survey forms and a practice session. No experience necessary. Must be aged over 16 or accompanied by an adult. Limited places.

Making The Right Impression (ILM Approved High Performance Business Workshop)

Date: 18 May 2011 Time: 9.00am-4.30pm

Location: Pattinson House, Sleaford

Cost: £95 + VAT (Members) £195 + VAT (Non-members)

Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Effective leaders are effective communicators. Enhance confidence and effectiveness by developing and honing communication skills, and learning how to influence others on this practical business presentation skills course.

Creativity & Innovation In The Workplace – Ideas Generation (ILM Approved High Performance Business Workshop)

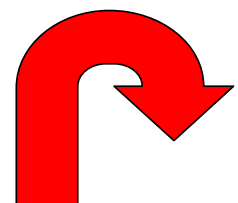
Date: 26 May 2011 Time: 9.00am-4.30pm

Location: Pattinson House, Sleaford

Cost: £95 + VAT (Members) £195 + VAT (Non-members)

Contact: Daryl Plummer, Lincolnshire Chamber Of Commerce, 01522-523333

Unleash the power of creativity and innovation within your business by learning how to challenge what you do to deliver the bottom line.



NATIONAL OPPORTUNITIES

"BUSINESS"

Surviving Cutbacks In Public Spending

Date: 19 July 2011 Time: 9.00am-4.30pm
Location: Leeds City Centre
Cost: £245+VAT
Contact: Excellence In Learning, 0845-130-6152 www.excellence-in-learning.co.uk

This workshop provides an opportunity to consider methods proven effective at delivering efficiencies, whilst simultaneously improving the overall organisational performance.

Surviving Cutbacks In Public Spending

Date: 18 October 2011 Time: 9.00am-4.30pm
Location: Leeds City Centre
Cost: £245+VAT
Contact: Excellence In Learning, 0845-130-6152 www.excellence-in-learning.co.uk

This workshop provides an opportunity to consider methods proven effective at delivering efficiencies, whilst simultaneously improving the overall organisational performance.

CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Developing Groupwork with Young Mothers

Date: 20 April 2011 Time: Contact provider
Location: London
Cost: £130 per person + VAT
Contact: Youth, Charmaine Simpson at charmaine@ukyouth.org or call 0203 137 3627

This course is aimed at workers who are new to or have limited group work experience and want to develop and undertake structured group work with young mothers and young mothers-to-be. We will explore the opportunities and challenges involved in developing work with young mothers in the context of government agendas. The course will cover the basic elements of planning and a group learning programme based on the interests and needs of young mothers, with the aim of building their confidence and self-esteem.

Introduction to Youth Challenges and Youth Achievement Awards

Date: 20 April 2011 Time: Contact provider
Location: London
Cost: £130 per person + VAT
Contact: UK Youth, Charmaine Simpson at charmaine@ukyouth.org or call 0203 137 3627

This training is aimed at anyone who is new to or currently considering delivering the Youth Challenges and Youth Achievement Awards with young people. Participants will receive a copy of the Guide to Using the Youth Challenges and Youth Achievement Awards.

Understanding Young People's Challenging Behaviour

Date: 28 April 2011 Time: Contact provider
Location: London
Cost: £130 per person + VAT (20% discount to associations, 10% discount to associates)
Contact: UK Youth, Charmaine Simpson at charmaine@ukyouth.org or call 0203 137 3627

This one day course and the accompanying manual aims to provide skills, information and ideas to trainers who wish to deliver a two-day training course for those who work with young people. The programme is designed for those who may experience challenging behaviour either when working with individuals or in group settings. It is important the trainer understands the approaches and techniques for working with challenging behaviours and encourages participants to explore their own knowledge, beliefs and attitudes before attempting to address these issues with young people.

Introduction to Peer Qualification Training

Date: 28 April 2011 Time: Contact provider
Location: Leicester
Cost: £99 + VAT
Contact: UK Youth, Charmaine Simpson at charmaine@ukyouth.org or call 0203 137 3627

The training day aims to give participants an overview of the qualifications and to have an understanding of how they could fit into your peer education or peer monitoring projects. Please note that this training is an introduction to the qualifications, it will not provide you with the registration and resources/materials to run the qualifications.

An Introduction To Child Care Law

Date: 9 June 2011 Time: 9.30am-4.00pm
Location: London
Cost: £120 (FRG/FGC members); £150 (non-members)
Contact: Family Rights Group, 020-7923-2628 www.frg.org.uk office@frg.org.uk

The law and processes relating to children's social care are complex and frequently changing. This interactive day will clarify the duties local authorities have to support children and families and will set out the procedures that should be followed when there is a concern for a child's welfare and/or safety. For those supporting parents who have involvement with children's social care services including those working in childcare and community settings.

Recruiting and Retaining Young Volunteers

Date: 28 September 2011 Time: Contact provider
Location: Doncaster
Cost: £114/£168 + VAT
Contact: BTCV at ETN@btcv.org.uk or call 0121 3592113

Many organisations are keen to involve young volunteers but have concerns that they may need a high level of support and supervision, about safeguarding (especially for those under 18) and an assumption of difficulties in getting insurance cover. This event explores these issues and a range of strategies to engage and retain young volunteers. It will include the benefits of having young volunteers, strategies for recruiting and retaining them, issues relating to young volunteers and the law, the Vetting and Barring Scheme and its implications, the teenage body clock and strategies to reduce its impact on the performance of young volunteers.

COMMISSIONING & PROCUREMENT

Getting Ready for Working with Commissioners

Date: 12 April 2011 Time: 9.45am – 4.30pm
Location: Contact provider
Cost: Contact provider
Contact: Charities Evaluation Service, www.ces-vol.org.uk

This is a new course and links both monitoring and evaluation and quality to commissioning. The course will cover all of the essential information you need to understand the basic principles around commissioning and how performance management fits into this process. The course will highlight some of the key challenges both from the perspective of the commissioner and service provider. It is ideal for people that are new or fairly new to commissioning.

COMMUNITY

Active Citizenship

Date: 10 May 2011 Time: Contact provider
Location: London
Cost: Contact provider
Contact: NIACE at events@niace.org.uk or call 0116 2859661

Contact the provider for further details of this course.

Managing Pilot Project and Feasibility Studies

Date: 11 October 2011 Time: Contact provider
Location: Doncaster
Cost: £114/£168 + VAT
Contact: BTCV at ETN@btcv.org.uk or call 0121 3592113

Ever had a good idea but don't know what to do with it? This is a very practical event for those with responsibility for creating and managing pilot project or feasibility studies. It will cover how to get established quickly and make the most from a limited amount of time, including identifying how to demonstrate the success that might lead to a follow-on project.

Introduction to Community Carbon Footprinting

Date: 2 November 2011 Time: Contact provider
Location: Birmingham
Cost: £114/£168 + VAT
Contact: BTCV at ETN@btcv.org.uk or call 0121 3592113

What is community carbon footprinting (CCF), and how is it done? This event will provide a basic understanding of what CCF is, how to get started, what support is available for communities carrying out such a project, and the variety of methodologies that exist in order to calculate a carbon footprint. It will explain the difference between carbon footprinting and eco footprinting and give you the tools required to calculate carbon footprints whether for communities or individuals, using real case studies showing different styles of CCF and how to calculate carbon footprints. Carrying out a CCF is an excellent way of raising environmental awareness in your community and provides a baseline from which other projects can be developed.



COMPACT

There are no national Compact opportunities to record at present.

CONFERENCES & SEMINARS

Introduction To The Big Society & Funding To Support It

Date: 28 April 2011 Time: 9.00am-4.00pm

Location: Birmingham City Centre

Cost: Scale of charges apply, contact provider

Contact: National Training Resources Ltd, www.national-training.com/events

Workshop to explore the main principles of the Big Society and the impact of them on the funding environment. Delegates will look at how existing, new and potential funding streams will be affected by the initiative. Understand what the policies, drivers, implications and underlying aims of this initiative paired with the new policies of the coalition government. Will also look at the key issues and implications for the public, voluntary and private sectors, and look at how new projects can be developed and funded through the initiative. Participants will analyse the relationship between partnership development, social enterprise and the Big Society and answer the key question: How can your organisation take advantage of the new opportunities created?

Achieving Sustainable Employment Conference

Date: 12 May 2011 Time: Contact provider

Location: Central London

Cost: Scale of charges apply; one delegate £125 + VAT

Contact: Govknow Team, 0845-647 7000

This conference focuses on how the government's new plans will help people get into work and further assist those currently in work learn new skills which are vital to career development.

EMPLOYMENT, PERSONNEL & HR

HRD Conference & Exhibition

Date: 6-7 April 2011 Time: Contract CIPD

Location: London

Cost: Conference has charges; Exhibition free

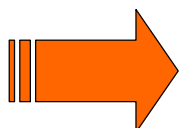
Contact: www.cipd.co.uk

Free exhibition alongside national conference. Pick up tools, tips and insights to develop your people, your organisation and yourself.

New Case Studies published to the NCVO website

NCVO have published a number of new HR and good employment practice case studies to their website. These cover a wide range of topics and provide a quick, easy way for voluntary organisations to read about and learn from the experiences of others when dealing with HR and employment issues.

Read more at www.ncvo-vol.org.uk/hr-case-studies



ENVIRONMENTAL

Practical Approaches to Play in the Environment

Date: 14 April 2011 Time: Contact provider
Location: Birmingham
Cost: Contact provider
Contact: BTCV at www.btcv.org/etn or call 0121 3592113

This popular event will explore the scope of environmental play, including increasing play opportunities through access to natural elements and environments and raising environmental awareness through play. It will look at ways of facilitating play in and with nature and consider examples of environmental play projects. It will explore some of the key issues involved in environmental play, for example access, managing risk and sustainability of projects.

Introducing Environmental Games and Activities

Date: 19 April 2011 Time: Contact provider
Location: Leeds
Cost: Contact provider
Contact: BTCV at www.btcv.org/etn or call 0121 3592113

Playing games and getting hands-on outdoors are superb ways for children to learn about their environment and nature. During the day we will run through lots of fun and versatile games and activities suitable for children up to the age of 11, in school (from EYFS to KS2) and out of school settings.

Encouraging Participation – a toolkit of approaches for communities and others

Date: 20 April 2011 Time: Contact provider
Location: Birmingham
Cost: Contact provider
Contact: BTCV at www.btcv.org/etn or call 0121 3592113

This lively event looks at practical tools and techniques for working with local people and gaining their involvement. It will provide an overview of participation theory, current practice and why it is important, especially in funding rounds. It will give you the confidence to use a range of practical tools, techniques and approaches for working with and involving communities, enabling you to help build community input and ownership.

Outdoor/Environmental Activities with Special Needs Groups

Date: 28 April 2011 Time: Contact provider
Location: Manchester
Cost: Contact provider
Contact: BTCV at www.btcv.org/etn or call 0121 3592113

A very practical day for those new to working with children and young adults with special needs – behavioural, emotional and physical. (Please note the day is not designed for those working with severe special needs.) You will be shown simple and effective ways to focus your groups on the environment around them. The activities are practical and encourage group work, interaction and negotiation skills.

Greening Your Workforce

Date: 8 September 2011 Time: Contact provider
Location: Doncaster
Cost: £114/£168 + VAT
Contact: BTCV at ETN@btcv.org.uk or call 0121 3592113 or visit their website at www.btcv.org/etn

Do you want to encourage and motivate your employees to save energy and reduce waste at work? Are you interested in establishing a network of effective Environmental Champions in the workplace? Then this workshop is for you! The event is aimed at those responsible for encouraging environmental good practice in the workplace.

EQUALITY & DIVERSITY

There are no national Equality & Diversity opportunities to record at present.

FINANCIAL

Changing Role of Funding Advisors

Date:
In today's economic climate groups must be able to take advantage of a wider range of funding contracts and trading opportunities. Funding advisers need to address how they can best support groups – within their own limited time and resources. The course will facilitate discussions around: changes to the role of the funding adviser; broadening awareness and skills (tapping into a mix of income streams); responding to the reduced resources available for funding advice; setting boundaries and using networks (knowing when help can be given and when and where to signpost); social value (communicating worth); and resources and tools available to funding advisers.

Introduction To Charity Finance – Foundation

Date: 19 April 2011 Time: 9.15am-5.00pm
Location: BDO Offices, London
Cost: £125 (non-member charity), £95 (member charity)
Contact: Charity Finance Directors Group, www.cfdg.org.uk

Designed as one day introduction to many aspects of charity finance and is designed to give participants an initial insight into the basics. Especially focuses on how charity finance differs from other sectors.

Investment Training For Charity Directors & Trustees - Foundation

Date: 7 June 2011 Time: 2.15pm-5.15pm
Location: Sarasin & Partners LLP Offices, London
Cost: £80 (non-member charity), £50 (member charity)
Contact: Charity Finance Directors Group, www.cfdg.org.uk

Although Trustees usually delegate day-to-day management of their investments, they retain overall responsibility. For those wishing to gain a greater understanding of the Trustee's role and the role of Senior Charity Managers in creating and managing a strategic investment policy for their charity.

Services for funding advice workers

Date: 24 and 25 June 2011 Time: Contact provider
Location: Lincoln
Cost: From £85
Contact: EMFAN, 0115 9348471 or email info@emfan.org.uk

This course aims to help you become a better funding advisor – to help others with their fundraising. As a side benefit you will probably gain fundraising skills and knowledge yourself but this is not a fundraising course.

VAT And Charities

Date: 8 June 2011 Time: Full day, contact provider
Location: London
Cost: £295-£575 scale of charges applies
Contact: Quorum Training, 0121-362-7690

The course is designed to provide a thorough explanation of the principles of VAT applicable to charities and at the end of the course delegates will have a clear understanding of the most significant compliance issues and planning opportunities.

Charity Tax

Date: 14 June 2011 Time: Full day, contact provider
Location: London
Cost: £295-£490 scale of charges applies
Contact: Quorum Training, 0121-362-7690

The course comprehensively covers the taxation principles pertaining to charities including fundraising but excluding VAT.

Charity Accounts – An Introduction

Date: 1 July 2011 Time: Full day, contact provider
Location: London
Cost: £295-£350 scale of charges applies
Contact: Quorum Training, 0121-362-7690

This course is designed for trustees and other users of charity accounts to gain an understanding of what financial information is needed to comply with financial management obligations relating to charities.

Introduction To Charity Finance – Foundation

Date: 19 July 2011 Time: 9.15am-5.00pm
Location: BDO Offices, London
Cost: £125 (non-member charity), £95 (member charity)
Contact: Charity Finance Directors Group, www.cfdg.org.uk

Designed as one day introduction to many aspects of charity finance and is designed to give participants an initial insight into the basics. Especially focuses on how charity finance differs from other sectors.

VAT And Charities

Date: 8 September 2011 Time: Full day, contact provider
Location: London
Cost: £295-£575 scale of charges applies
Contact: Quorum Training, 0121-362-7690

The course is designed to provide a thorough explanation of the principles of VAT applicable to charities and at the end of the course delegates will have a clear understanding of the most significant compliance issues and planning opportunities.

Charity Accounts Workshop

Date: 16 September 2011 Time: Full day, contact provider

Location: London

Cost: £295-£575 scale of charges applies

Contact: Quorum Training, 0121-362-7690

The course covers the main requirements of the SORP and provides a case study as a practical example and illustrations throughout to demonstrate key treatments required by the SORP. Learning outcomes include obtaining a greater understanding of: the contents of SORP 2005; the presentation of the trustees' annual report; the statement of financial activities; and how to analyse support costs.

Investment Training For Charity Directors & Trustees - Foundation

Date: 21 September 2011 Time: 2.15pm-5.15pm

Location: Sarasin & Partners LLP Offices, London

Cost: £80 (non-member charity), £50 (member charity)

Contact: Charity Finance Directors Group, www.cfdg.org.uk

Although Trustees usually delegate day-to-day management of their investments, they retain overall responsibility. For those wishing to gain a greater understanding of the Trustee's role and the role of Senior Charity Managers in creating and managing a strategic investment policy for their charity.

Charity Tax

Date: 11 October 2011 Time: Full day, contact provider

Location: London

Cost: £295-£490 scale of charges applies

Contact: Quorum Training, 0121-362-7690

The course comprehensively covers the taxation principles pertaining to charities including fundraising but excluding VAT.

Introduction To Charity Finance – Foundation

Date: 19 October 2011 Time: 9.15am-5.00pm

Location: BDO Offices, London

Cost: £125 (non-member charity), £95 (member charity)

Contact: Charity Finance Directors Group, www.cfdg.org.uk

Designed as one day introduction to many aspects of charity finance and is designed to give participants an initial insight into the basics. Especially focuses on how charity finance differs from other sectors.

Charity Accounts – An Introduction

Date: 21 November 2011 Time: Full day, contact provider

Location: London

Cost: £295-£350 scale of charges applies

Contact: Quorum Training, 0121-362-7690

This course is designed for trustees and other users of charity accounts to gain an understanding of what financial information is needed to comply with financial management obligations relating to charities.

Investment Training For Charity Directors & Trustees - Foundation

Date: 30 November 2011 Time: 2.15pm-5.15pm

Location: Sarasin & Partners LLP Offices, London

Cost: £80 (non-member charity), £50 (member charity)

Contact: Charity Finance Directors Group, www.cfdg.org.uk

Although Trustees usually delegate day-to-day management of their investments, they retain overall responsibility. For those wishing to gain a greater understanding of the Trustee's role and the role of Senior Charity Managers in creating and managing a strategic investment policy for their charity.

VAT And Charities

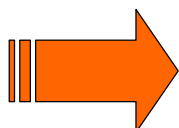
Date: 8 December 2011 Time: Full day, contact provider

Location: London

Cost: £295-£575 scale of charges applies

Contact: Quorum Training, 0121-362-7690

The course is designed to provide a thorough explanation of the principles of VAT applicable to charities and at the end of the course delegates will have a clear understanding of the most significant compliance issues and planning opportunities.



GOVERNANCE

Civil Society – Trustee Training Course

Date: 6 April 2011 Time: 9.30am-4.15pm
Location: Bircham Dyson Bell, London
Cost: £195+VAT per delegate
Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is an excellent way of becoming an outstanding trustee sooner rather than later with topics covering roles, collective authority and the three strands of governance, your relationship with the chair of trustees and the chief executive to understanding charity finance and governing without managing. It helps meet the Charity Commission's requirements for trustee induction and acts as a powerful refresher for existing trustees who need to keep abreast of changes in legislation and evolving case law.

Civil Society – Trustee Training Course

Date: 7 April 2011 Time: 9.30am-4.15pm
Location: Mazars, Manchester
Cost: £195+VAT per delegate
Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is an excellent way of becoming an outstanding trustee sooner rather than later with topics covering roles, collective authority and the three strands of governance, your relationship with the chair of trustees and the chief executive to understanding charity finance and governing without managing. It helps meet the Charity Commission's requirements for trustee induction and acts as a powerful refresher for existing trustees who need to keep abreast of changes in legislation and evolving case law.

Civil Society – Trustee Training Course

Date: 4 May 2011 Time: 9.30am-4.15pm
Location: Bircham Dyson Bell, London
Cost: £195+VAT per delegate
Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is an excellent way of becoming an outstanding trustee sooner rather than later with topics covering roles, collective authority and the three strands of governance, your relationship with the chair of trustees and the chief executive to understanding charity finance and governing without managing. It helps meet the Charity Commission's requirements for trustee induction and acts as a powerful refresher for existing trustees who need to keep abreast of changes in legislation and evolving case law.

Governance & Risk Management For Charities

Date: 20 May 2011 Time: Full day
Location: London
Cost: £295-£490, contact provider
Contact: Quorum Training 0121-362-7690

Good governance is a key issue for modern day charities. This course will examine the law and reference will be made to good practice guidelines and procedures that have been developed in the sector. Relevant for board members, management, staff and others with some governance related responsibilities or interest

Civil Society – New Chairs Of Trustees & CEOs Course

Date: 6 June 2011 Time: 9.30am-4.30pm
Location: Farrer & Co, London
Cost: £195+VAT per delegate
Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is a must for all chairs and CEOs who feel they want to ensure high standards of governance and includes: roles and expectations of chairs and trustees, ensuring trustees fulfil their governance role, refreshing the board and finding new trustees, case study of where things went wrong (tackling difficult/sensitive situations and learning from others' mistakes) and developing a learning organisation (why reviewing performance is important event at board level).

Civil Society – Trustee Training Course

Date: 8 June 2011 Time: 9.30am-4.15pm
Location: Bircham Dyson Bell, London
Cost: £195+VAT per delegate
Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is an excellent way of becoming an outstanding trustee sooner rather than later with topics covering roles, collective authority and the three strands of governance, your relationship with the chair of trustees and the chief executive to understanding charity finance and governing without managing. It helps meet the Charity Commission's requirements for trustee induction and acts as a powerful refresher for existing trustees who need to keep abreast of changes in legislation and evolving case law.



Civil Society – Charity Finance For Trustees

Date: 21 June 2011 Time: 9.30am-4.30pm

Location: BDO, London

Cost: £195+VAT per delegate

Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

Trustees are jointly and severally responsible for the proper stewardship of the assets of their charity. It is therefore essential that all trustees understand charity finance and feel that they can monitor and question financial information, and can make major decisions jointly with the other trustees regarding financial planning and major expenditure. This course is a must for all trustees whether they have some or no financial expertise.

Civil Society – Charity Finance For Trustees

Date: 27 September 2011 Time: 9.30am-4.30pm

Location: BDO, London

Cost: £195+VAT per delegate

Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

Trustees are jointly and severally responsible for the proper stewardship of the assets of their charity. It is therefore essential that all trustees understand charity finance and feel that they can monitor and question financial information, and can make major decisions jointly with the other trustees regarding financial planning and major expenditure. This course is a must for all trustees whether they have some or no financial expertise.

Governance & Risk Management For Charities

Date: 3 October 2011 Time: Full day

Location: London

Cost: £295-£490, contact provider

Contact: Quorum Training 0121-362-7690

Good governance is a key issue for modern day charities. This course will examine the law and reference will be made to good practice guidelines and procedures that have been developed in the sector. Relevant for board members, management, staff and others with some governance related responsibilities or interest.

Civil Society – Trustee Training Course

Date: 5 October 2011 Time: 9.30am-4.15pm

Location: Bircham Dyson Bell, London

Cost: £195+VAT per delegate

Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is an excellent way of becoming an outstanding trustee sooner rather than later with topics covering roles, collective authority and the three strands of governance, your relationship with the chair of trustees and the chief executive to understanding charity finance and governing without managing. It helps meet the Charity Commission's requirements for trustee induction and acts as a powerful refresher for existing trustees who need to keep abreast of changes in legislation and evolving case law.

Civil Society – Trustee Training Course

Date: 2 November 2011 Time: 9.30am-4.15pm

Location: Bircham Dyson Bell, London

Cost: £195+VAT per delegate

Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is an excellent way of becoming an outstanding trustee sooner rather than later with topics covering roles, collective authority and the three strands of governance, your relationship with the chair of trustees and the chief executive to understanding charity finance and governing without managing. It helps meet the Charity Commission's requirements for trustee induction and acts as a powerful refresher for existing trustees who need to keep abreast of changes in legislation and evolving case law.

Civil Society – New Chairs Of Trustees & CEOs Course

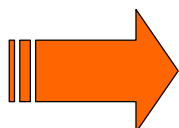
Date: 2 November 2011 Time: 9.30am-4.30pm

Location: Farrer & Co, London

Cost: £195+VAT per delegate

Contact: www.civilsociety.co.uk www.trainingfortrustees.co.uk

This course is a must for all chairs and CEOs who feel they want to ensure high standards of governance and includes: roles and expectations of chairs and trustees, ensuring trustees fulfil their governance role, refreshing the board and finding new trustees, case study of where things went wrong (tackling difficult/sensitive situations and learning from others' mistakes) and developing a learning organisation (why reviewing performance is important event at board level).



GOVERNMENT – LOCAL & NATIONAL

There are no national Governance opportunities to record at present.

HEALTH

Ageing Population 2011

Date: 10 May 2011 Time: 9.20am-5.40pm
Location: QEII Conference Centre, London
Cost: Contact provider
Contact: www.ageing-population-conference.co.uk

This conference aims to provide an essential one-stop shop, bringing together expert speakers, specialist providers and stakeholders and is for those charged with responding to the challenges and care demands of an ageing society. With the implications of this demographic shift touching every aspect of public sector care delivery, this event will identify how you and your partners need to respond.

HEALTH & SAFETY

There are no national Health & Safety opportunities to record at present.

ICT

IT For Outcomes

National Performance Programme have launched IT for Outcomes, a new online resource designed to help you select the right tool to support your monitoring work. NPP have focused on low-cost, 'off the shelf' database systems and have created a guide to help you establish your needs, and a comparison table to clearly demonstrate key features – for example cost, flexibility, outcomes management functions and ease of use. To find out more visit their website at www.ces-vol.org.uk

Digital Accessibility

Date: 20 April 2011 Time: 8.30am – 11am
Location: Ability Media Centre, London
Cost: Contact provider
Contact: Book online at www.mediatrust.org/get-support/training or call on 020 7871 5653
Are your websites, social networks, emails and e-newsletters accessible and user friendly for different communications needs and technologies? This is your chance to meet the BBC's Head of audience experience and usability and Nomensa's Directors of accessibility and discuss what it means for your communications.

Making More of your Online Course

Date: 9 May 2011 Time: Contact provider
Location: Online
Cost: Contact provider
Contact: NIACE at events@niace.org.uk or call 0116 2859661
Contact provider for further details of this course.

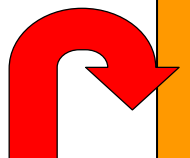
LEADERSHIP & MANAGEMENT

An Introduction To First Line Management

Date: 24 May 2011 Time: Contact provider
Location: Leeds City Centre
Cost: £249+VAT
Contact: Excellence In Learning, www.excellence-in-learning.co.uk
Introductory workshop as a precursor to The First Line Manager – Improving Skills & Effectiveness workshop and enables participants to increase their understanding of the confidence, competences and approaches that underpin effective management and in so doing demonstrates what attributes and actions they need to deliver high performance.

Mental Health First Aid

Date: 21 and 22 June 2011 Time: Contact provider
Location: London
Cost: Contact provider
Contact: NIACE at events@niace.org.uk or call 0116 2859661
For further details of this course contact the provider.



Level 5 Management and Leadership Course (certificate)

Dates: 21 April, 19 May, 16 June, 21 July, 18 August 2011 Time: Contact provider
Location: IIQ Development Centre, Brighouse, West Yorkshire
Cost: £745+VAT or 6-8 managers from the same company attending the same course £645+VAT each (we can run the course on your premises for this option)
Contact: Inspired IQ at info@inspired-ig.com or call 0845 004 1325, or visit www.inspired-ig.com
Accredited by CMI, the Chartered Management Institute; small amount of pre-course work and one hour telephone discussion; one day classroom based training; one hour post course telephone consultancy; workbook which can be completed as and when time allows; telephone support throughout the process; you/they will have a professional Management qualification; includes one years membership to 'Chartered Managers'.

An Introduction To First Line Management

Date: 25 May 2011 Time: Contact provider
Location: Birmingham City Centre
Cost: £249+VAT
Contact: Excellence In Learning, www.excellence-in-learning.co.uk
Introductory workshop as a precursor to The First Line Manager – Improving Skills & Effectiveness workshop and enables participants to increase their understanding of the confidence, competences and approaches that underpin effective management and in so doing demonstrates what attributes and actions they need to deliver high performance.

The First Line Manager – Improving Skills & Effectiveness

Date: 28 June 2011 Time: Contact provider
Location: Leeds City Centre
Cost: £249+VAT
Contact: Excellence In Learning, www.excellence-in-learning.co.uk
Getting the best out of staff, often in circumstances where time and resources are limited, is an especially demanding task for first line managers as there are many demands, constraints and barriers involved in learning how to manage and be managed effectively. One day workshop to enable participants understand what these are and how to overcome them by using key managing skills, tools and techniques.

An Introduction To First Line Management

Date: 20 September 2011 Time: Contact provider
Location: Leeds City Centre
Cost: £249+VAT
Contact: Excellence In Learning, www.excellence-in-learning.co.uk
Introductory workshop as a precursor to The First Line Manager – Improving Skills & Effectiveness workshop and enables participants to increase their understanding of the confidence, competences and approaches that underpin effective management and in so doing demonstrates what attributes and actions they need to deliver high performance.

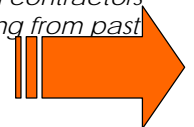
An Introduction To First Line Management

Date: 21 September 2011 Time: Contact provider
Location: Birmingham City Centre
Cost: £249+VAT
Contact: Excellence In Learning, www.excellence-in-learning.co.uk
Introductory workshop as a precursor to The First Line Manager – Improving Skills & Effectiveness workshop and enables participants to increase their understanding of the confidence, competences and approaches that underpin effective management and in so doing demonstrates what attributes and actions they need to deliver high performance.

MARKETING/PR

Running Successful Public Events

Date: 7 March 2012 Time: Contact provider
Location: Doncaster
Cost: £114/£168 + VAT
Contact: BTCV at ETN@btcv.org.uk or call 0121 3592113
Organising events is increasingly part of the job for many of us, but it not something that most people have had specific training in. Project officers often feel thrown in at the deep end. This event aims to provide practical, down to earth advice for people who want to make sure that their community fun day, teddy bear's picnic, concert or outdoor theatre event is a success. It will cover issues which are common to all types of events such as planning and preparation, the health and safety of staff and people attending the event, publicity and working with contractors and artists. It will also address strategies for when things go wrong and ways of evaluating and learning from past experiences.



NETWORK EVENTS

Chief Officers' Residential Event 2011

Date: 16 and 17 June 2011 Time: Contact provider
Location: Nottingham
Cost: Contact provider
Contact: NAVCA at www.navca.org.uk/events

Third Sector's Digital Fundraising Conference

Date: 11 May 2011 Time: Contact provider
Location: The Ibis Hotel, Earls Court, London
Cost: Contact provider
Contact: enquiries@haymarket.com <http://www.digitalfundraisingconference.com>

Join *Third Sector* at their Digital Fundraising conference in May to discover how to create, manage and execute your campaigns in the digital sphere.

QUALITY, OUTCOMES, MONITORING & EVALUATION

There are no national Quality, Outcomes, Monitoring & Evaluation opportunities to record at present.

SOCIETY

There are no national Society opportunities to record at present.

TEACHING, TRAINING

Strategic Overview Of The Learning & Skills Sector

Date: 10 May 2011 Time: 9.00am-4.30pm
Location: Leeds City Centre
Cost: £249+VAT
Contact: Excellence In Learning, 0845-130-6152 www.excellence-in-learning.co.uk

The workshop will help managers ensure that they are aware of the external pressures and influences on their organisation; it supports new ways of thinking so they can plan and progress their provision to meet the new challenges ahead.

Strategic Overview Of The Learning & Skills Sector

Date: 14 September 2011 Time: 9.00am-4.30pm
Location: Leeds City Centre
Cost: £249+VAT
Contact: Excellence In Learning, 0845-130-6152 www.excellence-in-learning.co.uk

The workshop will help managers ensure that they are aware of the external pressures and influences on their organisation; it supports new ways of thinking so they can plan and progress their provision to meet the new challenges ahead.

Strategic Overview Of The Learning & Skills Sector

Date: 8 December 2011 Time: 9.00am-4.30pm
Location: Leeds City Centre
Cost: £249+VAT
Contact: Excellence In Learning, 0845-130-6152 www.excellence-in-learning.co.uk

The workshop will help managers ensure that they are aware of the external pressures and influences on their organisation; it supports new ways of thinking so they can plan and progress their provision to meet the new challenges ahead.



MISCELLANEOUS

Download free 'Good Guide to Employment' templates

NCVO have a wide range of templates available on our website which are designed to be customisable to your organisation and which you can adapt, edit and amend as you wish. The templates are designed to help you with the development of policies, job descriptions and good diversity practice – and many more.

Visit www.ncvo-vol.org.uk/gge-templates

Voluntary Sector Support for Apprenticeships: New Employers' Forum Launched

Skills – Third Sector and Fair Train have launched a new Employers's Forum, which will:

Support the development, understanding and promotion of apprenticeships in the voluntary sector; provide practical, workshop based advice on how to get involved with apprenticeships and how to support them within voluntary sector organisations; and promote new Advance Apprenticeships for the third sector.

If you are interested in finding out more email Tom Watson at Fair Train at tom.watson@rathboneuk.org

To find out more about Third Sector's work on developing an apprenticeship framework visit www.skills-thirdsector.org.uk

New training from Charities Evaluation Service

CES's brand new course 'Getting ready for working with commissioners' links both monitoring and evaluation and quality to commissioning and covers all of the essential information workers need to understand basic principles around commissioning and how performance management fits into the process.

Visit their website at <http://www.ces-vol.org.uk/>

Low Cost Online Training for Voluntary Sector is launched

A range of over 20 online training courses has been launched covering a wide range of topics for both individuals and organisations. Costing £25 for a year's subscription, My Learning Pool is designed for community and voluntary groups, small charities, social enterprises and anyone involved in civil society. Some of the topics available include procurement, managing stress, finding a new job and health and safety at work.

To find out more about the opportunities available, visit www.mylearningpool.com

This bulletin can be forwarded to any organisation with the best interests of the voluntary and community sector in Lincolnshire and Rutland. Please let Learning Lincs/Lincs2gether know of any workforce development opportunities you are organising or know of – we cannot guarantee to include but we will try. Learning Lincs & Lincs2gether do not accept liability for any errors or omissions in the contents of this bulletin. All information is believed to be correct at the time of publication, but cannot be so guaranteed, and Learning Lincs & Lincs2gether shall not be liable for any loss suffered directly or indirectly as a result of its' use. If verification is required, please contact the event provider direct.

Training & Partnership Development Officer, Community Lincs, The Old Mart, Church Lane, Sleaford, Lincs, NG34 7DF. 01529-302466
janet.clark@communitylincs.com www.learninglincs.org.uk www.lincs2gether.org

