



## LOCAL & REGIONAL OPPORTUNITIES

### "BUSINESS"

#### **Profitable Customers & Commercial Agreements**

Date: 21 October 2010 Time: 7.30am-9.45am  
Location: University Of Nottingham  
Cost: Free  
Contact: University Of Nottingham & Business Link; Maggie Rouse 0115-846-6609  
[margaret-ann.rouse@nottingham.ac.uk](mailto:margaret-ann.rouse@nottingham.ac.uk)

*How to recognise profitable customers and how to provide what they need plus commercial agreements.*

#### **Making The Right Impression**

Date: 21 October 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members); £195+VAT (non-members)  
Contact: Lincolnshire Chamber Of Commerce; Neil Brown 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*Enhance confidence and effectiveness by developing communication skills and learning how to influence others.*

#### **High Performance Sales Training Workshop**

Date: 28 October 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members); £195+VAT (non-members)  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*Find out how to win new business and how to make the most of your existing clients.*

#### **Profitable Pricing Models For Social Enterprises**

Date: 28 October 2010 Time: 9.30am-4.30pm  
Location: Voluntary Action Leicestershire, Leicester  
Cost: Free incl lunch  
Contact: SEEM, 0115-871-4760, [events@seem.uk.net](mailto:events@seem.uk.net)

*Masterclass aimed at organisations that want to learn about the different pricing strategies they can use. Participants will learn about a range of cost concepts, that profitable pricing begins with understanding their cost base and how to calculate the true cost of delivering a product or service by allocating a portion of overheads using the full cost recovery basis.*

#### **Law**

Date: 2 November 2010 Time: 5.30pm-7.30pm  
Location: RAF Waddington  
Cost: £25  
Contact: Lincoln College, 01522-876258 [hsteer@lincolncollege.ac.uk](mailto:hsteer@lincolncollege.ac.uk)

*Six week course – contact provider for details.*

#### **Running Meetings & Minute Taking**

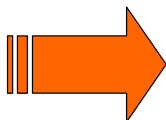
Date: 3 November 2010 Time: 10.00am-1.00pm  
Location: Nettleham  
Cost: Free  
Contact: VCS Lincoln, Dianne Slapp, 01522-551 683

*Helpful tips & techniques for keeping accurate records of meetings; overview of conducting & preparing for meetings*

#### **Growing Your Business**

Date: 4 November 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members); £195+VAT (non-members)  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*Understand why and how effective strategic business planning underpins growth and helps business plan development.*





### **First Steps In Social Enterprise**

Date: 9 November 2010 Time: 10.00am-4.00pm  
Location: Chesterfield Football Club  
Cost: Free  
Contact: SEEM & Business Link, 0845-058-6644 [event@seem.uk.net](mailto:event@seem.uk.net)

*Understand what social enterprise is, the governance & legal structures and the process along with business plans, aims and objectives and available support.*

### **Understanding, Measuring & Reporting Your Impact**

Date: 10 November 2010 Time: 9.30am-4.30pm  
Location: Castle Cavendish Business Centre, Nottingham  
Cost: Free incl lunch  
Contact: SEEM & Business Link, 0845-058-6644 [event@seem.uk.net](mailto:event@seem.uk.net)

*Masterclass aimed at organisations that want to understand how they can measure and report their economic, environmental and social impact. Participants will look at every stage of this process from defining a social mission and values to reporting and auditing social accounts.*

### **Time Management**

Date: 16 November 2010 Time: 9.15am-1.00pm  
Location: Toll Bar Business & Functions Centre, New Waltham  
Cost: £59+VAT  
Contact: Totem Training, 01507-608795, [www.totemtrainingltd.co.uk](http://www.totemtrainingltd.co.uk)

*Identifying time stealers, top tips to improve effectiveness and urgent versus important tasks.*

### **Project Management, Web 2.0 & Cloud Computing**

Date: 18 November 2010 Time: 7.30am-9.45am  
Location: University Of Nottingham  
Cost: Free  
Contact: University Of Nottingham & Business Link, Maggie Rouse 0115-846-6609  
[margaret-ann.rouse@nottingham.ac.uk](mailto:margaret-ann.rouse@nottingham.ac.uk)

*Project Management for small businesses, Web 2.0 and cloud computing in your business.*

### **Ideas Generation**

Date: 18 November 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members); £195+VAT (non-members)  
Contact: Lincolnshire Chamber of Commerce, Neil Brown 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*Challenge what you do through creativity and innovation within your business to deliver the bottom line.*

### **Effective Networking Skills**

Date: 18 November 2010 Time: 9.15am-1.00pm  
Location: Toll Bar Business & Functions Centre, New Waltham  
Cost: £59+VAT  
Contact: Totem Training, 01507-608795, [www.totemtrainingltd.co.uk](http://www.totemtrainingltd.co.uk)

*How to prepare, importance of selling yourself and the art of asking questions.*

### **Securing Your Financial Future In The Big Society**

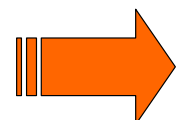
Date: 18 November 2010 Time: 1.30pm-5.00pm  
Location: Nottingham  
Cost: £49 (members), £69 (non-members)  
Contact: ACEVO, [www.acevo.org.uk](http://www.acevo.org.uk)

*Half day event starting with a strategic overview of the rapidly changing policy landscape and what this will mean for different government departments and areas of public service delivery, both at the national and local level. It will draw out the common themes, acknowledge the difficulties third sector leaders face and look for the positive solutions and ways forward.*

### **Time Management**

Date: 19 November 2010 Time: 9.30am-4.30pm  
Location: Boston  
Cost: £15  
Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)

*Contact provider for details of content.*



### **Assertive Communication**

Date: 19 November 2010 Time: 9.15am-1.00pm  
Location: Toll Bar Business & Functions Centre, New Waltham  
Cost: £59+VAT  
Contact: Totem Training, 01507-608795, [www.totemtrainingltd.co.uk](http://www.totemtrainingltd.co.uk)  
Covers: *What is assertiveness? Being able to say what you mean. Words, tonality and body language.*

### **How To Manage Your Time**

Date: 24 November 2010 Time: 10.00am-1.00pm  
Location: Sleaford  
Cost: Free  
Contact: VCS North Kesteven, Steph Bristow, 01529-308450  
*An intro to simple methods and techniques for taking control of workload and time pressures. Recognise the factors that steal time and explore how to deal with interruptions and say no.*

### **First Steps in Social Enterprise**

Date: 24 November 2010 Time: 10.00am-4.00pm  
Location: The Guildhall Arts Centre, Grantham  
Cost: Free  
Contact: SEEM & Business Link, 0845-058-6644 [event@seem.uk.net](mailto:event@seem.uk.net)  
*Understand what social enterprise is, the governance & legal structures and the process along with business plans, aims and objectives and available support.*

### **Profitable Pricing Models For Social Enterprises**

Date: 24 November 2010 Time: Contact provider for details  
Location: DD Enterprise Centre, Derby  
Cost: Free incl lunch  
Contact: SEEM, 0115-871-4760 [events@seem.uk.net](mailto:events@seem.uk.net)  
*Masterclass aimed at organisations that want to learn about the different pricing strategies they can use. Participants will learn about a range of cost concepts, that profitable pricing begins with understanding their cost base and how to calculate the true cost of delivering a product or service by allocating a portion of overheads using the full cost recovery basis.*

### **The Operating Environment For Social Enterprise**

Date: 25 November 2010 Time: 9.30am-4.30pm  
Location: DD Enterprise Centre, Derby  
Cost: Free incl lunch  
Contact: SEEM, 0115-871-4760 [events@seem.uk.net](mailto:events@seem.uk.net)  
*Masterclass aimed at new or developing organisations that want to understand the operating environment for social enterprises. Participants will learn about the different legal structures for social enterprise and identify the structure that is most appropriate for an organisation.*

### **First Steps in Social Enterprise**

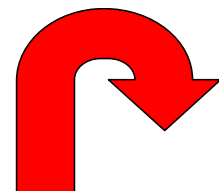
Date: 2 December 2010 Time: 10.00am-4.00pm  
Location: Nottingham CVS  
Cost: Free  
Contact: SEEM & Business Link, 0845-058-6644 [event@seem.uk.net](mailto:event@seem.uk.net)  
*Understand what social enterprise is, the governance & legal structures and the process along with business plans, aims and objectives and available support.*

### **Making The Right Impression**

Date: 9 December 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members); £195+VAT (non-members)  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)  
*Enhance confidence and effectiveness by developing communication skills and learning how to influence others.*

### **High Performance Sales Training Workshop**

Date: 16 December 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members); £195+VAT (non-members)  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown 01522-846925  
[Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)  
*Find out how to win new business and how to make the most of your existing clients.*



### First Steps in Social Enterprise

Date: 1 February 2011 Time: 10.00am-4.00pm  
Location: Voluntary Action Rutland, Oakham  
Cost: Free  
Contact: SEEM & Business Link, 0845-058-6644 [event@seem.uk.net](mailto:event@seem.uk.net)

*Understand what social enterprise is, the governance & legal structures and the process along with business plans, aims and objectives and available support*

## CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

### SCUK Safeguarding & Protecting Children

Date: 3 November 2010 Time: 6.30pm-9.30pm  
Location: St Georges Academy, Sleaford  
Cost: Contact provider  
Contact: Lincolnshire Sports Partnership, 01522-585580  
*Closing date for applications for this course 22 October 2010.*

### Peer Qualification Training Day

Date: 9 November 2010 Time: 10.00am-4.00pm  
Location: Nottingham  
Cost: £99+VAT  
Contact: UK Youth, Charmaine Simpson, 0845-862-0432 [charmaine@ukyouth.org](mailto:charmaine@ukyouth.org) [www.ukyouth.org](http://www.ukyouth.org)  
*Introduction of new QCA qualification Edexcel BTEC Level 2 Award & Certificate In Peer Education and Peer Mentoring to youth workers and non-formal educators.*

### Level 2 Inter-Agency Safeguarding Children & Young People

Date: 9-10 November 2010 Time: 9.30am-4.30pm  
Location: Pelham Centre, Witham House, Lincoln  
Cost: Free to LSCB member agencies and voluntary organisations  
Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)  
*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*

### Direct Payments & Personalisation

Date: 10 November 2010 Time: 10.00am-12.30pm  
Location: The Pride Of Lincoln, Lincoln  
Cost: Free  
Contact: Lincolnshire Parent Carer Council, 07583-184205 [enquiries@lincolnshireparentcarercouncil.org.uk](mailto:enquiries@lincolnshireparentcarercouncil.org.uk)  
*For anyone with a child with a disability aged between 14-25. Chance to meet other parents and talk to guest speakers.*

### Level 2 Inter-Agency Safeguarding Children & Young People

Date: 17-18 November 2010 Time: 9.30am-4.30pm  
Location: EM Centre For Learning, Londonthorpe, Grantham  
Cost: Free to LSCB member agencies and voluntary organisations  
Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)  
*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*

### Children's Workforce Development Council (CWDC) Level 3/4 Induction

Date: 1, 8 & 16 December 2010 Time: Contact provider  
Location: Bourne Youth & Children's Centre  
Cost: Free  
Contact: Lincolnshire School Improvement Service, Corrie Melvin, 07919-167628  
[cmelvin@cftb.com](mailto:cmelvin@cftb.com)

*Nationally recognised, certificated induction course for all those new in post. Also includes two e-learning modules.*

### Commissioning 2011 Onwards

Date: 1 December 2010 Time: 10.00am-4.00pm  
Location: Peepul Centre, Leicester  
Cost: Free  
Contact: Commissioning Support Programme & Others, [christina.plews@childrenslinks.org.uk](mailto:christina.plews@childrenslinks.org.uk)  
*Aim of this event is to enable Commissioners and voluntary sector organisations to identify common agendas and Better ways of working together to improve outcomes for children, young people and their families.*



**Level 2 Inter-Agency Safeguarding Children & Young People**

Date: 2-3 December 2010 Time: 9.30am-4.30pm  
 Location: Pelham Centre, Witham House, Lincoln  
 Cost: Free to LSCB member agencies and voluntary organisations  
 Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)

*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning*

**Level 2 Inter-Agency Safeguarding Children & Young People**

Date: 8-9 December 2010 Time: 9.30am-4.30pm  
 Location: Stamford Children's Centre, Stamford  
 Cost: Free to LSCB member agencies and voluntary organisations  
 Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)

*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*

**Level 2 Inter-Agency Safeguarding Children & Young People**

Date: 11-12 January 2011 Time: 9.30am-4.30pm  
 Location: The Conference Centre, Skirbeck Road, Boston  
 Cost: Free to LSCB member agencies and voluntary organisations  
 Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)

*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*

**Level 2 Inter-Agency Safeguarding Children & Young People**

Date: 13-14 January 2011 Time: 9.30am-4.30pm  
 Location: Birchwood Library, Lincoln  
 Cost: Free to LSCB member agencies and voluntary organisations  
 Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)

*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*

**SCUK Safeguarding & Protecting Children**

Date: 20 January 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 10 January 2011

**Level 2 Inter-Agency Safeguarding Children & Young People**

Date: 9-10 February 2011 Time: 9.30am-4.30pm  
 Location: Sleaford Youth Centre  
 Cost: Free to LSCB member agencies and voluntary organisations  
 Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)

*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*

**Children's Workforce Development Council (CWDC) Level 3/4 Induction**

Date: 25 January, 1 & 8 February 2011 Time: Contact provider  
 Location: Billingham Children's Centre  
 Cost: Free  
 Contact: Lincolnshire School Improvement Service Corrie Melvin, 07919-167628 [cmelvin@cft.com](mailto:cmelvin@cft.com)

*Nationally recognised, certificated induction course for all those new in post. Also includes two e-learning modules.*

**Level 2 Inter-Agency Safeguarding Children & Young People**

Date: 2-3 February 2011 Time: 9.30am-4.30pm  
 Location: Bourne Youth & Children's Centre  
 Cost: Free to LSCB member agencies and voluntary organisations  
 Contact: Lincolnshire Safeguarding Children Board, [LSCB-Training@lincolnshire.gov.uk](mailto:LSCB-Training@lincolnshire.gov.uk)

*Aim is to provide a shared understanding of tasks, principles, roles and responsibilities and local arrangements for safeguarding children and promoting their welfare and improve communication between professionals. Pre-requisite is for delegates to have completed Level 1 e-learning.*



## COMMISSIONING & PROCUREMENT

### **Selling To The Public Sector**

Date: 21 October 2010 Time: 8.45am-1.00pm  
Location: Commerce House, Outer Circle Road, Lincoln  
Cost: Free  
Contact: Procurement Lincolnshire, Charlotte Robson, 01522-523333 [charlotte.robson@lincs-chamber.co.uk](mailto:charlotte.robson@lincs-chamber.co.uk)  
*For those wishing to work with the public sector, understand the rules and regulations about procurement from Pre-Qualification Questionnaires to Invitation To Tender documents.*

### **Selling To The Public Sector**

Date: 26 October 2010 Time: 8.45am-1.00pm  
Location: County Offices, Newland, Lincoln  
Cost: Free  
Contact: Procurement Lincolnshire, Charlotte Robson, 01522-523333 [charlotte.robson@lincs-chamber.co.uk](mailto:charlotte.robson@lincs-chamber.co.uk)  
*For those wishing to work with the public sector, understand the rules and regulations about procurement from Pre-Qualification Questionnaires to Invitation To Tender documents.*

### **ACEVO Winning A Bigger Bang For Your Buck Day Two: Setting Target & Measuring Benefits**

Date: 4 November 2010 Time: 10.00am-4.00pm  
Location: Ramada Hotel, Grantham  
Cost: Free to Lincolnshire third sector organisations  
Contact: Community Lincs, Jenny Stone/Wendy Coy, 01529-302466, [jenny.stone@communitylincs.com](mailto:jenny.stone@communitylincs.com)  
*Covers understanding of performance approaches relevant to commissioning and the range of tools and techniques that can be used to demonstrate effectiveness and quality.*

### **Benefit From Partnering With Others**

Date: 10 November 2010 Time: Half day, contact provider  
Location: Derby  
Cost: £85  
Contact: supply2gov & BIP Solutions, 0845-270-7095 [events@bipsolutions.com](mailto:events@bipsolutions.com)  
*Looking at areas of competition where organisations may wish to consider the benefit of working in association with others. Examines advantages of partnering over sub-contracting and vice versa and issues that should be considered.*

### **Post Tender Skills**

Date: 10 November 2010 Time: Half day, contact provider  
Location: Derby  
Cost: £85  
Contact: supply2gov & BIP Solutions, 0845-270-7095 [events@bipsolutions.com](mailto:events@bipsolutions.com)  
*Look at various issues including relationship management, contract management, escalation processes, contract reporting, building robust relationships, monitoring progress and also considers the issues of managing risk and dealing with complaints.*

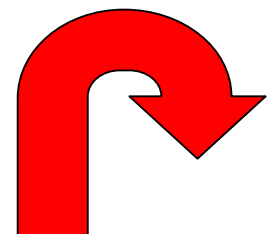
### **ACEVO Winning A Bigger Bang For Your Buck Day Three: Influencing Commissioning Processes**

Date: 9 December 2010 Time: 10.00am-4.00pm  
Location: Ramada Hotel, Grantham  
Cost: Free to Lincolnshire third sector organisations  
Contact: Community Lincs, Jenny Stone/Wendy Coy, 01529-302466, [jenny.stone@communitylincs.com](mailto:jenny.stone@communitylincs.com)  
*Increase understanding of where and how the commissioning cycle can be influenced, what drives commissioners, what they are looking for and the delivery pressures they are under, how an 'offer' can be clarified and the marketing strategy behind can be developed, and increase the capability of establishing and maintaining productive relationships with commissioners.*

### **ACEVO Winning A Bigger Bang For Your Buck Day Four: How To Negotiate During Commissioning Processes**

Date: 13 January 2011 Time: 10.00am-4.00pm  
Location: Ramada Hotel, Grantham  
Cost: Free to Lincolnshire third sector organisations  
Contact: Community Lincs, Jenny Stone/Wendy Coy, 01529-302466, [jenny.stone@communitylincs.com](mailto:jenny.stone@communitylincs.com)

*Understand the key skills required to achieve 'Win-Win' outcomes to negotiation, how to assist third sector organisations in tactically managing and engaging with Commissioners during negotiations, increase understanding of the wider picture in which opportunities may arise, and increase ability to assist others develop their USP.*



### **ACEVO Winning A Bigger Bang For Your Buck Day Five: Financial Planning & Budgeting To Win**

Date: 3 February 2011 Time: 10.00am-4.00pm  
Location: Ramada Hotel, Grantham  
Cost: Free to Lincolnshire third sector organisations  
Contact: Community Lincs, Jenny Stone/Wendy Coy, 01529-302466, [jenny.stone@communitylincs.com](mailto:jenny.stone@communitylincs.com)  
*Understand the financial processes and issues relevant to procurement and commissioning including full cost recovery and value for money from overheads, the financial value that is within public sector contracts and what it will cost to respond to a specific tender opportunity, and increase understanding of how to help groups source finance to invest in the services they deliver.*

## **COMMUNITY**

### **Community Assets Matter: Promoting Effective Asset Management**

Date: 4-5 November 2011 Time: 10.00am 4 Nov – 4.00pm 5 Nov  
Location: Voluntary Action Leicestershire, Leicester  
Cost: £25 including handbook  
Contact: Community Matters, [www.communitymatters.org.uk](http://www.communitymatters.org.uk)  
*The objective is to increase provision and standard of support to frontline organisations involved in managing community buildings and other community assets. Issues covered include: Is It Legal?, Taking Possession and Planning For The Future.*

## **COMPACT**

### **Empowering The Voluntary Sector**

Date: 27 October 2010 Time: Full day, contact provider  
Location: Northampton  
Cost: £40 incl VAT & lunch  
Contact: NAVCA, 0114-278-6636, [www.navca.org.uk](http://www.navca.org.uk)  
*The aim is to equip third sector organisations to use the principles of public law and the Compact to negotiate effectively with public bodies.*

### **Lincolnshire Compact Champions Training Event**

Date: 5 November 2010 Time: Half day, contact provider  
Location: Contact provider  
Cost: Free  
Contact: Lincolnshire Compact c/o Community Lincs, Jenny Stone, 01529-302466  
[jenny.stone@communitylincs.com](mailto:jenny.stone@communitylincs.com)

*For further details, contact provider.*

### **Empowering The Voluntary Sector**

Date: 7 December 2010 Time: Full day, contact provider  
Location: Nottingham  
Cost: £40 incl VAT & lunch  
Contact: NAVCA, 0114-278-6636, [www.navca.org.uk](http://www.navca.org.uk)  
*The aim is to equip third sector organisations to use the principles of public law and the Compact to negotiate effectively with public bodies.*

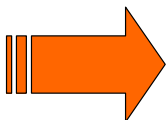
## **CONFERENCES & SEMINARS**

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

## **EMPLOYMENT, PERSONNEL, HR**

### **Managing Discipline & Grievance**

Date: 26 October 2010 Time: 9.30am-1.00pm  
Location: Oadby  
Cost: £95+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)  
*Guidance on the use of company discipline and grievance procedures.*



### **Monitoring & Impact Assessments – Putting Theory Into Practice**

Date: 27 October 2010 Time: 9.30am-4.30pm  
Location: Nottingham  
Cost: £235+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Starting at the very beginning this event takes delegates step by step through all the key elements of the monitoring and impact assessment process and the whole day is about 'How To Do It'.*

### **Employment Law Update**

Date: 2 November 2010 Time: 9.30am-1.00pm  
Location: Derby  
Cost: £160+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*An in-depth exploration of the latest employment legislation and case law with guest speaker. The session will include an overview of the latest key changes relating to discipline and grievance at work.*

### **The Equality Act 2010: What Changes**

Date: 2 November 2010 Time: 10.00am-12noon  
Location: Oadby  
Cost: £60+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Find out how the Equality Act 2010 will impact on your organisation. This two hour briefing will cover all the key changes.*

### **Communication Skills For Supervisors**

Date: 3 November 2010 Time: 9.30am-4.30pm  
Location: Nottingham  
Cost: £160+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*An interactive day which looks at the essential communication skills that any good supervisor needs to perform well.*

### **Disciplinary Investigations**

Date: 9 November 2010 Time: 9.30am-4.30pm  
Location: Oadby  
Cost: £235+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Covers what constitutes a fair and reasonable investigation, How the investigation should be carried out, Who should undertake the investigation, and Practicing the skills.*

### **Contracts Of Employment – How To Get It Right**

Date: 16 November 2010 Time: 9.30am-1.00pm  
Location: North Hykeham  
Cost: £95+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*A comprehensive overview of contracts and the written terms which by law must be included.*

### **Supporting & Supervising Volunteers**

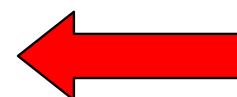
Date: 18 November 2010 Time: 9.30am-2.30pm  
Location: VCS West Lindsey, Gainsborough  
Cost: Free  
Contact: VCS West Lindsey, Sam Crow, 01427-613470, [info@voluntarysupportwestlindsey.org.uk](mailto:info@voluntarysupportwestlindsey.org.uk)

*A course for people who co-ordinate, supervise or manage volunteers. Discusses ways and means of dealing with issues involved in working with volunteers.*

### **Employment Law Update**

Date: 5 January 2011 Time: 9.30am-1.00pm  
Location: Oadby  
Cost: £160+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*An in-depth exploration of the latest employment legislation and case law with guest speaker. The session will include an overview of the latest key changes relating to discipline and grievance at work.*



### Essential Skills For Supervisors

Date: 11 January 2011 Time: 9.30am-4.30pm  
Location: Oadby  
Cost: £160+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*This workshop provides a comprehensive overview of essential supervisor 'people' skills and includes interactive practical scenarios, group discussions, case studies and practical sessions.*

### Having Difficult Conversations

Date: 19 January 2011 Time: 9.30am-4.30pm  
Location: Nottingham  
Cost: £345+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Practical expert led training on how to handle difficult conversations in the workplace. This interactive session will give delegates confidence to deal with workplace employment matters promptly, with less stress and anxiety and with greater success.*

### An Introduction To Equality & Diversity

Date: 20 January 2011 Time: 9.30am-1.00pm  
Location: Derby  
Cost: £160+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Understanding equality and diversity at work and creating a simple policy, this session covers equality legislation, recognising discrimination, the value of diversity and policy development.*

### Managing Discipline & Grievance

Date: 9 February 2011 Time: 9.30am-1.00pm  
Location: Nottingham  
Cost: £95+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Guidance on the use of company discipline and grievance procedures.*

### Bullying & Harassment At Work

Date: 15 February 2011 Time: 9.30am-1.00pm  
Location: Derby  
Cost: £95+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*In depth guidance on dealing with bullying and harassment in the workplace covering legislation, defining bullying and harassment, tackling incidents of unacceptable behaviour, handling complaints and policy development.*

### Effective Disciplinary Investigation

Date: 23 February 2011 Time: 9.30am-4.30pm  
Location: Oadby  
Cost: £235+VAT  
Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Covers investigations (the initial steps), the role of the investigator, interviewing the witnesses, standards of proof and the investigator's report.*

## ENVIRONMENTAL

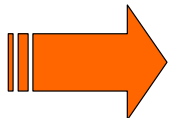
There are no local or regional Environmental opportunities to record at present.

## EQUALITY & DIVERSITY

### Race Equality & Cultural Competency (Three Sessions Over Two Days)

Date: 9 & 17 November 2010 Time: 10.00am-1.00pm  
Location: Wigford Room, New Life Centre, Lincoln  
Cost: Free  
Contact: VCS Lincoln, Dianne Slapp, 01522-551683

*Develop and understanding of inequality and cultural difference and relate this to service area and clients. For those wanting a comprehensive understanding of how to meet the latest legislative requirements it is recommended that the full three session programme is attended.*



## FINANCIAL

### Right Funds For You

Date: 4 November 2010 Time: 4.00pm-7.00pm

Location: Sir Denis Rooke Building, Loughborough University

Cost: Free incl refreshments

Contact: Connect Midlands, Christine Rockey, 01509-228702, [Christine@connectmidlands.org](mailto:Christine@connectmidlands.org)

*For SMEs based in the East Midlands looking to fulfil high growth potential by securing investment, this informal event will be presented by four industry experts who will cover grant, debt, venture capital and business angel finance options.*

### How to Manage Your Group's Money

Date: 9 November 2010 Time: 9.30am-4.00pm

Location: Sleaford

Cost: Free

Contact: VCS North Kesteven, Steph Bristow, 01529-308450

*Find out how to write realistic budgets including those 'hidden' project costs, identify tools and techniques for keeping track of your group's income and expenditure, and procedures for keeping your money safe.*

### Interim Book-keeping

Date: 10 November 2010 Time: 6.30pm start

Location: New College, Stamford

Cost: Free

Contact: New College, Stamford, 01780-484300

*Five week course – contact provider for details.*

## GOVERNANCE

### Good Governance & How To Achieve It

Date: 28 October 2010 Time: 9.30am-12.30pm

Location: VCS West Lindsey, Gainsborough

Cost: Free

Contact: VCS West Lindsey, Sam Crow, 01427-613470 [info@voluntarysupportwestlindsey.org.uk](mailto:info@voluntarysupportwestlindsey.org.uk)

*A basic introduction to best practice in Good Governance for local community and voluntary groups.*

### Managing Community & Voluntary Organisations – Planning & Policy

Date: 28 October 2010 Time: 9.30am-4.00pm

Location: Black Sluice Lock-keepers Cottage, London Road, Boston

Cost: £35

Contact: Boston College, 01205-313218 [info@boston.ac.uk](mailto:info@boston.ac.uk)

*Contact provider for details – 14 hour course length.*

### Committee Training

Date: 1 November 2010 Time: 1.00pm-3.00pm

Location: Birchwood Access & Training Centre, Lincoln

Cost: Free

Contact: Birchwood Access & Training Centre, Lincoln, 01522-697587

*Be able to chair a meeting and know the principles of how to maintain a meeting and take minutes.*

### Management Committees: An Introduction

Date: 30 November 2010 Time: 10.00am-3.30pm

Location: Beaumont Room, New Life Centre, Lincoln

Cost: Free with lunch

Contact: VCS Lincoln, Dianne Slapp, 01522-551683

*Help to find out more about roles, responsibilities & skills needed for being part of management committee including functions, key roles and jargon. Ideal for new members or as a refresher.*

## GOVERNMENT – LOCAL & NATIONAL

### Clerks' Training Day

Date: 20 October 2010 Time: 10.00am-4.00pm

Location: Pointon Village Hall

Cost: £21

Contact: Lincolnshire Association Of Local Councils, Trisha Carter, 01673-863417

*For new clerks who wish to learn the basics of the job and more experienced clerks who would like to refresh their knowledge of administration and legislation.*



**Dealing With Council Finances**

Date: 3 November 2010 Time: 1.00pm-4.00pm  
 Location: Alford Town Hall  
 Cost: £6  
 Contact: Lincolnshire Association Of Local Councils, Trisha Carter, 01673-863417

*Looking at the day-to-day aspects of council booking, effective budgeting and risk assessment and dealing with internal and external audit.*

**Councillor & Chairman Training**

Date: 9 November 2010 Time: 7.00pm-9.00pm  
 Location: Cranwell Village Hall  
 Cost: £6  
 Contact: Lincolnshire Association Of Local Councils, Trisha Carter, 01673-863417

*A course for both new councillors/Chairman and more experienced members who would like to update on current procedures and legislation.*

**HEALTH****Understanding Depression**

Date: 21 October 2010 Time: 10.00am-2.30pm  
 Location: Market Rasen Learning Centre  
 Cost: Free  
 Contact: CG Partnership, 01673-843489

*Contact provider for details.*

**Understanding Depression**

Date: 28 October 2010 Time: 10.00am-2.30pm  
 Location: Mablethorpe Learning Centre  
 Cost: Free  
 Contact: CG Partnership, 01673-843489

*Contact provider for details.*

**ASIST Suicide Prevention Training**

Date: 4-5 November 2010 Time: 9.15am-4.45pm  
 Location: Eastfield Road, Louth  
 Cost: Free  
 Contact: Lincolnshire Partnership Training, Sue Broadbent, 01529-416251 [sue.broadbent@lpt.nhs.uk](mailto:sue.broadbent@lpt.nhs.uk)

*Two day course for those who seek to make a difference to those suffering thoughts of suicide, be they public service sector or voluntary.*

**ASIST Suicide Prevention Training**

Date: 8-9 November 2010 Time: 9.15am-4.45pm  
 Location: Sleaford  
 Cost: Free  
 Contact: Lincolnshire Partnership Training, Sue Broadbent, 01529-416251 [sue.broadbent@lpt.nhs.uk](mailto:sue.broadbent@lpt.nhs.uk)

*Two day course for those who seek to make a difference to those suffering thoughts of suicide, be they public service sector or voluntary.*

**Introduction To Handling Stress**

Date: 9 November 2010 Time: 6.30pm start  
 Location: New College, Stamford  
 Cost: Free  
 Contact: New College, Stamford, 01780-484300

*Contact provider for details.*

**ASIST Suicide Prevention Training**

Date: 18-19 November 2010 Time: 9.15am-4.45pm  
 Location: Sleaford  
 Cost: Free  
 Contact: Lincolnshire Partnership Training, Sue Broadbent, 01529-416251 [sue.broadbent@lpt.nhs.uk](mailto:sue.broadbent@lpt.nhs.uk)

*Two day course for those who seek to make a difference to those suffering thoughts of suicide, be they public service sector or voluntary.*



**ASIST Suicide Prevention Training**

Date: 3-4 February 2011 Time: 9.15am-4.45pm  
 Location: Eastfield Road, Louth  
 Cost: Free  
 Contact: Lincolnshire Partnership Training, Sue Broadbent, 01529-416251 [sue.broadbent@lpt.nhs.uk](mailto:sue.broadbent@lpt.nhs.uk)  
*Two day course for those who seek to make a difference to those suffering thoughts of suicide, be they public service sector or voluntary.*

**HEALTH & SAFETY****Manual Handling**

Date: 19 October 2010 Time: 9.30am-12 noon  
 Location: Spalding Age Concern  
 Cost: Free  
 Contact: Age Concern (Communities Together), Kathy Briggs, 07939-669308  
*Safe moving and handling of equipment, reducing risk of injury to people.*

**Health & Safety**

Date: 19 October 2010 Time: 12.45pm-3.00pm  
 Location: Spalding Age Concern  
 Cost: Free  
 Contact: Age Concern (Communities Together), Kathy Briggs, 07939-669308  
*This will give delegates the knowledge and skills to generate and promote a positive health and safety culture, legislation and how to ensure policies and practices are adopted including planning, implementing, monitoring and reviewing.*

**Institute Of Safety & Health (IOSH) Working Safely**

Date: 19 October 2010 Time: Full day, 9.15am start  
 Location: Spilsby  
 Cost: £125+VAT  
 Contact: Cope Safety Management, 01790-754740 [copesafety@jwcope.co.uk](mailto: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 (EFAW)**

Date: 22 October 2010 Time: Full day, contact provider  
 Location: Contact provider  
 Cost: Contact provider  
 Contact: VCS West Lindsey, Sam Crow, 01427-613470 [info@voluntarysupportwestlindsey.org.uk](mailto:info@voluntarysupportwestlindsey.org.uk)  
*Course designed to give delegates a basic knowledge of first aid and the confidence in order to be able to take charge.*

**Early Years First Aid**

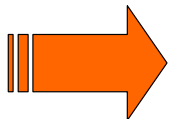
Date: 23 October 2010 Time: 2 days or 4 evenings  
 Location: Lincoln  
 Cost: £95+VAT  
 Contact: St John Ambulance, 08700-104950  
*This course focuses on emergency scenarios that are faced by professionals looking after young children. It meets the standard required by Ofsted and DCSF Approved Carers Scheme.*

**Moving & Handling Principles**

Date: 25 October 2010 Time: Three hours, contact provider  
 Location: Lincolnshire – contact provider  
 Cost: £56+VAT  
 Contact: St John Ambulance, 08700-104950  
*Essential support for all working professionals and can be tailored to suit specific needs.*

**First Aid At Work**

Date: 25-27 October 2010 Time: Three full days, contact provider  
 Location: Gainsborough  
 Cost: £242+VAT  
 Contact: St John Ambulance, 08700-104950  
*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*



**First Aid At Work**

Date: 27-29 October 2010 Time: Three full days, contact provider  
Location: Lincoln  
Cost: £242+VAT  
Contact: St John Ambulance, 08700-104950  
*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations*

**First Aid At Work**

Date: 1-3 November 2010 Time: Three full days, contact provider  
Location: Skegness  
Cost: £242+VAT  
Contact: St John Ambulance, 08700-104950  
*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*

**Paediatric First Aid**

Date: 4 & 5 November 2010 Time: Two days, 9.15am-4.30pm  
Location: Spilsby  
Cost: £100+VAT  
Contact: Cope Safety Management, 01790-754740 [coesafety@jwcope.co.uk](mailto:coesafety@jwcope.co.uk)  
*Three year certificated course that satisfies the guidelines and criteria as laid down by the Early Years Foundation Stage (EYFS) and Ofsted for those who are working with children and babies.*

**Emergency First Aid At Work**

Date: 5 November 2010 Time: Full day, contact provider  
Location: Lincoln  
Cost: £105+VAT  
Contact: St John Ambulance, 08700-104950  
*Six hour course designed for lower-risk businesses where a risk assessment has indicated that a lower level of first aid cover is sufficient. Developed in line with the HSE's changes to the First Aid At Work Regulations.*

**Basic Food Hygiene & Food Safety**

Date: 6 November 2010 Time: 9.30am-5.00pm  
Location: Horncastle College  
Cost: £47.50 (or £51.50 with buffet lunch)  
Contact: Horncastle College, 01507-522449, [Horncastle.college@lincolnshire.gov.uk](mailto:Horncastle.college@lincolnshire.gov.uk)  
*One day workshop finishing with an exam through the Royal Society of Public Health.*

**First Aid At Work**

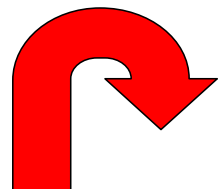
Date: 8-10 November 2010 Time: Three full days, contact provider  
Location: Lincoln  
Cost: £242+VAT  
Contact: St John Ambulance, 08700-104950  
*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*

**Introduction To First Aid Techniques**

Date: 9 November 2010 Time: 6.30pm  
Location: New College, Stamford  
Cost: Free  
Contact: New College, Stamford, 01780-484300  
*Contact provider for details.*

**First Aid At Work**

Date: 9-11 November 2010 Time: Three full days, contact provider  
Location: Grantham  
Cost: £242+VAT  
Contact: St John Ambulance, 08700-104950  
*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations*



**First Aid In The Workplace**

Date: 10 November 2010 Time: 9.30am-4.30pm  
 Location: Gainsborough  
 Cost: £10  
 Contact: Riverside Training, 01427-677277  
 Contact provider for details.

**Emergency First Aid At Work**

Date: 15 November 2010 Time: Full day, contact provider  
 Location: Spalding  
 Cost: £105+VAT  
 Contact: St John Ambulance, 08700-104950  
*Six hour course designed for lower-risk businesses where a risk assessment has indicated that a lower level of first aid cover is sufficient. Developed in line with the HSEs changes to the First Aid At Work Regulations.*

**Health & Safety In The Workplace**

Date: 15 November 2010 Time: 9.30am-4.30pm  
 Location: Boston area, contact provider  
 Cost: £15  
 Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)  
 Contact provider for details.

**Emergency First Aid At Work**

Date: 16 November 2010 Time: One day, 9.15am start  
 Location: Spilsby  
 Cost: £90+VAT  
 Contact: Cope Safety Management , 01790-754740 [opesafety@iwcope.co.uk](mailto:opesafety@iwcope.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.*

**First Aid At Work**

Date: 16-18 November 2010 Time: Three full days, contact provider  
 Location: Boston  
 Cost: £242+VAT  
 Contact: St John Ambulance, 08700-104950  
*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*

**Risk Assessment Workshop**

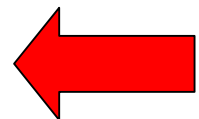
Date: 18 November 2010 Time: 10.00am-1.00pm  
 Location: Nettleham  
 Cost: Free  
 Contact: VCS Lincoln, Dianne Slapp, 01522-551683  
*A safe working environment is essential and this course helps with getting to grips with the whole area of risk management. Best practice hints and tips. Aimed at anyone with responsibility for projects.*

**Basic Food Hygiene**

Date: 18 November 2010 Time: 9.30am-4.30pm  
 Location: Boston  
 Cost: £15  
 Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)  
 Contact provider for course details.

**Early Years First Aid**

Date: 20 November 2010 Time: 2 days or 4 evenings  
 Location: Lincoln  
 Cost: £95+VAT  
 Contact: St John Ambulance, 08700-104950  
*This course focuses on emergency scenarios that are faced by professionals looking after young children. It meets the standard required by Ofsted and DCSF Approved Carers Scheme.*



**Emergency First Aid At Work**

Date: 22 November 2010 Time: Full day, contact provider  
 Location: Lincoln  
 Cost: £105+VAT  
 Contact: St John Ambulance, 08700-104950

*Six hour course designed for lower-risk businesses where a risk assessment has indicated that a lower level of first aid cover is sufficient. Developed in line with the HSEs changes to the First Aid At Work Regulations.*

**First Aid At Work**

Date: 22-24 November 2010 Time: Three full days, contact provider  
 Location: Spalding  
 Cost: £242+VAT  
 Contact: St John Ambulance, 08700-104950

*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*

**Basic First Aid**

Date: 24 November 2010 Time: 9.30am-4.30pm  
 Location: Boston  
 Cost: £15  
 Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)

*Contact provider for details.*

**First Aid In The Workplace**

Date: 25 November 2010 Time: 9.30am-4.30pm  
 Location: Gainsborough  
 Cost: £10  
 Contact: Riverside Training, 01427-677277

*Contact provider for details.*

**Early Years First Aid**

Date: 27 November 2010 Time: 2 days or 4 evenings  
 Location: Lincoln  
 Cost: £95+VAT  
 Contact: St John Ambulance, 08700-104950

*This course focuses on emergency scenarios that are faced by professionals looking after young children. It meets the standard required by Ofsted and DCSEF Approved Carers Scheme.*

**First Aid At Work**

Date: 29 November -1 December 2010 Time: Three full days, contact provider  
 Location: Lincoln  
 Cost: £242+VAT  
 Contact: St John Ambulance, 08700-104950

*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*

**Fire Marshal**

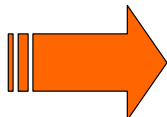
Date: 3 December 2010 Time: 4 hours, contact provider  
 Location: Lincolnshire  
 Cost: £88+VAT  
 Contact: St John Ambulance, 08700-104950

*Covers the role of the designated Fire Marshal. Also gives opportunity to learn about the different types of fire extinguisher and how to use them correctly.*

**First Aid At Work**

Date: 6-8 December 2010 Time: Three full days, contact provider  
 Location: Spalding  
 Cost: £242+VAT  
 Contact: St John Ambulance, 08700-104950

*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*



**First Aid At Work**

Date: 8-10 December 2010 Time: Three full days, contact provider  
 Location: Lincoln  
 Cost: £242+VAT  
 Contact: St John Ambulance, 08700-104950

*Covers the practical skills needed by a first aider in the modern workplace and gives confidence and knowledge to deal with first aid emergencies and is legally compliant with Health & Safety (First Aid) Regulations.*

**Emergency First Aid At Work**

Date: 13 December 2010 Time: Full day, contact provider  
 Location: Lincoln  
 Cost: £105+VAT  
 Contact: St John Ambulance, 08700-104950

*Six hour course designed for lower-risk businesses where a risk assessment has indicated that a lower level of first aid cover is sufficient. Developed in line with the HSEs changes to the First Aid At Work Regulations.*

**Stress In The Workplace**

Date: 14 December 2010 Time: 9.30am-1.00pm  
 Location: Nottingham  
 Cost: £160+VAT  
 Contact: ACAS, 08457-388736 [events@acas.org.uk](mailto:events@acas.org.uk)

*Practical guidance on how to recognise stress in a workplace. ACAS will explain and discuss the key components of the HSE stress management standards and how to risk assess an organisation.*

**Basic Food Hygiene**

Date: 15 December 2010 Time: 9.30am-4.30pm  
 Location: Boston  
 Cost: £15  
 Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)

*Contact provider for course details.*

**Basic First Aid**

Date: 15 December 2010 Time: 9.30am-4.30pm  
 Location: Boston  
 Cost: £15  
 Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)

*Contact provider for details.*

**Emergency First Aid At Work**

Date: 14 January 2011 Time: One day, 9.15am start  
 Location: Spilsby  
 Cost: £90+VAT  
 Contact: Cope Safety Management, 01790-754740 [copesafety@jwcope.co.uk](mailto: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) Working Safely**

Date: 8 February 2011 Time: Full day, 9.15am start  
 Location: Spilsby  
 Cost: £125+VAT  
 Contact: Cope Safety Management, 01790-754740 [copesafety@jwcope.co.uk](mailto: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'.*

**ICT****Advanced Engine Optimisation & Web 2.0**

Date: 20 October 2010 Time: 9.00am-4.00pm  
 Location: Commerce House, Outer Circle Road, Lincoln  
 Cost: Free  
 Contact: Lincolnshire Chamber Of Commerce & e-business Club, Charlotte Robson, 01522-523333  
[charlotte.robson@lincs-chamber.co.uk](mailto:charlotte.robson@lincs-chamber.co.uk)

*Designed to provide next level activity help and the leverage opportunities by Web 2.0 sites. Candidates will be expected to understand and be using SEO activities such as keyword research, on-page optimisation and link building. This session will give delegates new techniques to apply to these activities along with ways to use other websites to an advantage.*



**Digital Photography**

Date: 27 October 2010 Time: 9.30am-4.30pm  
 Location: The Crewyards, Cringle Road, Stoke Rochford  
 Cost: £70.50+VAT and lunch  
 Contact: NWES Welland, Joanne Moscrop, 01476-531009, [Joanne.moscrop@nwes.org.uk](mailto:Joanne.moscrop@nwes.org.uk)

*Practical hands on workshop for those wanting to get the most from their SLR digital camera helping to bring skills to the next level.*

**Email & The Internet**

Date: 28 October 2010 Time: 10.00am-12 noon  
 Location: Stamford Library  
 Cost: Free  
 Contact: Live & Learn CIC, 01780-720714, [info@liveandlearncic.com](mailto:info@liveandlearncic.com)

*Learn how to find information on the internet and communicate using email.*

**An Introduction To Web Design**

Date: 3 November 2010 Time: 9.30am-4.30pm  
 Location: Horncastle College  
 Cost: £28 (£32 incl buffet lunch)  
 Contact: Horncastle College, 01507-522449 [horncastle.college@lincolnshire.gov.uk](mailto:horncastle.college@lincolnshire.gov.uk)

*This course is intended for beginners who have had no experience in creating a website but who would like to learn how to. Aim is to enable creation and publishing of a website, using Google sites, which is easily accessible via the internet for free.*

**Basic Office Improvers**

Date: 9 November 2010 Time: 2.00pm-5.00pm  
 Location: Sleaford Learning Centre  
 Cost: £22.50  
 Contact: Boston College, 01205-313218 [info@boston.ac.uk](mailto:info@boston.ac.uk)

*Three week course, contact provider for details.*

**Introduction To Web Design**

Date: 9 November 2010 Time: 6.30pm start  
 Location: New College, Stamford  
 Cost: Free  
 Contact: New College, Stamford, 01780-484300

*Five week course, contact provider for details.*

**Word For Beginners**

Date: 11 November 2010 Time: 6.00pm-8.00pm  
 Location: Robert Manning, Bourne  
 Cost: Free  
 Contact: Live & Learn CIC, 01780-720714, [info@liveandlearncic.com](mailto:info@liveandlearncic.com)

*Four week course introduction to word processing using Microsoft Word. Learn how to use basic icons, use basic formatting as well as insert pictures and create tables.*

**Email & The Internet**

Date: 25 November 2010 Time: 10.00am-12 noon  
 Location: Stamford Library  
 Cost: Free  
 Contact: Live & Learn CIC, 01780-720714, [info@liveandlearncic.com](mailto:info@liveandlearncic.com)

*Learn how to find information on the internet and communicate using email.*

**Word For Beginners**

Date: 2 December 2010 Time: 10.00am-12 noon  
 Location: Stamford Library  
 Cost: Free  
 Contact: Live & Learn CIC, 01780-720714, [info@liveandlearncic.com](mailto:info@liveandlearncic.com)

*Four week course introduction to word processing using Microsoft Word. Learn how to use basic icons, use basic formatting as well as insert pictures and create tables.*

**Email & The Internet**

Date: 6 December 2010 Time: 6.00pm-8.30pm  
 Location: Robert Manning, Bourne  
 Cost: Free  
 Contact: Live & Learn CIC, 01780-720714, [info@liveandlearncic.com](mailto:info@liveandlearncic.com)

*Learn how to find information on the internet and communicate using email.*



## LEADERSHIP & MANAGEMENT

### Introduction To Volunteer Management

Date: 21 October 2010 Time: 10.00am-12 noon  
Location: Wigford Room, New Life Centre, Lincoln  
Cost: Free  
Contact: VCS Lincoln, Dianne Slapp, 01522-551683

*For those considering taking on volunteers or new to managing them or a refresher for those already supporting but looking for further inspiration. Overview of the essentials including background on support needs policies and developing opportunities.*

### Introduction To Leadership

Date: 26 October 2010 Time: 9.30am-4.30pm  
Location: Commerce House, Outer Circle Road, Lincoln  
Cost: £175 +VAT (members); £195+VAT (non-members) + £7.50 lunch + VAT  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown, 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*This course explores the concept of leadership to help candidates identify, understand and develop more effective leadership skills. This module carries credit points towards a full ILM management qualification.*

### Good Practice In Volunteer Management

Date: 10 November 2010 Time: 10.00am-1.00pm  
Location: Meeting Room 1, The Healthy Hub, Lincoln  
Cost: Free  
Contact: VCS Lincoln, Dianne Slapp, 01522-551683

*New course for anyone responsible for managing volunteers and drawing up policies and procedures.*

### Coaching Skills

Date: 15 November 2010 Time: 9.15am-1.00pm  
Location: Toll Bar Business & Functions Centre, New Waltham  
Cost: £59+VAT  
Contact: Totem Training, 01507-608795, [www.totemtrainingltd.co.uk](http://www.totemtrainingltd.co.uk)

*Covers the three stages of coaching process, developing simple task analysis and how to give constructive feedback.*

### Develop An Effective Team

Date: 17 November 2010 Time: 9.15am-1.00pm  
Location: Toll Bar Business & Functions Centre, New Waltham  
Cost: £59+VAT  
Contact: Totem Training, 01507-608795, [www.totemtrainingltd.co.uk](http://www.totemtrainingltd.co.uk)

*Covers understanding leadership styles, motivating the team and identifying team styles.*

### Influencing Team Performance

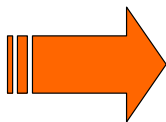
Date: 25 November 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (member), £195+VAT (non-member)  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown, 01522-846925, [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*Invest in teams by motivating, coaching and developing them to improve performance, retain talent and skills and allow your business to thrive.*

### Essential Management Skills

Date: 2 December 2010 Time: 8.30am-4.00pm  
Location: Drill Hall, Lincoln  
Cost: £95+VAT (members), £195+VAT (non-members)  
Contact: Lincolnshire Chamber Of Commerce, Neil Brown, 01522-846925, [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*High performance teams need high performance leaders. Delegates will learn to manage themselves and their workload by increasing capacity and personal effectiveness on this workshop.*



## MARKETING, PR

### Online Content & Social Media Marketing

Date: 20 October 2010 Time: 9.30am-4.30pm  
Location: The Crewyards, Cringle Road, Stoke Rochford  
Cost: £70.50 incl VAT and lunch  
Contact: NWES Welland, Joanne Moscrop, 01476-531009, [Joanne.moscrop@nwes.org.uk](mailto:Joanne.moscrop@nwes.org.uk)

*Using content cleverly on websites and in social media can help reach more people more quickly and convince them to contact you ... rather than competitors. This workshop provides the tools to create a content strategy and prioritise how best to use the free social media platforms available to reach new customers.*

### Developing A Pay Per Click Campaign

Date: 22 October 2010 Time: 9.00am-4.00pm  
Location: Boston Business Centre, Norfolk Street, Boston  
Cost: Free  
Contact: Lincolnshire Chamber Of Commerce & e-business Club, Charlotte Robson, 01522-523333  
[charlotte.robson@lincs-chamber.co.uk](mailto:charlotte.robson@lincs-chamber.co.uk)

*This workshop will be of benefit for those who have set up their own PPC campaign without any external help or experience.*

### Google Analytics

Date: 26 October 2010 Time: 9.00am-4.00pm  
Location: Mercury House, Foxby Lane Business Park, Gainsborough  
Cost: Free  
Contact: Lincolnshire Chamber of Commerce & e-business Club, Charlotte Robson, 01522-523333  
[charlotte.robson@lincs-chamber.co.uk](mailto:charlotte.robson@lincs-chamber.co.uk)

*For those who already have a website and want to improve its' performance or need to ascertain a site's performance.*

### Marketing & Social Media For Social Enterprises

Date: 27 October 2010 Time: 9.30am-4.30pm  
Location: Voluntary Action Leicestershire, Leicester  
Cost: Free incl lunch  
Contact: SEEM, 0115-871-4760, [events@seem.uk.net](mailto:events@seem.uk.net)

### Planning An Email Marketing Campaign

Date: 28 October 2010 Time: 9.00am-4.00pm  
Location: EM Centre For Learning, Londonthorpe Road, Grantham  
Cost: Free  
Contact: Lincolnshire Chamber of Commerce & e-business Club, Charlotte Robson, 01522-523333  
[charlotte.robson@lincs-chamber.co.uk](mailto:charlotte.robson@lincs-chamber.co.uk)

*The workshop covers all aspects of planning, designing, running and measuring an email marketing campaign and also introduces low cost tools and methods to help get started.*

### Personal Brand

Date: 25 November 2010 Time: 9.30am-4.30pm  
Location: The Crewyards, Cringle Road, Stoke Rochford  
Cost: £70.50 incl VAT & lunch  
Contact: NWES Welland, Joanne Moscrop, 01476-531009, [Joanne.moscrop@nwes.org.uk](mailto:Joanne.moscrop@nwes.org.uk)

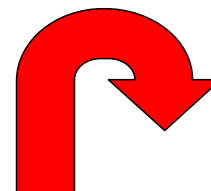
*Successful businesses rate the importance of their brand as up to 50% of the market value. This workshop will demonstrate the importance of own brand and how to define it.*

## NETWORK EVENTS

### South Kesteven Open Network Event

Date: 20 October 2010 Time: Contact provider  
Location: Deeping Community Centre  
Cost: Free  
Contact: South Lincs CVS, 01205-315905

*Network event for community and voluntary organisations based in the South Kesteven area.*



### **Annual General Meeting & 2010 Recognition Awards**

Date: 2 November 2010 Time: 6.30pm  
Location: Gleed School, Spalding  
Cost: Free  
Contact: South Lincs CVS, 01205-315905

*The Recognition Awards are for voluntary and community groups and individual volunteers in South Lincolnshire.*

## **QUALITY, OUTCOMES, MONITORING, EVALUATION**

### **Quality: Supporting Groups**

Date: 10 November 2010 Time: Full day, contact provider  
Location: Leicester  
Cost: Contact provider for scale of charges  
Contact: Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk) [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

*This course introduces and compares different quality systems, enabling delegates to help groups choose the right approach and support them as they implement it in a systematic way.*

### **Monitoring & Evaluation: Supporting Groups**

Date: 20 January 2011 Time: Full day, contact provider  
Location: Leicester  
Cost: Contact provider for scale of charges  
Contact: Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk) [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

*This course will enable delegates to explain and set up systematic processes with groups so they can capture, evaluate and communicate their value by effectively measuring the difference they make.*

## **SOCIETY**

### **The Big Society In Lincolnshire Event**

Date: 25 November 2010 Time: 10.00am-3.30pm  
Location: The Bentley Hotel, South Hykeham, Lincoln  
Cost: Free  
Contact: Involving Lincs c/o Community Lincs, Jenny Stone, 01529-302466 [jenny.stone@communitylincs.com](mailto:jenny.stone@communitylincs.com)

*This event aims to help Third Sector and statutory partners understand how Big Society proposals might impact on them, what the opportunities might be, enable a consultation on developing the Lincolnshire perspective on Big Society issues, showcase Third Sector organisations through an information exchange and review the Third Sector Strategy in the light of the Big Society.*

## **TEACHING, TRAINING**

### **Preparing To Teach In The Lifelong Learning Sector (PTLLS)**

Date: 22-25 November 2010 (contact provider for confirmation of dates)  
Time: Four full days, contact provider for details  
Location: The Aura Business Centre, Newark  
Cost: £595+VAT  
Contact: Ultimate Performance Business Solutions, 01529-306773, [enquiries@ultimateperformance.eu](mailto:enquiries@ultimateperformance.eu)  
*PTLLS is accredited through City & Guilds and is provided as an introduction for those who wish to train or teach. No specific prior teaching qualifications are required but you must be qualified in the subject you intend to teach by virtue of holding an appropriate professional qualification or employed in a training/teaching role. Intense workshop to meet the requirements of the qualification.*

### **Fast-track City & Guilds A1 NVQ Assessors Course**

Date: 22-26 November 2010 Time: Full days, contact provider  
Location: Newark or Sleaford  
Cost: £995+VAT (Newark), £725+VAT (Sleaford)  
Contact: Ultimate Performance Business Solutions, 01529-306773, [enquiries@ultimateperformance.eu](mailto:enquiries@ultimateperformance.eu)

*Capitalise on current skills and experience by qualifying as an NVQ Assessor.*

## **MISCELLANEOUS**

### **Lincolnshire Alcohol Identification & Brief Advice Training For Non-Alcohol Specialist Workers**

Date: 20 October 2010 Time: 9.15am-4.30pm  
Location: Skegness  
Cost: Free incl lunch for eligible workers  
Contact: Lincolnshire Alcohol Harm Reduction Partnership & Alcohol Concern, [www.alcoholconcern.org.uk/lincs](http://www.alcoholconcern.org.uk/lincs)

*Aimed at frontline workers from variety of settings and is an evidence based course that will help them and their colleagues to identify and direct a problem drinker to help.*



**Lincolnshire Alcohol Identification & Brief Advice Training For Non-Alcohol Specialist Workers**

Date: 4 November 2010 Time: 9.15am-4.30pm  
 Location: Lincoln  
 Cost: Free incl lunch for eligible workers  
 Contact: Lincolnshire Alcoholm Harm Reduction Partnership & Alcohol Concern,  
[www.alcoholconcern.org.uk/lincs](http://www.alcoholconcern.org.uk/lincs)

*Aimed at frontline workers from variety of settings and is an evidence based course that will help them and their colleagues to identify and direct a problem drinker to help.*

**Lincolnshire Alcohol Identification & Brief Advice Training For Non-Alcohol Specialist Workers**

Date: 9 November 2010 Time: 9.15am-4.30pm  
 Location: Grantham  
 Cost: Free incl lunch for eligible workers  
 Contact: Lincolnshire Alcoholm Harm Reduction Partnership & Alcohol Concern,  
[www.alcoholconcern.org.uk/lincs](http://www.alcoholconcern.org.uk/lincs)

*Aimed at frontline workers from variety of settings and is an evidence based course that will help them and their colleagues to identify and direct a problem drinker to help.*

**Improve Capacity: Speed Reading & Mind Mapping**

Date: 11 November 2010 Time: 8.30am-4.00pm  
 Location: Drill Hall, Lincoln  
 Cost: £95 (members), £195 (non-members)  
 Contact: Lincolnshire Chamber Of Commerce, Neil Brown, 01522-846925 [Neil.Brown@lincs-chamber.co.uk](mailto:Neil.Brown@lincs-chamber.co.uk)

*This workshop helps set the foundations of an approach that enables documents to be read more quickly, assists retention and recall of information as well as helping to iron out complexity in decision-making on this practical business course*

**Confidence Building**

Date: 11 November 2010 Time: 10.00am-1.00pm  
 Location: New Life Centre, Lincoln  
 Cost: Free  
 Contact: VCS Lincoln, 01522-551683

*Feeling confidence in yourself and your own abilities can be a challenge, especially when facing something new in your life. This popular course will help delegates equip themselves with some essential techniques in becoming more assertive in their dealings with other people and new situations.*

**Introduction To Becoming A Heritage Steward**

Date: 13 November 2010 Time: 10.00am-3.00pm  
 Location: Church Of England Primary School, Mill Road, Market Rasen  
 Cost: Free with lunch  
 Contact: Lincolnshire Heritage At Risk, 01529-461999 [heritage-at-risk@lincsheritage.org](mailto: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.*

**Lincolnshire Alcohol Identification & Brief Advice Training For Non-Alcohol Specialist Workers**

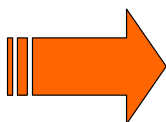
Date: 16 November 2010 Time: 9.15am-4.30pm  
 Location: Skegness  
 Cost: Free incl lunch for eligible workers  
 Contact: Lincolnshire Alcoholm Harm Reduction Partnership & Alcohol Concern,  
[www.alcoholconcern.org.uk/lincs](http://www.alcoholconcern.org.uk/lincs)

*Aimed at frontline workers from variety of settings and is an evidence based course that will help them and their colleagues to identify and direct a problem drinker to help.*

**How To Prove The Need For A Project**

Date: 18 November 2010 Time: 10.00am-3.00pm  
 Location: Sleaford  
 Cost: Free  
 Contact: VCS North Kesteven & Community Lincs, Steph Bristow, 01529-308450

*Explore a variety of techniques that can be used to identify community needs and gather evidence to help plan and fund projects. A toolkit of practical suggestions for community consultation will be provided.*



**An Introduction To Neuro-Linguistic Programming (NLP)**

Location: Boston Time: 9.30am-4.30pm  
 Date: 22 November 2010  
 Cost: £15  
 Contact: TaylorITEX, Julie Mitchell, 01205-360800 [julie@tayloritex.co.uk](mailto:julie@tayloritex.co.uk)  
 Contact provider for details.

**Lincolnshire Alcohol Identification & Brief Advice Training For Non-Alcohol Specialist Workers**

Date: 23 November 2010 Time: 9.15am-4.30pm  
 Location: Lincoln  
 Cost: Free incl lunch for eligible workers  
 Contact: Lincolnshire Alcohol Harm Reduction Partnership & Alcohol Concern,  
[www.alcoholconcern.org.uk/lincs](http://www.alcoholconcern.org.uk/lincs)

*Aimed at frontline workers from variety of settings and is an evidence based course that will help them and their colleagues to identify and direct a problem drinker to help.*

**Domestic Abuse, Risk Assessment & The MARAC**

Date: 23 November 2010 Time: 9.00am-4.30pm  
 Location: NKDC Offices, Kesteven Road, Sleaford  
 Cost: Free incl lunch  
 Contact: County Domestic Abuse Administration, Natalie White, 01522-554509,  
[Natalie.white@lincolnshire.gov.uk](mailto:Natalie.white@lincolnshire.gov.uk)

*The aim of the training is to increase awareness and understanding of domestic abuse and the risk indicators surrounding domestic abuse, to provide an understanding of the Risk Assessment Toolkit (DASH) and the MARAC and the referral process.*

**Lincolnshire Alcohol Identification & Brief Advice Training For Non-Alcohol Specialist Workers**

Date: 24 November 2010 Time: 9.15am-4.30pm  
 Location: Gainsborough  
 Cost: Free incl lunch for eligible workers  
 Contact: Lincolnshire Alcohol Harm Reduction Partnership & Alcohol Concern,  
[www.alcoholconcern.org.uk/lincs](http://www.alcoholconcern.org.uk/lincs)

*Aimed at frontline workers from variety of settings and is an evidence based course that will help them and their colleagues to identify and direct a problem drinker to help.*

**Domestic Abuse, Risk Assessment & The MARAC**

Date: 14 December 2010 Time: 9.00am-4.30pm  
 Location: Tedder Hall, Manby, Louth  
 Cost: Free incl lunch  
 Contact: County Domestic Abuse Administration, Natalie White, 01522-554509,  
[Natalie.white@lincolnshire.gov.uk](mailto:Natalie.white@lincolnshire.gov.uk)

*The aim of the training is to increase awareness and understanding of domestic abuse and the risk indicators surrounding domestic abuse, to provide an understanding of the Risk Assessment Toolkit (DASH) and the MARAC and the referral process.*

**Making The Most Of Your Warm-Up**

Date: 15 December 2010 Time: 6.30pm-8.30pm  
 Location: Brayford Campus, University Of Lincoln  
 Cost: Contact provider  
 Contact: Lincolnshire Sports Partnership, 01522-585580, [www.lincolnshiresports.co.uk](http://www.lincolnshiresports.co.uk)  
 Closing date for applications, 8 December 2010.

**Sexual Violence & The Impact On Victims**

Date: 17 January 2011 Time: 10.00am-4.30pm  
 Location: West Lindsey District Council, Gainsborough  
 Cost: Free  
 Contact: County Domestic Abuse Administration, Natalie White, 01522-554509,  
[Natalie.white@lincolnshire.gov.uk](mailto:Natalie.white@lincolnshire.gov.uk)

*The aim of this workshop is to enable delegates to gain an understanding of the psychological impact of domestic abuse, why victims/survivors find it difficult to leave and how abusers work.*

**Coaching Ability Mixed Groups**

Date: 20 January 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](http://www.lincolnshiresports.co.uk)  
 Closing date for applications, 20 January 2011.

**Positive Strategies For Dealing With Misbehaviour**

Date: 15 February 2011

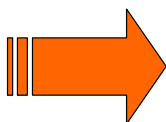
Time: 6.30pm-8.30pm

Location: Brayford Campus, University Of Lincoln

Cost: Contact provider

Contact: Lincolnshire Sports Partnership, 01522-585580, [www.lincolnshiresports.co.uk](http://www.lincolnshiresports.co.uk)

Closing date for applications 8 February 2011.



## NATIONAL OPPORTUNITIES

### “BUSINESS”

#### **An Introduction To PRINCE2**

Date: 9 November 2010 Time: 10.00am-4.00pm  
Location: London  
Cost: £135 (members); £155 (non-members)  
Contact: NIACE, 0116-204-2811, [courses@niace.org.uk](mailto:courses@niace.org.uk)

*One day workshop to raise awareness of PRINCE2 processes, components and techniques. It will enable delegates to begin to develop an understanding of the methodology and its' applications in organisations. The aim is to define the different roles and responsibilities in projects and will enable participants to start using some elements immediately. It will have practical and interactive elements. Closing date for applications 28 October 2010.*

#### **Strategic Planning: Supporting Groups**

Date: 16-17 November 2010 Time: Two days, contact provider  
Location: London  
Cost: £49 inc VAT  
Contact: NAVCA/Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk)  
[www.performancemanagement.org.uk](http://www.performancemanagement.org.uk)

*This course guides delegates through preparing groups for strategic planning, helping them work out their options, making decisions and writing their plan.*

#### **Project Management For Development Workers**

Date: 17 November 2010 Time: Full day, contact provider  
Location: Birmingham  
Cost: £49 inc VAT  
Contact: NAVCA SKILD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course is ideal for development workers who are new to managing projects or who are giving advice to community groups and voluntary organisations about project management and the tools to use. Basic theory covered together with opportunity to put theory into practice using case studies.*

#### **Securing Your Financial Future In The Big Society**

Date: 2 December 2010 Time: 1.30pm-5.00pm  
Location: Newcastle  
Cost: £49 (members); £69 (non-members)  
Contact: ACEVO, [www.acevo.org.uk](http://www.acevo.org.uk)

*This half day event starts with a strategic overview of the rapidly changing policy landscape and what this will mean for different government departments and areas of public service delivery, both at the national and local level. It will draw out the common themes, acknowledge the difficulties third sector leaders face and look for the positive solutions and ways forward. This will include looking at potential business models and methods for generating income.*

#### **Understanding Contracts: The Legal Implications**

Date: 6 December 2010 Time: Full day  
Location: Birmingham  
Cost: £50 (NAVCA Members); £60 (Third sector organisations)  
Contact: NAVCA, [www.navca.org.uk](http://www.navca.org.uk)

*This one day training has been developed by Michelmores law firm and will give delegates basic awareness and understanding of various contractual elements.*

#### **Making Partnerships Work**

Date: 7 December 2010 Time: Contact provider  
Location: Bradford  
Cost: Contact provider  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)

*Part of Environmental Trainers Network training programme (designed mainly for people and organisations involved in the environment in the voluntary sector), the day looks at how partnerships can work, what the issues are, setting up partnership agreements, planning work together between agencies (using tools to help) and how to overcome disputes.*



### **Surviving Cutbacks In Public Spending**

Date: 9 December 2010 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](http://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.*

### **Understanding Contracts: The Legal Implications**

Date: January 2011 (contact provider for exact date) Time: Full day, contact provider

Location: Norfolk

Cost: £50 NAVCA Members; £60 third sector organisations

Contact: NAVCA, [www.navca.org.uk](http://www.navca.org.uk)

*This one day training has been developed by Michelmores law firm and will give delegates basic awareness and understanding of various contractual elements.*

### **Understanding Contracts: The Legal Implications**

Date: January 2011 (contact provider for exact date) Time: Full day, contact provider

Location: Hull

Cost: £50 NAVCA Members; £60 third sector organisations

Contact: NAVCA, [www.navca.org.uk](http://www.navca.org.uk)

*This one day training has been developed by Michelmores law firm and will give delegates basic awareness and understanding of various contractual elements.*

### **Strategic Planning: Supporting Groups**

Date: 26-27 January 2011 Time: Two days, contact provider

Location: Manchester

Cost: £49 inc VAT

Contact: NAVCA/Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk)  
[www.performancemanagement.org.uk](http://www.performancemanagement.org.uk)

*This course guides delegates through preparing groups for strategic planning, helping them work out their options, making decisions and writing their plan.*

### **Project Management For Development Workers**

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

Location: York

Cost: £49 inc VAT

Contact: NAVCA SKILD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course is ideal for development workers who are new to managing projects or who are giving advice to community groups and voluntary organisations about project management and the tools to use. Basic theory covered together with opportunity to put theory into practice using case studies.*

## **CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

### **Training The Trainer In Alcohol Awareness**

Date: 3 November 2010 Time: 10.00am-5.00pm

Location: Cambridge

Cost: £130+VAT

Contact: UK Youth, Charmaine Simpson, 0845-862-0432, [charmaine@ukyouth.org](mailto:charmaine@ukyouth.org), [www.ukyouth.org](http://www.ukyouth.org)

*Designed to provide trainers with all the materials they will need to deliver a two-day training course for those who work with young people on the theme of alcohol education. It is expected that attendees will have facilitation and training skills.*

### **Hear By Right "Bite Sized & Badgeable"**

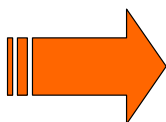
Date: 4 November 2010 Time: 9.00am-1.00pm

Location: Regional Action West Midlands, Birmingham

Cost: £95

Contact: Participation Works, Jake Manning, 07872-376390 [jakem@nya.org.uk](mailto:jakem@nya.org.uk)

*This course will equip delegates with the knowledge and skills to ensure their organisation is safe, sound and legally compliant through using the best practice for the participation of children and young people.*



### **Training The Trainer In Alcohol Awareness**

Date: 16 November 2010 Time: 10.00am-5.00pm  
Location: Birmingham  
Cost: £130+VAT  
Contact: UK Youth, Charmaine Simpson, 0845-862-0432, [charmaine@ukyouth.org](mailto:charmaine@ukyouth.org), [www.ukyouth.org](http://www.ukyouth.org)  
*Designed to provide trainers with all the materials they will need to deliver a two-day training course for those who work with young people on the theme of alcohol education. It is expected that attendees will have facilitation and training skills.*

### **Safeguarding: Meeting The Latest Legal & Inspection Requirements**

Date: 16 November 2010 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](http://www.excellence-in-learning.co.uk)  
*This workshop focuses on what organisations need to have in place to ensure their Safeguarding procedures are legal, robust, effective and to the standards expected by Ofsted.*

### **Enabling Effective Youth Participation**

Date: 17 November 2010 Time: Full day, contact provider  
Location: Doncaster  
Cost: Contact provider for details  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)  
*Part of Environmental Trainers Network training programme (designed mainly for people and organisations involved in the environment in the voluntary sector), the event is designed for anyone interested in promoting effective youth participation.*

### **Ready Steady Change**

Date: 25 November 2010 Time: 10.00am-4.00pm  
Location: Birmingham  
Cost: £155  
Contact: Participation Works, 0207-833-6803, [enquiries@participationworks.org.uk](mailto:enquiries@participationworks.org.uk)  
*This covers a selection of training methods and tools to build skills and knowledge in increasing children and young people's effective participation in decision making and is approached from a children's rights framework.*

### **Ready Steady Change**

Date: 1 February 2011 Time: 10.00am-4.00pm  
Location: Leeds  
Cost: £155  
Contact: Participation Works, 0207-833-6803, [enquiries@participationworks.org.uk](mailto:enquiries@participationworks.org.uk)  
*This covers a selection of training methods and tools to build skills and knowledge in increasing children and young people's effective participation in decision making and is approached from a children's rights framework.*

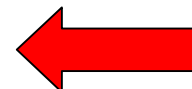
## **COMMISSIONING & PROCUREMENT**

### **How To Involve Children & Young People In Commissioning**

Date: 16 November 2010 Time: 10.00am-4.00pm  
Location: Leeds  
Cost: £155  
Contact: Participation Works, 0207-833-6803, [enquiries@participationworks.org.uk](mailto:enquiries@participationworks.org.uk)  
*Innovative one day course to develop knowledge in this specific area of participation including ideas and exercises to use and confidence to incorporate the training in work.*

### **Advocating Intelligent Commissioning**

Date: 24 November 2010 Time: 10.00am-4.00pm  
Location: Leeds  
Cost: £40 NAVCA third sector members  
Contact: NAVCA, 0114-278-6636, [events@navca.org.uk](mailto:events@navca.org.uk), [www.navca.org.uk](http://www.navca.org.uk)  
*The day covers good practice in commissioning processes, sharing local experience and knowledge and a chance to network and find out what other local support and development organisations in the region are involved with.*



## COMMUNITY

### Community Asset Transfer Workshops

Date: 9-10 November 2010 Time: Contact provider  
Location: Wolverhampton, Online & Sheffield – contact provider for full details  
Cost: Free  
Contact: Development Trusts Association, [www.dta.org.uk](http://www.dta.org.uk)

*Delegates will understand the process and support available to community and voluntary organisations who want to develop community assets. 9-10 November Introductory Residential Wolverhampton; 16 & 30 November & 14 December online virtual workshops; 11 January 2011 concluding workshop Sheffield.*

### Community Assets Matter: Promoting Effective Asset Management

Date: 11-12 November 2010 Time: 10.00am (11th)-4.00pm(12th)  
Location: Dallow Community Centre, Luton  
Cost: £25 incl handbook  
Contact: Community Matters, [www.communitymatters.org.uk](http://www.communitymatters.org.uk)

*The objective is to increase provision and standard of support to frontline organisations involved in managing community buildings and other community assets. Issues covered include: Is It Legal?, Taking Possession and Planning For The Future.*

### Involving Communities Through Consultation: Turning On, Not Switching Them Off

Date: 30 November 2010 Time: Full day, contact provider  
Location: Doncaster  
Cost: Contact provider  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)

*Part of Environmental Trainers Network programme designed mainly for people and organisations involved in the environment in the voluntary sector, the day will look at ways we go about involving people in the decisions which shape their environment and affect their quality of life including the causes of 'consultation fatigue'.*

### Community Assets Matter: Promoting Effective Asset Management

Date: 26-27 January 2011 Time: 10.00am (26th)-4.00pm(27th)  
Location: Birmingham  
Cost: £25 incl handbook  
Contact: Community Matters, [www.communitymatters.org.uk](http://www.communitymatters.org.uk)

*The objective is to increase provision and standard of support to frontline organisations involved in managing community buildings and other community assets. Issues covered include: Is It Legal?, Taking Possession and Planning For The Future.*

### Community Assets Matter: Promoting Effective Asset Management

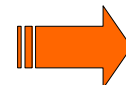
Date: 7-8 February 2011 Time: 10.00am (7th))-4.00pm (8th)  
Location: HFCO, Lonsdale Community Centre, Hull  
Cost: £25 incl handbook  
Contact: Community Matters, [www.communitymatters.org.uk](http://www.communitymatters.org.uk)

*The objective is to increase provision and standard of support to frontline organisations involved in managing community buildings and other community assets. Issues covered include: Is It Legal?, Taking Possession and Planning For The Future.*

### Motivating Communities To Take Action

Date: 16 February 2011 Time: Full day, contact provider  
Location: Doncaster  
Cost: Contact provider  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)

*Part of Environmental Trainers Network programme designed mainly for people and organisations involved in the environment in the voluntary sector, particularly those working with local communities to bring about positive environmental change in areas such as regeneration, waste and recycling, transport, healthy eating, home energy conservation and inclusion.*



## COMPACT

There are no national Compact opportunities to record at present.

## CONFERENCES & SEMINARS

### **National Children & Adult Services Conference & Exhibition 2010: Shaping The Present, Building The Future**

Date: 3-5 November 2010 Time: Three days, details on website  
Location: Manchester Central, Petersfield, Manchester  
Cost: See website for details  
Contact: ADASS, ADCS & LGA, [www.adass.org.uk](http://www.adass.org.uk)

*Three days of discussions and debates centred on the latest issues affecting children and adult services with networking opportunities with partners and MPs in related fields.*

### **Welfare To Work 2010 Conference**

Date: 4 November 2010 Time: 8.30am-16.45pm  
Location: QEII Conference Centre, London  
Cost: £149+VAT (third sector)  
Contact: Govnet Events, 0800-542-9585, [laura.evans@govnet.co.uk](mailto:laura.evans@govnet.co.uk)

*Hear how the government is enhancing the role of charities, voluntary groups and social enterprises in public services; learn how to help people with mental health and learning disabilities into meaningful and sustained employment; explore the ways to reduce the proportion of 16-18 year old NEETs and share your concerns, experiences and ideas with other delegates from across the third, public and private sector.*

## EMPLOYMENT, PERSONNEL & HR

### **Assertiveness For Development Workers**

Date: 24 February 2011 Time: Contact provider  
Location: London  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course aims to give the knowledge and confidence to discover about assertiveness.*

## ENVIRONMENTAL

### **Making Your Development Work Greener**

Date: 23 November 2010 Time: Contact provider  
Location: London  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course will give delegates the skills and knowledge needed to help groups get to grips with tackling climate change, reducing carbon emissions and other related issues locally.*

### **Working With Schools & Communities On Climate & Energy**

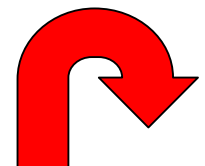
Date: 15 December 2010 Time: Full day, contact provider  
Location: Doncaster  
Cost: Contact provider  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)

*Part of Environmental Trainers Network programme designed mainly for people and organisations involved in the environment in the voluntary sector, this day will explore approaches to teaching and learning about these issues and how schools might work together with the third sector, local authorities and businesses to explore these challenges and opportunities in the wider context of sustainable development – and the potential for developing practical community based responses.*

### **Making Your Development Work Greener**

Date: 26 January 2011 Time: Contact provider  
Location: Sheffield  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course will give delegates the skills and knowledge needed to help groups get to grips with tackling climate change, reducing carbon emissions and other related issues locally.*



## EQUALITY & DIVERSITY

### Equality & Diversity: Part 2 Impact Assessments Made Easy – Reducing Complexity, Minimising Burden, Maintaining Effectiveness

Date: 2 November 2010 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](http://www.excellence-in-learning.co.uk)

*This workshop outlines what needs to be done – where, when and how to make equality and diversity impact assessments effective. It illustrates approaches and provides both templates and solutions that minimise the burden and ensure efficiency.*

### Diversity: Making It Real

Date: 16 November 2010 Time: Contact provider  
Location: York  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This introductory course will help delegates develop the knowledge and skills needed to understand diversity and tackle inequality in the groups they work with together with providing practical strategies to address it.*

### Equality Impact Assessments

Date: 10 February 2011 Time: NAVCA SKiLD  
Location: Birmingham  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*EIAs are practical tools that allow you, and the groups supported, to identify any negative impact a policy, function, existing or proposed service might have on particular groups, communities or public body staff.*

## FINANCIAL

### Charities Accounts Workshop

Date: 28 October 2010 Time: Full day, contact provider  
Location: London  
Cost: £295-£575 scale of charges applies  
Contact: Quorum Training, 0121-362-7690

*This course covers the main requirements of the SORP and provides a case study as a practical example with illustrations throughout to demonstrate key treatments required by SORP.*

### VAT And Charities

Date: 10 November 2010 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

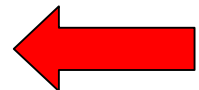
Date: 23 November 2010 Time: Full day, contact provider  
Location: London  
Cost: £295-£490 scale of charges applies  
Contact: Quorum Training, 0121-362-7690

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

### Charity Accounts – An Introduction

Date: 7 January 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.*



## GOVERNANCE

### NAVCA Trustee Network Event

Date: 29 October 2010 Time: 11.00am-3.30pm  
Location: Manchester  
Cost: £30 (NAVCA members)  
Contact: NAVCA, 0114-278-6636, [navca@navca.org.uk](mailto:navca@navca.org.uk)

*Participants will learn more about how local support and development organisations are adapting to current challenges. The day will also look at the current political environment and consider how collaborative working might be part of the solution.*

### Governance & Risk Management For Charities

Date: 4 November 2010 Time: Full day, contact provider  
Location: London  
Cost: £295-£490 scale of charges applies  
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.*

## GOVERNMENT – LOCAL & NATIONAL

### Working With Parliamentary Select Committees

Date: 17 November 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including an authoritative insight into the makeup of the new committees and improve ability to prepare clear briefings for non-technical MPs.*

### Understanding Local Government

Date: 18 November 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including an understanding of the role, structure and function of local government, local area agreements and local strategic partnership, roles of councillors and officials and see what the future holds for local government.*

### Understanding Submissions And Briefings

Date: 23 November 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including an overview of the submissions and briefings process and also hear tips on best practice from the Private Secretary to a Minister.*

### Influencing Whitehall From Local Government

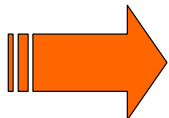
Date: 30 November 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including how those in local government can influence policy decisions in Whitehall and understanding how to change your message to different government authorities and see what opportunities exist under the new Government.*

### Understanding Public Sector Finance

Date: 7 December 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*Gain a comprehensive overview of the mechanisms through which public money is spent and understand the processes used by central government to set budgets and finance priorities and how the money is allocated and spent at the local level (and how this may change).*



### **Understanding Parliament**

Date: 8 December 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including an examination of the role and responsibilities of Parliament and gain an understanding of how coalition Government will change parliament in the UK.*

### **Understanding Coalition Policy**

Date: 9 December 2010 Time: 9.15am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including an understanding of the key tenets of the coalition's local Government policy, the impact of the spending review and changes to the regional system and the impact this will have on the structure of local government.*

### **Understanding Government**

Date: 9 December 2010 Time: 9.45am-4.15pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including learning about the structure of Government and an understanding of how coalition government will change governance in the UK.*

### **Understand the NHS**

Date: 9 December 2010 Time: 9.15am-4.00pm  
Location: London  
Cost: £445+VAT  
Contact: Understanding ModernGov, [www.moderngov.com](http://www.moderngov.com)

*This covers a range of topics including at a strategic level understanding how the NHS works, how the different organisations are structured and how they relate to each other together with understanding the challenge of commissioning services.*

## **HEALTH**

There are no national Health opportunities to record at present.

## **HEALTH & SAFETY**

### **Managing People Under Stress**

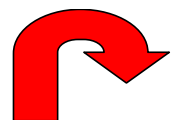
Date: 15 November 2010 Time: 9.30am-4.30pm  
Location: Leeds  
Cost: £200 (members); £250 (non-members)  
Contact: ACEVO, [www.acevo.org.uk](http://www.acevo.org.uk)

*This course provides delegates with tools and strategies for recognising and minimising the risk of stress in the workplace whilst maintaining wellbeing, performance and productivity, even in difficult times. The largest organisational problems are not absence and staff turnover. They are to be found in 'presenteeism' – when people are at work but under-performing because of concern for their job, physically ill, or suffering from psychological distress due to matters relating to work or home.*

### **Managing People Under Stress**

Date: 19 November 2010 Time: 9.30am-4.30pm  
Location: London  
Cost: £200 (members); £250 (non-members)  
Contact: ACEVO, [www.acevo.org.uk](http://www.acevo.org.uk)

*This course provides delegates with tools and strategies for recognising and minimising the risk of stress in the workplace whilst maintaining wellbeing, performance and productivity, even in difficult times. The largest organisational problems are not absence and staff turnover. They are to be found in 'presenteeism' – when people are at work but under-performing because of concern for their job, physically ill, or suffering from psychological distress due to matters relating to work or home.*



## ICT

### Supporting Groups With Their ICT

Date: 30 November 2010 Time: Contact provider  
Location: Birmingham  
Cost: £49 inc VAT  
Contact: NAVCA SKILD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This workshop is aimed at development workers in local support and development organisations and includes practical case studies, resource materials and free or low cost web services and help to equip delegates with information, skills and knowledge.*

### Supporting Groups With Their ICT

Date: 8 February 2011 Time: Contact provider  
Location: Reading  
Cost: £49 inc VAT  
Contact: NAVCA SKILD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This workshop is aimed at development workers in local support and development organisations and includes practical case studies, resource materials and free or low cost web services and help to equip delegates with information, skills and knowledge.*

## LEADERSHIP & MANAGEMENT

### New Foresight Training: Understanding The External Environment – Supporting The Frontline (Strand 2)

Date: 3 November 2010 Time: 10.00am-3.30pm  
Location: Eastern Leadership Centre, Cambridge  
Cost: Contact provider  
Contact: NCVO Third Sector Foresight/Community & Voluntary Forum Eastern Region, 01799-532892

*A workshop for development workers and others who support the frontline covering the value of thinking about external change to frontline organisations, drivers that matter to the organisations supported and advice/support to frontline organisations to ensure effective response to social change.*

## MARKETING/PR

There are no national Marketing/PR opportunities to record at present

## NETWORK EVENTS

There are no national Network Event opportunities to record at present.

## QUALITY, OUTCOMES, MONITORING & EVALUATION

### Quality: Supporting Groups

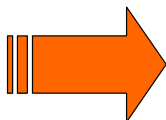
Date: 10 February 2011 Time: Full day, contact provider  
Location: London  
Cost: Contact provider for scale of charges  
Contact: Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk) [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

*This course introduces and compares different quality systems, enabling delegates to help groups choose the right approach and support them as they implement it in a systematic way.*

### Monitoring & Evaluation: Supporting Groups

Date: 17 February 2011 Time: Full day, contact provider  
Location: Sheffield  
Cost: Contact provider for scale of charges  
Contact: Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk) [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

*This course will enable delegates to explain and set up systematic processes with groups so they can capture, evaluate and communicate their value by effectively measuring the difference they make.*



### Quality: Supporting Groups

Date: 3 March 2011 Time: Full day, contact provider  
Location: London  
Cost: Contact provider for scale of charges  
Contact: Charities Evaluation Service, Peter Norgate, 020-7078-9394 [peter@ces-vol.org.uk](mailto:peter@ces-vol.org.uk) [www.ces-vol.org.uk](http://www.ces-vol.org.uk)  
*This course introduces and compares different quality systems, enabling delegates to help groups choose the right approach and support them as they implement it in a systematic way.*

## SOCIETY

There are no national Society opportunities to record at present.

## TEACHING, TRAINING

### Strategic Overview Of The Learning & Skills Sector

Date: 25 January 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](http://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

### Liberating Leadership

Date: 23-24 November 2010 Time: Contact provider for details  
Location: Cambridge  
Cost: £99 for third sector organisations  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)  
*Designed to support development workers help people recognise their role as leaders in their community and to develop confidence, skills and knowledge. It will introduce concepts in the new model and the practical tools that can be used to liberate the leadership in groups worked with. The Liberating Leadership toolkit will be provided.*

### Liberating Leadership

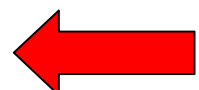
Date: 7-8 December 2010 Time: Contact provider for details  
Location: Reading  
Cost: £99 for third sector organisations  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)  
*Designed to support development workers help people recognise their role as leaders in their community and to develop confidence, skills and knowledge. It will introduce concepts in the new model and the practical tools that can be used to liberate the leadership in groups worked with. The Liberating Leadership toolkit will be provided.*

### Facilitating Discussions, Events & Workshops

Date: 9 December 2010 Time: Contact provider for details  
Location: Doncaster  
Cost: Contact provider  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)  
*Part of Environmental Trainers Network programme designed mainly for people and organisations involved in the environment in the voluntary sector, the day looks at the theory and practice of facilitation, particularly for running workshops, conferences and consultation events, but also for use within meetings and teams.*

### Collaboration Support Skills For Development Workers

Date: 9 & 16 December 2010 Time: Contact provider  
Location: Cambridge  
Cost: Free  
Contact: Bassac, Keith Kibirango, 020-7336-9429, [keith@bassac.org.uk](mailto:keith@bassac.org.uk)  
*This course will give delegates the essential practical skills to support collaborations involving community groups or voluntary organisations. Working in partnership with other organisations can help save money, provide a better service and work more efficiently. Partnership working can strengthen organisations, broaden horizons and give new skills and knowledge. Run by the Collaboration Benefits Workstream led by Bassac.*



### Tools For Development Work

Date: 14 December 2010 Time: Contact provider for details  
Location: Manchester  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*For people who've been supporting groups for a while and want some new ideas and techniques, the day will introduce practical tools about common issues to use with groups and creative techniques for working with groups.*

### Negotiation Skills For Development Workers

Date: 11 January 2011 Time: Contact provider for details  
Location: London  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course will help delegates to understand the principles of effective negotiation, find win-win solutions for effective working relationships, discover negotiation style and deal with difficult situations and people*

### Being A Development Worker

Date: 20 January 2011 Time: Contact provider for details  
Location: Birmingham  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course is ideal for anyone who is new to supporting groups, or revisiting the job after time away.*

### New Perspectives For Experienced Development Workers

Date: 25 January 2011 Time: Contact provider for details  
Location: London  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course will be shaped by those attending and will give a chance to reflect on their roles, experience and expectations for continuing professional development. Whilst the agenda will be set by those attending, subjects that could be covered include: What is a new perspective for development work?, Helping groups reflect on their values; More tools to support development working; Dealing with change; Handling difficult situations and difficult people; Recognising achievement; Smart working and Keeping it all in perspective.*

### Facilitation Skills For Development Workers

Date: 1 February 2011 Time: Contact provider for details  
Location: Manchester  
Cost: £49  
Contact: NAVCA SKiLD, [www.skild.org.uk/training](http://www.skild.org.uk/training)

*This course is aimed at Development Workers new to facilitation or just starting to facilitate workshops, conferences, consultant events and meetings. It will be full of useful tips to help maximise facilitation performance and give the opportunity for own style development to be used in a formal or informal setting.*

### Running Successful Public Events

Date: 8 February 2011 Time: Contact provider for details  
Location: Doncaster  
Cost: Contact provider for details  
Contact: Environmental Trainers Network/BTCV, Jacki or Helen, 0121-359-2113, [ETN@btcv.org.uk](mailto:ETN@btcv.org.uk)

*Part of Environmental Trainers Network programme designed mainly for people and organisations involved in the environment in the voluntary sector, this event is suitable for frontline staff and their managers. This event aims to provide practical, down to earth advice for people who want to make sure that their event is a success and will cover issues which are common to all types of events.*

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*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  
[wendy.coy@communitylincs.com](mailto:wendy.coy@communitylincs.com) [www.learninglincs.org.uk](http://www.learninglincs.org.uk) [www.lincs2gether.org](http://www.lincs2gether.org)

