



**Voluntary  
Action  
Calderdale**

# **Training Programme**

**April 2010 - March 2011**

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# April 2010

**26th April 2010**

**10.00am-12.30pm**

**Trainer: Sally Deith – Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **FINDING FUNDING**

To help groups to identify appropriate funders for their projects, the session will cover:

- Types of funding, from grants to income generation
- Researching appropriate funders
- Getting the right funder for your project

## **AVAILABLE TOOL KITS**

### **Redundancy Toolkit**

A practical guide for small employers to help them through employment legislation relating to redundancy. To view visit the website [www.pers.org.uk](http://www.pers.org.uk)

### **Building Resilience**

This is a resource pack, co-ordinated by Voluntary Action Leeds; it brings together advice, information and support by several West Yorkshire agencies. It is part of a series of activities funded by Capacity Builders (and Central Government) to help alleviate the impact of the current recession on voluntary, community, faith and social enterprise organisations. The pack can be accessed at VAC.

### **Planning Toolkit**

The Planning Toolkit is a series of templates that have been drawn up to help groups with their own project plans, business development plans and funding strategies. It is aimed at community groups and voluntary organisations in Calderdale. The toolkit is available in hard copy or C D Rom at VA-C or by visiting [www.fit4funding.org.uk](http://www.fit4funding.org.uk) or [www.cvac.org.uk](http://www.cvac.org.uk)



# May 2010

**5th May 2010**

**10.00am-1.00pm**

**Trainer: Community Cascade**

**Venue: Todmorden College, Burnley Road, Todmorden 01706 839746**

## **KEY MESSAGES**

The foundation for all your communication activities are your **Key Messages**:

- What is the point of your organisation?
- What does it do and why?

From recruiting volunteers to raising funds or reporting to donors, understanding and using your key messages will help your organisation to develop focus and recognition. It's hard to communicate if you don't know what you want to say. Key messages can help you to get your message across to the people you want to influence.

This course will guide you through the process of developing your key messages and making practical plans on how best to use them.

This training session is provided through the Community Cascade project which provides support to Community Anchors (these include community buildings, faith centres and community networks)

**TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME**

**13th May 2010**

**10.00am-3.00pm**

**Trainer: Helen Galvin – WYCAS**

**Venue: Ground Floor, Salem Community Centre, Central Street, Hebden Bridge  
01422 844991**

## **BASIC BOOK KEEPING**

To introduce participants to the basics of recording day-to-day bank and cash transactions and maintaining an asset register, in order to enable financial reports to be produced.

The course includes some background theory but is mostly practical, consisting of completing the bank and petty cash books for a fictional organisation along with bank reconciliation. It also includes a simple method of accounting for restricted funds and shows how to produce a simple finance report.



# May 2010

25th May 2010

1.00pm-3.30pm

## **ANNUAL REPORTS AND RETURNS, INCLUDING REPORTING ON YOUR PUBLIC BENEFIT**

Trainer: - Bev Cross – VA-Sheffield

Venue: VAC, Hall Street, Halifax, 01422 348777

Registered Charities have legal requirements for preparing and filing annual reports and returns for the Charity Commission. This session will cover:

- What needs to go in an Annual Report
- The Red Box of Shame on the Charity Commission website
- Criteria for writing public benefit statements for charities with incomes of more than £20,000

## **Community Cascade**

**This project provides support to community anchors such as; community buildings, faith centres and community networks focusing on environmental sustainability, funding, community cohesion and marketing.**

### **Environmental sustainability - Would you like to use resources more efficiently?**

We are providing training, workshops, energy audits, action planning and resource packs focusing on improving water and energy management in community buildings.

### **Funding - Would you like to increase your income?**

We are delivering a range of training sessions and workshops around income generation and sustainability. The training sessions will cover topics such as grants, loans, social enterprise and commissioning.

### **Community Cohesion - Would you like to work in partnership?**

We will be working with faith and BME communities to promote good community relations. Through specialist events, workshops and partnership working we will help bring diverse communities together. We will share best practice, value cultural diversity and promote participation and inclusive communities.

### **Marketing - Would you like to reach a wider audience?**

We provide training and consultancy support for organisations on how to use press, radio, video and websites more effectively.



# June 2010

**5th June 2010**

**9.00am-4.30pm**

**Trainer: Bernadette Johansen**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **SAFEGUARDING**

Introduction to Safeguarding will include:

- Background to current policies and legislation – why we have training?
- Responsibilities of individuals and organisations who work with children
- Signs & symptoms of abuse
- What to do if you're worried a child is being abused
- Who to contact if you are concerned

**1:1 Sessions held 1.30pm—4.30pm (1/2hour slots)**

**One to one sessions are provided to offer individual support to organisations and answer any questions you may have.**

**10th June 2010**

**10.00am-1.00pm**

**Trainer: Community Cascade**

**Venue– VAC, Hall Street, Halifax, 01422 348777**

## **BETTER FLYERS & LEAFLETS**

This course aims to develop your skills to produce effective printed material to promote your Organisation.

Participants will be able to:

- Understand basic principle in designing publicity
- Develop their own house style
- Be familiar with hardware and software to put words and images together for maximum effect

This training session is provided through the Community Cascade project which provides support to Community Anchors (these include community buildings, faith centres and community networks)

**TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME**

# June 2010



**23rd June 2010**

**10.00am-1.00pm**

**Trainer: Sally Deith – Fit4Funding**

**Venue: Todmorden College, Burnley Road, Todmorden, 01706 839746**

## **DIY FUNDING**

DIY fundraising ranges from jumble sales to major events. The session will cover:

- The positives and negatives of raising money from events
- The legal framework for raising money from the public
- Planning and costing events
- Maximising the income raised
- What is restricted and unrestricted funding?

**30th June 2010**

**10.00am-4.00pm**

**Trainer: Bee Jasko-VAC**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **RETAINING VOLUNTEERS**

**Aims:** To help those working with volunteers to identify aspects of good practice within volunteer management that will assist in the retention of volunteers.

**Content:** We will start by considering what needs to be in place to attract the right volunteers for the roles available. We will then look at areas such as organising role appropriate inductions when volunteers first join the organisation as well as identifying suitable ongoing support and supervision methods. There will be small group exercises, input from the trainers, examples of good practice and opportunity to share your own experiences with other professionals in the field.



# July 2010

**6th July 2010**

**10.00am—1.00pm**

## **STAFF, TRUSTEES AND VOLUNTEERS EXPENSES**

**Trainer: Helen Galvin - WYCAS**

**Venue: Ground Floor Project, Salem Community Centre, Central Street, Hebden Bridge, 01422 844991**

This session looks at practical issues around paying individuals – whether paid staff, trustees or volunteer expenses. It will look at legal implications, and best practice. The session will also look at what are the acceptable expenses that can be paid to trustees and how to write an expenses policy.

**7th July 2010**

**10.00am– 12.30pm**

## **APPLYING FOR LARGE GRANTS**

**Trainer: Sally Deith-Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

Aimed at groups who are considering applications to larger funders such as the Big Lottery Fund, larger trusts, European sources and Government funding streams.

The session will cover:

- Understanding funders' criteria
- Understanding how forms are assessed
- Sustainability



# July 2010

**8th July 2010**

**10.00am - 1.00pm**

**Trainer: Beverley Moore-VA-Sheffield**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **MANAGING MEETINGS**

This session will look at:

- How to hold effective meetings
- Chairing, minute-taking and keeping the books
- An overview with supporting materials to take away

**12th July 2010**

**10.00am–1.00pm**

**Trainer: - Steve Skinner**

**Venue– VAC, Hall Street, Halifax, 01422 348777**

## **COMMUNITY REPRESENTAION BUILDING OUR SKILLS**

This is a practical workshop that focuses on:

- Understanding what skills are involved in being a representative – using what we've got from our lives and experience
- A skills framework – an easy to use resource
- How to apply our skills – different situations we may encounter as a representative
- Looking ahead – how we can get support and build confidence



# September 2010

**11th September 2010**

**9.00am - 4.30pm**

**Trainer: Bernadette Johansen**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

**SAFEGUARDING**

Introduction to Safeguarding will include:

- Background to current policies and legislation – Why we have training?
- Responsibilities of individuals and organisations who work with children
- Signs & symptoms of abuse
- What to do if you're worried a child is being abused
- Who to contact if you are concerned

**1:1 Session held 1.30pm—4.30pm (1/2hour slots)**

**One to one sessions are provided to offer individual support to organisations and answer any questions you may have.**

**Weds 22nd September 2010**

**10.00am – 4.00pm**

**Managing Crisis with your funding**

**Trainers: Helen Galvin 'How to deal with a funding crisis before it happens'!**

**WYCAS & Sally Deith – Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

Standing in the middle of the road, hoping that you don't get run over is not an option. Lots of organisations know that the truck is coming, but many have not yet done anything about it!

This is a full-day programme to assist organisations to overcome crisis in their funding and to plan well ahead with funding sources. The day will cover:

- Danger signs to watch out for
- Keeping within the law
- Safeguarding your existing funding
- Building credibility and resilience
- Budgeting and planning budgets effectively



# Booking & Charging Procedure

## Booking & Charging Information

With immediate effect we will now charge for all the training that we provide, please see the charges below for the cost that is relevant to your organisation/group.

To guarantee your place, please reserve as soon as possible.  
We require payment in advance when a booking is made.

If you are unable to attend, we require 14 days notice to cancel your booking.

To book on any of the courses in this brochure please contact:

Training Administrator  
Voluntary Action Calderdale  
Hall Street  
Halifax  
HX1 5AY  
Email: [wayne.illingworth@cvac.org.uk](mailto:wayne.illingworth@cvac.org.uk)  
Tel: 01422 348777 ext 211

Please note lunch is not provided on any full day session

### CHARGES

Funding Status	Under 5K Annual Turnover	Over 5k— Under 20K	Over 20K	Statutory & Outside Calderdale
Half Day	£5	£10	£15	£30
Full day	£5	£15	£25	£60



# October 2010

**5th October 2010**

**10.00am– 1.00pm**

**Trainer: Sally Deith – Fit4Funding**

**Venue: Brighthouse Adult Education Centre, Church Lane, Brighthouse, 01484 714019**

## **PROCUREMENT & COMMISSIONING**

Procurement and commissioning are rapidly becoming a preferred way of funding the voluntary sector for many large funders. This session will give groups an overview with details on how purchasers (funders) work in practice. The session often includes the participation of a local purchaser, such as a local authority.

The session will cover:

- What are procurement and commissioning?
- What are the pros and cons?
- How does it work in practice?
- Preparing for tenders

**6th October 2010**

**9.30am– 1.00pm**

**Trainer: Bee Jasko—VA-C**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **MODERNISING VOLUNTEER COMMUNICATION SOCIAL NETWORKING**

**Aims:** To introduce participants to using social networking to recruit and communicate with volunteers.

**Content:** To identify and demonstrate different forms of social networking and ways they might be used within different aspects of volunteer management. This will include newsgroups/forums (e.g. Yahoo groups), Facebook, Twitter and Myspace. There will be input from the trainers, demonstrations of existing online examples, small group exercises, and opportunity to share personal experiences.





# October 2010



**13th October 2010**

**10.00am-1.00pm**

## **SUPERVISION & PERFORMANCE MANAGEMENT**

**Trainer: Irene Carey—Payment & Employment Rights Service**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

### **What makes supervision effective?**

We examine the best ways to motivate, supervise and support staff through supervision and appraisal. We explore their differences and identify what turns them into effective sessions. We also discuss ways of encouraging good practice and methods to adopt when dealing with performance which falls below acceptable expectations.

**To Book contact PERS on 01924 428033/428030 email:admin@pers.org.uk.**

**THIS SESSION IS FREE**

**14th October 2010**

**10.00am– 1.00pm**

## **LARGE GRANTS**

**Trainer: Sally Deith-Fit4Funding**

**Venue: Brighthouse Adult Education Centre, Church Lane, Brighthouse, 01484 714019**

Aimed at groups who are considering applications to larger funders such as the Big Lottery Fund, larger trusts, European sources and Government funding streams.

The session will cover:

- Understanding funders' criteria
- Understanding how forms are assessed
- Sustainability

**21st October 2010**

**1.00pm – 3.30pm**

## **LEGAL UPDATE SESSION**

**Trainer: Bev Cross - VA-Sheffield**

**Venue: VA-Calderdale, Hall Street, Halifax**

**Venue Tel No: 01422 348777**

Do you need an update on charity law topics, and changes that have been taking place? Then this workshop will help you to look at:

- Trustee liability insurance
- Trustee benefits
- Rules about volunteers
- Organisational risk management assessments.



# November 2010

**4th November 2010**

**10.00am—3.00pm**

**Trainer: Helen Galvin - WYCAS**

**Venue: Brighthouse Adult Education Centre, Church Lane, Brighthouse, 01484 714019**

## **BASIC BUDGETING AND CASH FLOW**

To introduce participants to the basic procedures involved in producing an annual budget and cash flow forecast.

The course includes some background theory and looks at the different steps required to produce a budget and who should be involved.

The course is mostly practical and follows a fictional organisation through the budget process involving creating budgeting for restricted and unrestricted funds. The last step is to produce a cash flow forecast by considering the timing of the budgeted income and expenditure across the year and the impact on reserves.

**9th November 2010**

**1.00pm – 3.00pm**

**Trainer: Sally Deith – Fit4Funding**

**Venue: Ground Floor Project, Salem Community Centre, Central Street, Hebden Bridge, 01422 844991**

## **BUSINESS PLANNING**

This introductory session is aimed at voluntary and community groups new to business planning. It will give groups a broad introduction to enable them to understand why a business plan (or development plan) is required for an organisation's future development and why it will give them a greater chance of attracting funding.

The session will cover:

- What is a business plan and why have one?
- Looking at example plans and Voluntary Action Calderdale's Planning Toolkit
- The process of putting a plan together and what to include in key sections
- Defining key terms



# November 2010

**18th November 2010**

**10.00am– 1.00pm**

**Trainer: Steve Skinner**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **COMMUNITY REPRESENTATION UNDERSTANDING THE SYSTEM**

This workshop focuses on:

- How the 'system' works in Calderdale – the council, boards, partnerships – the jargon explained!
- Having a say – what community engagement really means
- Getting involved – neighbourhoods and networks.

**20th November 2010**

**9.00am - 4.30pm**

**Trainer: Bernadette Johansen**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **SAFEGUARDING**

Introduction to Safeguarding will include:

- Background to current policies and legislation – why we have training?
- Responsibilities of individuals and organisations who work with children
- Signs & symptoms of abuse
- What to do if you're worried a child is being abused
- Who to contact if you are concerned

**1:1 Session held 1.30pm—4.30pm (1/2hour slots)**

**One to one sessions are provided to offer individual support to organisations and answer any questions you may have.**



# December 2010

**9th December 2010**

**10.00am– 12.30pm**

**Trainer: Sally Deith – Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **PROCUREMENT & COMMISSIONING**

Procurement and commissioning are rapidly becoming a preferred way of funding the voluntary sector for many large funders. This session will give groups an overview with details on how purchasers (funders) work in practice. The session often includes the participation of a local purchaser, such as a local authority.

The session will cover:

- What are procurement and commissioning?
- What are the pros and cons?
- How does it work in practice?

**9th December 2010**

**1.30am– 4.00pm**

**Trainer: Sally Deith – Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **WRITING GOOD TENDERS**

This session will cover:

- Preparing for tenders
- What commissioners are looking for



# February 2011

**3rd February 2011**

**10.00am – 12.30pm**

**Trainer: Sally Deith—Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **DIY FUNDRAISING**

DIY fundraising ranges from jumble sales to major events.

The session will cover:

- The positives and negatives of raising money from events
- The legal framework for raising money from the public
- Planning and costing events
- Maximising the income raised
- What is restricted and unrestricted funding?

**8th February 2011**

**10.00am– 3.00pm**

**Trainer: Helen Galvin - WYCAS**

**Venue: Brighouse Adult Education Centre, Church Street, Brighouse, 01484 714019**

## **END OF YEAR ACCOUNTS**

The session looks at which organisations need what type of external scrutiny of their accounts, a brief explanation of 'independent examination' and the documents required in order to carry out an examination.

It also looks at some tasks that an organisation could do at the year end to make the process run monthly.

Finally it covers the format and content of a set of accounts so an organisation knows what to expect from their accountant.



# February 2011

**12th February 2011**

**9.00am - 4.30pm**

**Trainer: Bernadette Johansen**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **SAFEGUARDING**

Introduction to Safeguarding will include:

- Background to current policies and legislation – why we have training?
- Responsibilities of individuals and organisations who work with children
- Signs & symptoms of abuse
- What to do if you're worried a child is being abused
- Who to contact if you are concerned

**1:1 Session held 1.30pm—4.30pm (1/2hour slots)**

**One to one sessions are provided to offer individual support to organisations and answer any questions you may have.**

**16th February 2011**

**10:00am – 1.00pm**

**Trainer: Beverly Moore VA-Sheffield**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **ROLES & RESPONSIBILITIES OF MANAGEMENT COMMITTEE**

This course aims to give new trustees an overview of the roles and responsibilities of a management committee and an insight into some of the essential skills they will require in this role.

Experienced committee members will have an opportunity to remind themselves of good practice, to refresh their skills and to discuss some of the more problematic aspects of the role.

It also looks at the way tasks can be split between the members, who is responsible for what, guidelines for good governance and working with stakeholders and staff members.



# March 2011

**2nd March 2011**

**Details to be confirmed, please register interest with**

**Mary Vadaie at VAC email [mary.vadaie@cvac.org.uk](mailto:mary.vadaie@cvac.org.uk)**

**Trainer: Fit4Funding**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

**Funding for Community Projects  
(OCN accredited 10 hour unit)**

How to access funding for community and voluntary sector projects, specifically:

- The key elements of a funding strategy
- The advantages and disadvantages of different types of funding
- What makes a good funding application
- The support and advice on funding available to voluntary and community groups

Participants can achieve one 10-hour credit at level 3 by completing two worksheets (2 sides of A4 each). There will be time to make notes on these in the sessions, but participants are expected to take (on average) two hours to reflect on what they have learnt, type up their answers and e-mail or post them to the tutor.

**8th March 2011**

**10.00am–3.00pm**

**END OF YEAR ACCOUNTS-ONE TO ONE SESSION**

**Trainer: Helen Galvin - WYCAS**

**Venue: Brighthouse Adult Education Centre, Church Lane, Brighthouse, 01484 714019**

One to one sessions are provided to offer individual support to organisations to finalise their end of year accounts.

**To Book call Helen on 01422 208875**

**Or**

**E-mail [helen.galvin@wycas.org.uk](mailto:helen.galvin@wycas.org.uk)**



# March 2011

**10th March 2011**

**10.00am – 1.00pm**

**Trainer: Steve Skinner**

**Venue: VAC, Hall Street, Halifax, 01422 348777**

## **COMMUNITY REPRESENTATION HOW TO SURVIVE**

For people fairly new to being a community representative:

- The roles and tasks involved
- Dealing with barriers and pressures
- How to survive and get support

**15th March 2010**

**10.00am– 3.00pm**

**Trainer: Helen Galvin - WYCAS**

**Venue: Ground Floor Project, Salem Community Centre, Central Street, Hebden Bridge,  
01422 844991**

## **END OF YEAR ACCOUNTS—ONE TO ONE SESSION**

One to one sessions are provided to offer individual support to organisations to finalise their end of year accounts.

**To Book call Helen on 01422 208875**

**Or**

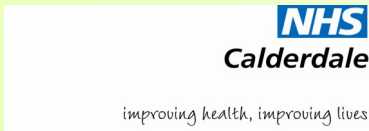
**E-mail [helen.galvin@wycas.org.uk](mailto:helen.galvin@wycas.org.uk)**



# The Organisational Development Team

<b>Jo Bolland</b>	<b>Organisational Development Manager</b>	<b>01422 438725</b>
<b>Sue Fisher</b>	<b>VCS Commissioning Support Officer</b>	<b>01422 431092</b>
<b>Arshad Khan</b>	<b>BME Network Development Worker</b>	<b>01422 348777</b>
<b>Maggie Opacic</b>	<b>Small Groups Additional Support Worker</b>	<b>01422 431091</b>
<b>Olivia Swingler</b>	<b>Small Groups Development Worker</b>	<b>01422 438726</b>
<b>Mary Vadaie</b>	<b>Outreach Organisational Development Worker</b>	<b>01422 431097</b>
<b>Wayne Illingworth</b>	<b>Information Worker &amp; Training Administrator</b>	<b>01422 348777</b>

Our training is funded and supported by:



# vinvolvedcalderdale

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