

Learning for the Future

Voluntary Sector Training Programme

April - July 2009



The PAVS
Summer
programme of
courses, events
and workshops

PAVS Training Programme Summer 2009
Your “at a glance guide” to what’s happening!

Course Name	Venue	Date and Time	Course Code
Governance*	Pembrokeshire Centre for Voluntary Action (PAVS), Haverfordwest	29 April 10am-1pm	5b
Look after your organisation*	PAVS, Haverfordwest	2 June 10am-1pm	2a
Effective communication skills*	PAVS, Haverfordwest	10 June 10am-4pm	3a
How to develop a volunteer initiative	PAVS, Haverfordwest	16 June 10am-4pm	4e
Developing and writing a communications strategy*	PAVS, Haverfordwest	18 June 9.30am-12.30pm	10a
Producing an annual report*	PAVS, Haverfordwest	18 June 1.00pm-4.00pm	10f
Effective Presentations	PAVS, Haverfordwest	23 June 10am-4pm	3e
Improve your meetings	PAVS, Haverfordwest	1 July 10am-1pm	3f
Giving and public fundraising*	PAVS, Haverfordwest	14 July 10am-2pm	7f

* Courses for Communities Cymru

Courses for Communities Cymru is a new, nationwide programme of affordable training for community and voluntary groups, delivered through a partnership between local county voluntary councils (CVCs), volunteer centres (VCs) and Wales Council for Voluntary Action (WCVA).

Courses are supported by the Welsh Assembly Government under the Partnership Agreement.

Running your organisation

So you know what you want to do and where you need to start but what about the formalities of governance, planning and measuring the success of what you do?

The training sessions in 'running your organisation' will give you an introduction into these areas to assist you in ensuring you are starting off on the right foot.

Look after your organisation

Tutor: Vanessa John

Venue: PAVS, Haverfordwest

2 June
10.00am-1.00pm

By the end of this session, participants will:

- understand the need to safeguard members
- understand the legal obligations of their organisation
- be able to find information, advice and support to draw up appropriate policies
- understand potential barriers to involvement in their organisation and how to tackle them

Course Code: 2a

Course cost:	Rate A	£55	Rate B	£10	Rate C	£7.50
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Working with others

Building networks, creating partnerships and persuading others of the merits of what your organisation is doing is part and parcel of the world we work in and implicit to the success of what we do.

The training sessions in 'working with others' will help build confidence in your communication skills, allow you consider ways of negotiating and influencing others and give an introduction to how networks, alliances and consortia work across the Voluntary and Statutory sector.

Effective Communication Skills

Tutor: Sue Leonard and Louise Wilkinson

Venue: PAVS, Haverfordwest

10 June
10.00am-4.00pm

By the end of this session, participants will:

- understand the importance of effective communication
- have considered the variety of ways in which we communicate
- know how to actively listen to others
- have developed effective questioning skills
- have learnt how to give others the opportunity to contribute ideas and opinions to the discussion
- explored how best to prepare for meetings in order to communicate any messages/ideas and views clearly and concisely

Course Code: 3a

Course cost:	Rate A	£110	Rate B	£20	Rate C	£15
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Effective Presentations
Tutor: Sue Leonard
Venue: PAVS, Haverfordwest

23 June
10.00am-4.00pm

By the end of the course participants will be able to:

- prepare a well-structured and effective presentation
- identify ways in which visual aids can be used to support the presentation
- handle questions from the audience
- consider the use of non-verbal communication
- use a range of relaxation techniques to reduce and control nerves

This is an OCN accredited course, although you may have to do some extra work outside the session. If you are interested in receiving an OCN certificate please do not hesitate to contact us for more information.

Course Code: 3e

Course cost:	Rate A	£110	Rate B	£20	Rate C	£15
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Improve your Meetings
Tutor: Vanessa John
Venue: PAVS, Haverfordwest

1 July
10.00am-1.00pm

By the end of the course participants will be able to:

- understand the purpose of meetings and the role of participants
- prepare properly for meetings
- use a range of techniques to keep the meeting on track
- record decisions and actions

Course Code: 3f

Course cost:	Rate A	£55	Rate B	£10	Rate C	£7.50
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Volunteering

Volunteering is at the heart of what we do. The sessions in 'volunteering' will give individuals and organisations who organise and manage volunteers an introduction to the various aspects of engaging with volunteers - recruitment, selection, support and guidance, risk assessment, volunteering policies and examples of best practice.

How to develop a Volunteer Initiative
Tutor: Caroline Graham
Venue: PAVS, Haverfordwest

16 June
10.00am-4.00pm

The one-day workshop looks at the development of good practice in new and existing volunteering initiatives. It provides information and advice on policies and procedures which are relevant to running a professional volunteering programme including organisational policies that impact on volunteering, marketing, recruitment, induction, training, support and supervision.

Each section relates to the different stages of volunteer management and highlights the various issues involved with recruiting volunteers.

Course Code: 4e

Course cost:	Rate A	£110	Rate B	£20	Rate C	£15
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Trustees and management committee members

Being a trustee or committee member is a serious responsibility and one in which individuals are required to take an active role in leading and shaping a voluntary organisation.

The sessions in 'trustees and management committee members' outline what exactly being a trustee or committee member means, the roles and responsibilities of trustees as individuals and collectively, and the importance of engaging the right people for the job - people who

need to ensure that everything is safe and legal, support the paid staff and volunteers to carry out the work and make big decisions about the future.

Governance

Tutor: Vanessa John
Venue: PAVS, Haverfordwest

29 April
10.00am-1.00pm

By the end of this session, participants will:

- understand the concept of governance
- be aware of the key principles of governance
- understand how trustees as a board are collectively responsible and accountable for ensuring that the organisation is well-run, solvent and complies with all its obligations
- be aware of key governance documents

Course Code: 5b

Course cost:	Rate A	£55	Rate B	£10	Rate C	£7.50
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A number of courses are available, on demand for trustees, please contact PAVS for more information.

Finding and getting money

The sessions in 'finding and getting money' have been designed to provide practical information to new or existing organisations on how to develop a sustainable funding approach to their work.

Giving and public fundraising

Tutor: Lorna Unwin
Venue: PAVS, Haverfordwest

14 July
10.00am-1.00pm

By the end of this session, participants will:

- learn how to take advantage of tax-effective donations and gifts
- be introduced to fundraising law and practice
- explore the various options for public fundraising

Course Code: 7f

Course cost:	Rate A	£55	Rate B	£10	Rate C	£7.50
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Don't forget to keep an eye on the PAVS website at www.pavs.org.uk . The training pages are kept updated with details of courses that may be of interest to your group

Promotion and marketing

So often we set up a fantastic service or project and then forget to tell others about it! The sessions in 'promotion and marketing' look at different aspects of how producing promotional materials and using channels of communication to help you with ways to 'blow your organisation's trumpet' and let others know about the work you are doing and the difference you are making.

Developing and writing a communications strategy

Tutor: Louise Wilkinson
Venue: PAVS, Haverfordwest

18 June
9.30am-12.30pm

By the end of this session, participants will:

- have defined the purpose of a communications strategy
- have understood the key elements and specific contents of a communications strategy

Course Code: 10a

Course cost:	Rate A	£55	Rate B	£10	Rate C	£7.50
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Producing an annual report

Tutor: Louise Wilkinson
Venue: PAVS, Haverfordwest

18 June
1.30pm-4.30pm

By the end of this session, participants will:

- know how to plan the annual report
- understand how an annual report can work as a promotional tool to highlight the organisation's achievements

Course Code: 10f

Course cost:	Rate A	£55	Rate B	£10	Rate C	£7.50
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If you are staying for both sessions a light lunch will be served.

Other courses.

CAVO is the County Voluntary Council (CVC) for Ceredigion. CAVO's aims are to promote, support and to co-ordinate the work of the voluntary sector in Ceredigion, to act as a link between the voluntary and statutory sectors and to promote and encourage good practice. The office is based in Lampeter:

- Preparing a sustainable fundraising strategy – 12 May
- Roles and responsibilities of trustees and management committee members – 23 June
- Organising a committee - what to do and who should do it? - 7 July
- Introduction to volunteering – 10 September

To contact CAVO please phone: 01570 423232

Pembrokeshire learning festival

part of Adult learners' week

Roll up, Roll up, for the Learning Market

Riverside Marketplace, Haverfordwest
Saturday 9 May 2009 10am-3pm

Adult Learners' Week is launched in Pembrokeshire with this Learning Marketplace. Visitors can shop for new learning opportunities and sample what's on offer during the rest of Pembrokeshire Learning Festival. Craft sessions, card making, digital photography, welsh, researching your family history and quizzes. There will be plenty going on so don't miss out! And it's all Free!

Where did you learn that?

Pater Hall, Pembroke Dock
Tuesday 12 May 2009 10am-3pm

An opportunity to learn something new for free, just drop in and have a go! Sessions include craft demonstrations, looking after your money, jewellery making, discover Darwin, body language, pilates, reality TV, sugar craft and taking better pictures.

Contact: Louise Wilkinson 01437 769422

Where did you learn that?

Bishops Palace, St Davids
Wednesday 13 May 2009 10am-3.30pm

An opportunity to learn something new in the wonderful surroundings of the Bishops Palace. This event is being run in partnership with CADW and entry is free to those living in Pembrokeshire who are attending one or more of the sessions listed below. Sessions include conservation in action, creative writing, art with mirrors, traditional weaving and spinning, and Welsh history (including Gerald of Wales).

Contact: Louise Wilkinson 01437 769422

Is there anything we've forgotten? Is there some training you would like to attend but can't find it in our programme?

YES? Then we still might be able to help. If enough people ask for a course we can put it on, or we might be able to deliver training just for your group. We can also refer your enquiry to one of our partners on the Pembrokeshire Learning Network if the training you require is outside our remit. Just phone Louise Wilkinson on 01437 769422 and **ASK!**

Other courses in Pembrokeshire you might be interested in ...

Please note: These courses are **not** run by PAVS, to book your place please use the relevant contact details as shown below

Narberth U3A Jazz Study Day - Wednesday 20th May '09

Nant-Y-Ffin Hotel, Llandissilio

Narberth U3A invite members and guests of U3A to attend a Jazz Study Day featuring the world famous Ken Colyer Legacy New Orleans Jazz Band.

During the morning members of band will explain and demonstrate the technique of playing traditional jazz without written music. Afternoon session - a concert performance.

Cost - for whole day programme including lunch, coffee and tea -£14 per person.

Bookings* - to Tudor Thomas, 11 Beechwood Place, Narberth, SA67 7EE.

Tel 01834 860434 E-mail t-j.t@tiscali.co.uk

*Please enclose a stamped addressed envelope or an e-mail address if you require confirmation of your booking.

Carers Week 8th – 12th June 2009 - 'Carers are Pembrokeshire's Unsung Heroes'

Carers day will be held on Thursday, 11th June 2009 at the Rugby Club, Haverfordwest. For more details please ring Nicole van Schie, Carers Development Worker at PAVS 01437 771196 / 769422 or email Nicole.vanschie@pavs.org.uk

There will also be a number of road shows throughout the week where you can pick up some information.

FREE Community Courses - Why not give learning a Go?

The STEP project aims to provide introductory courses out in the Community to encourage learning and many courses from Card Making and Sugar Craft to IT and Fitness are available. Within the project two Adult Guidance Mentors can offer an impartial service which is offered to all learners upon enrolment and it is accessible to all. If there are barriers that are preventing you from attending a class then a discussion with the Adult Guidance Mentor may help to find a solution. It may be possible to provide support to enable you to attend a course, this could be childcare or eldercare requirements or it could be a transport problem.

For more information please contact: Emma James or Jill George

Step Project Adult Guidance Mentors Phone 01437 753 191 or

email community@pembs.ac.uk information also available at: www.pembs.ac.uk/step

Community and Skills Hub - Developing the Rural Skills Resource

PLANED in partnership with Pembrokeshire College and other agencies will be delivering a range of short training courses. These have been identified by local communities as been essential to meet local skills gaps and for the sustainability of the community. Successful students can choose to either move on to accredited study with the college, full time employment/self employment or volunteer in the community.

A number of courses are on offer, all are welcome. For further information, please contact Sarah Diment at PLANED on 01834 862107 Email sarahd@planed.org.uk or Liz Thomas on 01834 862113 Email: lizt@planed.org.uk

MiDAS Training

The Minibus Drivers Awareness Scheme is based upon best practice and designed to help improve minibus safety, as well as enhance passenger service and comfort.

PACTO offer MiDAS training, which includes a manual and certificate. Refresher training is also available. Training sessions are held around the County

For further information or an informal chat please contact Cliff Richmond on 01994 240772 or email Richmondc@btinternet.com

How to book and an explanation of rates

To book your place on the course(s) of your choice, simply complete and return the booking form and send to "Training, PAVS, 36 High Street, Haverfordwest, SA61 2DA", or use the FREEPOST envelope enclosed, together with your cheque made payable to PAVS for the total amount due. We cannot book places without the name of the person attending.

All venues are fully accessible and basic directions will be sent out with your course confirmation. Once you have paid, your place is booked and you will receive a reminder about a week before the course takes place. Course programmes include regular tea/coffee breaks and lunch is provided on all full-day workshops. Please note that on most courses there is a **maximum of two bookings per organisation**, if you have 6 or more people interested in a course we might be able to put it on just for your group, so please contact us.

Course Fees¹

There are three different rates for course fees:

Rate A	Public/private sector
Rate B	Voluntary sector groups/individuals (non-members)/ PAVS Associate Members
Rate C	PAVS full members/Carers in Pembrokeshire

If your organisation is not a full member of PAVS, why not join now and take advantage of the lower course fees? Ring 01437 769422 for a membership pack.

Unfortunately due to the high number of late cancellations we are receiving we have had to introduce a stricter booking system. We can no longer accept bookings unless we have the full details of those who will be attending. Full payment is also required before the course starts. We will happily send you an invoice on request.

Please Note:

We reserve the right to charge a late cancellation administration fee of up to £40 for non-attendance on a PAVS course. This is due to a number of participants dropping out at the last minute or not turning up on the day, which affects course viability. If you are not able to attend please send an alternate in your place or let us know in good time before the start of the course.

¹ Course fees will be repaid in full, or a voucher issued, if the course has to be cancelled for any reason, but course fees will not be reimbursed if you cancel at short notice, or do not turn up.