



cvs south gloucestershire

supporting developing representing

Making your Organisation Work

WORKSHOPS TO RUN YOUR GROUP EFFECTIVELY

SUMMER PROGRAMME 2010

CVS SOUTH GLOUCESTERSHIRE

Mulberry House, Kingswood Foundation, Britannia Road, Kingswood,
South Gloucestershire BS15 8DB

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People Management Programme

Essential Coaching skills for Managers in the Workplace

Course Objectives

- Develop an understanding of coaching as a 'must have' skill for all who manage.
- A practical course which uses 'your' everyday situations and shows you how coaching can make a difference
- To explore 'coaching as you go' - how you can coach people whilst walking to the car park
- Coaching as a conversation with a purpose - keeping it simple. We show you how!
- Simple tools and techniques to change the way you engage people
- To help you to understand why using coaching skills as a Manager will get the very best out of all your people and benefit the organisation you work in.

Trainer: Linda Banister and Tracy Francksen
Date: Thursday 27th May 2010
Venue: Turnberries, Bath Road, Thornbury.
BS35 2BB
Time: 9.30am to 3.30pm
Cost: Free to CVS Members, Non CVS Members £25

CVS South Gloucestershire will be running two further training programmes over the course of the next few months. The first will be a stand alone programme around many different aspects of Fundraising. This will cover all from writing funding applications to the many sources of funding available to organisations.

The second programme will be run in conjunction with South Gloucestershire Council and will prepare the sector for the new regime of Commissioning and will look at how we prepare for Commissioning and how the process will work.

For details on either of these programmes please contact 01454 868729 or Sarah.buckle@cvs-sg.org.uk

Project Management Skills

To successfully plan, manage and close a project is something that all managers, regardless of position or role, should be skilled in and feel confident about. This course is an introduction to the principles and practice of project management. It is suitable for all managers or project team members who need to know the practical basics of initiating, managing and evaluating the performance of small to medium sized projects.

The way we will work during the day:

- Exploring the theory;
- Bringing in your own experiences from your work and elsewhere;
- Actively working through different techniques;
- Reflecting on the process and applying your learning to your own projects;
- Setting personal goals at the end of each topic session to develop and improve your project management skills

Handouts with further reading will be provided and copies of the presentation slides will be emailed to you.

The areas of project management we will cover:

- **Be able to use and apply the principles of project management in a practical way**
- **Understand the role of project manager and typical project terminology**
- **The key factors critical to effective project planning and implementation**
- **Know the main causes of project failures and how to prevent projects from failing**
- **Be able to get the best from project teams, partners and others involved in the project**
- **Understand the requirements for managing multiple projects**

Trainer: Sandra Duck
Date: Thursday 17th June 2010
Venue: Baileys Court Activity Centre, Baileys Court Road, Bradley Stoke, S. Glos. BS32 8BH
Time: 9.30am – 3.30pm
Cost: Free to CVS Members, Non CVS Members £25

Level 2 Award in Health and Safety in the Workplace

All people have a vital role to play in the health and safety of their workplace. The right knowledge and attitude helps ensure that safe systems and methods of working are practiced. This course provides an introduction to both employees and employers on health and safety issues and how to reduce risks in the workplace.

The topics covered during the course include:

- legislation
- health, safety and welfare
- the workplace and equipment
- risk assessment
- manual handling
- hazardous substances
- transport and vehicles
- noise and vibration

At the end of the course there will be a brief multiple choice examination which will enable attendees to become fully accredited by the Chartered Institute of Environmental Health. This is a requirement for employers in the voluntary and community sector as it is in the statutory and commercial sectors.

Trainer: Brian Hibbert
Date: Wednesday 30th June 2010
**Venue: Emersons Green Village Hall, Emerson Way, S. Glos.
BS16 7AP**
Time: 9.30am – 3.30pm
Cost: Free to CVS Members, Non CVS Members £25

The Equality Act 2010 ~ making sure your organisation is up-to-date & legal!

The Equality Act 2010 is a major development in equality legislation and consolidates the numerous pieces of existing discrimination legislation into one Act. Most of the provisions in the Act will take effect in October 2010 and they will have significant impact on your organisation.

All employers will need to review their personnel policies in light of this new equality legislation.

This training will cover the key provisions of the new Equality Bill, implications for your organisation and steps you need to take to ensure you fully meet the requirements of the Act.

Training will include the following topics:

- Introducing the Equality Act 2010
 - why the Act was introduced
 - the latest changes to discrimination law
 - the timetable for introduction of sections of the Act
- How the new rules will impact your organisation
 - effect on current policies and procedures
 - code of practice from the Equalities & Human Rights Commission
- Changes to discrimination law
 - new definitions of direct and indirect discrimination
- An exploration of the new concepts of:
 - 'protected characteristic'
 - 'dual discrimination'
 - 'third party harassment'
- Changes to disability discrimination
 - pre employment health questions
- Positive action - and how this effects recruitment and promotion
- Liability of employees
- Changes to equal pay law and pay secrecy clauses
- Steps to take back in the workplace

Handouts with further reading will be provided and copies of the presentation slides will be emailed to you after the course.

Trainer: Jim McNeil
Date: Wednesday July 14th 2010
Venue: Baileys Court Activity Centre, Baileys Court Road, Bradley Stoke, S. Glos. BS32 8BH
Time: 9.30am to 3.30pm
Cost: Free to CVS Members, Non CVS Members £25

Emergency First Aid in the Workplace (for Appointed Persons)

Course Aims

By the end of the course, candidates will be able to demonstrate the essential knowledge and skills needed when dealing with First Aid emergencies in the workplace.

The Award

The course tutor will carry out an on-going assessment of the practical elements of the course. Successful students will receive a certificate valid for a period of three years.

The Appointed Person

Where an employer's assessment for the First Aid needs identifies that a Four-day FAW qualification is not necessary, the minimum employers requirement is to appoint a person to take charge of the First Aid arrangements.

This includes looking after the equipment and facilities, and calling emergency services when required. Arrangements should be made for an Appointed Person to be available for these duties at all times when people are at work.

Outline of the Course

- What is First Aid? Aims of First Aid
- First Aid in the Workplace inc. Legal Requirements
- Responsibilities of the First Aider / Appointed Person
- Action at an Emergency
- Primary Assessment
- Secondary Assessment
- Causes of Unconsciousness (FISH SHAPED) Recovery Position
- Bleeding
- Breathing and Circulation
- Airway Obstruction
- Disorders of Circulation
- Principles of Resuscitation (Quality CPR)

Trainer: Brian Hibbert
Date: Wednesday 21st July 2010
Venue: Emersons Green Village Hall, Emerson Way, S. Glos.
BS16 7AP
Time: 9.30am to 3.30pm
Cost: Free to CVS Members, Non CVS Members £25

Managing Lone Workers

This course is designed for anyone who has responsibility for lone workers, a common feature of the sector but one which has its own special demands. The course will look at how to support lone workers and ensure that their morale is maintained. It will also look at tools for managing performance, and how to build the strengths of the employee. The trainers will offer tools and techniques to help managers to look after individuals most effectively and look at the particular challenges which face employees who work alone.

Trainer: Linda Banister and Tracy Francksen
Date: Friday 23rd July 2010
Venue: The Park Centre, High Street, Kingswood.
BS15 4AR
Time: 9.30am to 3.30pm
Cost: Free to CVS Members, Non CVS Members £25

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Kingswood, S. Glos. BS15 8DB

Supported by South Gloucestershire Council



Booking Form Spring 2010

Date	Course	Venue	Fee Paid	Print name of participant

Please print details:
 Organisation Name

Tel

Address

Email

Does your group support people who are : Disab BME ≤25 ≥60

Approximately how many staff and volunteers has your group got?