

December 08 – January 09 Learning Opportunities compiled by Voscur

For more information contact: Sophie Bayley, Workforce Development
Co-ordinator **0117 909 9949**

2 December – Starting in Social Enterprise

A free one-day workshop for people starting out in social enterprise. Do you have an idea for a business that could benefit your community but don't know where to start? Maybe you are in the early stages of developing a social enterprise business? If so, here's an opportunity to develop your idea into reality.

Who's it for? This workshop is designed for individuals and projects planning a social enterprise or needing to understand the processes in starting up as a social enterprise business.

Time: 10am – 3pm

To book: Call **01752 500888** Email **socialenterprise@businesslinksw.co.uk**

3 December – Auditing your Building for Energy

An energy audit can significantly reduce the running costs and carbon footprint of your building. This session will help you carry out a basic energy audit and prepare you for the introduction of Display Energy Certificates required in all public and community buildings bigger than 1000m squared from 1 October 2008. You will learn about practical energy auditing tools and techniques; identification and control of different types of heating; opportunities for reduced consumption and increased efficiencies; how energy auditing can benefit your community.

Who's it for? This course is for anyone involved in running a community building.

Please note: In order to access this training you need to be members of Community Action for Energy (CAfE).

Venue: Southville Centre, Bealey Road, Bristol BS3 1QG

Time: 9.30am – 3.30pm

For further information or to book on go to **www.voscur.org/training** or call Rebekah Hacker on **0117 909 9949**, email **rebekah@voscur.org**

3 December – Involving Young People as Volunteers

The Bristol involved team is running an introductory training session on involving young people as volunteers. The aim is that participants will feel positive, confident and supported in involving young volunteers and will have an increased knowledge of good practice in relation to involving young volunteers.

Venue to be confirmed (it will be in Bristol), Time: 1pm – 4.30pm, a FREE LUNCH is provided! For more information contact the Bristol involved team (part of Young Bristol) on **0117 907 1010** or **action@youngbristol.com**

3 December – Effective Supervision for Staff and Volunteers

The course will provide you with the knowledge and skills to ensure that supervision meets the needs of the supervisee, the organisation, and service users. By the end of the course you will know: the purpose and value of supervision, and the different ways in which it can be delivered; how supervision can help to motivate staff and increase their effectiveness; how to structure a supervision session using a recognised model; You will also be able to: agree a supervision contract; use the skills of reflection, challenge, and feedback in supervision.

Our trainer, Mark Robertson, has extensive experience of supervising staff in the voluntary and public sector. He worked as Head of Learning and Development for a national charity for over 10 years and developed policies, procedures and training for supervision for volunteers and staff across the organisation. More recently he has developed a supervision model for the staff in an NHS Primary Care Trust.

Who's it for? The course is suitable for anyone who currently supervises, or will be supervising, paid staff or volunteers. You may be an experienced supervisor without any formal training, or someone new to a supervision role. This course is also suitable for someone wanting to refresh their practice.

Venue: The Town Hall, Bow Street, Langport, TA10 9QR

Time: 9.30am – 4.30pm **Cost:** £98.00

To book or to request a copy of our Autumn/Winter training programme please call **08453 580372** or **www.vistaproject.org.uk**

3 December – Tax Credits and Family Benefits

At the end of this one-day course you will: understand how an award for tax credits is calculated; explain the changes of circumstances that can affect entitlement to tax credits during the award period; understand the requirement for claimants to check their award notices and notify changes and the penalties for non-compliance; understand the process for dealing with overpayments; explain the rules for claiming child benefit and how this is affected when children reach the age of 16 and move on to further education and training; understand who is entitled to free school meals. Our trainer, Elizabeth Luke, is a member of the Institute for Learning and the National Association of Welfare Rights Advisers and has been a trainer for the past 8 years.

Who's it for? This course is for anybody who works with families, and who wants to increase their knowledge of the Tax Credit System and other benefits which can be claimed by families. No previous knowledge of the topic is required.

Venue: The Badger Centre, 3-6 Wadham Street. Weston super Mare BS23 1JY

Time: 9.30am – 3.30pm **Cost:** £98.00

To book or to request a copy of our Autumn/Winter training programme please call **08453 580372** or **www.vistaproject.org.uk**

4 December – How to Win Tenders

Do you need hints and tips for successful tendering? Then this one-day workshop will help you. It will set out legislation and the tendering process; explain how tenders are scored; offer numerous hints and tips for successful tendering.

Who's it for? This course is for anyone who is interested in delivering public service contracts. Public sector partners are welcome to attend this session.

Venue: Barton Hill Settlement, 43 Ducie Road, Barton Hill, Bristol BS5 0AX

Time: 9.30am – 3.30pm

For further information or to book on go to **www.voscur.org/training** or call Rebekah Hacker on **0117 909 9949**, email **rebekah@voscur.org**

4 or 17 December – Moving Away from Grants

Free workshop for new and established social enterprises. Is your organisation planning to be less reliant on grants but worried about the changes needed to be successful? Are you planning to develop trading activities as a means to sustainability? Are you thinking of diversifying your income, and what benefits this might bring? Then this workshop is an opportunity to help you understand the steps you need to take.

Who's it for? This workshop is designed for voluntary and community organisations, as well as social enterprises.

Time: 10am – 3pm

To book: Call **01752 500888** Email **socialenterprise@businesslinksw.co.uk**

5 December – Leadership and Governance

There is a growing importance in ensuring charities perform well and maintain standards. Explore leadership and governance issues. Learn how to build good relationships with your trustees.

In association with Charity Business.

Contact Info: 0845 345 8481 **events@acevo.org.uk** Book at **www.acevo.org.uk/events**

9 December – Full Cost Recovery

Are you trying to cover all your costs but never seem to manage? Full Cost Recovery (FCR) is the principle of ensuring all the overheads of an organisation are covered by funding streams. This one-day course is for people who work with budgets and who would like to use FCR principles. It will cover the principles of Full Cost Recovery; understanding and calculating your costs; allocating overhead costs for projects; the funder's view; problems and solutions.

Who's it for? This course is for anyone who has to manage budgets or prepare funding bids and needs to know the basics of full cost recovery.

Venue: @Symes, Symes District Centre, Petersons Avenue, Bristol BS13 0BE

Time: 9.30am – 3.30pm

For further information or to book on go to www.voscur.org/training or call Rebekah Hacker on 0117 909 9949, email rebekah@voscur.org

9 December – Effective Communication in the Workplace (Leadership & Management Training) – The Play & Early Years Training Unit

This course is run by the Play and Early Years Training Unit and aims to develop communication skills and confidence in communication. You will explore principles of effective communication and the variety of strategies we use in different situations to communicate to individuals and groups. You will also explore what it means to be assertive and how to effectively use assertive strategies in a variety of situations. Participants will develop confidence and understanding in using assertive strategies and be ready to put them into practice.

Who's it for? Managers, leaders and supervisors who wish to develop communication skills and confidence in communication.

Venue: Southville Centre, Beaufort Road, Southville, Bristol BS3 1QG

Time: 9.30am – 3.30pm

For bookings and further information contact: PEYTU on 0117 908 0601 or email admin@peytu.co.uk

9 December – Tax Credits and Family Benefits

At the end of this one-day course you will: understand how an award for tax credits is calculated; explain the changes of circumstances that can affect entitlement to tax credits during the award period; understand the requirement for claimants to check their award notices and notify changes and the penalties for non-compliance; understand the process for dealing with overpayments; explain the rules for claiming child benefit and how this is affected when children reach the age of 16 and move on to further education and training; understand who is entitled to free school meals. Our trainer, Elizabeth Luke, is a member of the Institute for Learning and the National Association of Welfare Rights Advisers and has been a trainer for the past 8 years.

Who's it for? This course is for anybody who works with families, and who wants to increase their knowledge of the Tax Credit System and other benefits which can be claimed by families. No previous knowledge of the topic is required.

Venue: The Albemarle Centre, Albemarle Road, Taunton TA1 1BA

Time: 9.30am – 3.30pm **Cost:** £98.00

To book or to request a copy of our Autumn/Winter training programme please call 08453 580372 or www.vistaproject.org.uk

11 December – Uncovering your Hidden Assets

The pathway from grant dependency to self sufficiency. Are you a Community or Voluntary Organisation / Group in need of advice on Sustainable Funding, becoming a Charity or Social Enterprise? SAVAGE are holding a workshop at:

Venue: Black Development Agency, 5 Russell Town Avenue, Redfield, Bristol BS5 9LT

Time: 10.30am

To book a place please call SAVAGE on **01843 282 470** or email kate.bridger@tcdt.org.uk

15 December – Governance & Legal Structures

Free workshop for new and established social enterprises. If you are a charity needing to develop a trading arm; if your organisation is thinking of making the change from an unincorporated organisation to a social enterprise company; if you are unsure how to choose the right social enterprise legal structure, then this workshop will help you to explore the options available.

Who's it for? This workshop is designed for voluntary and community organisations, as well as social enterprises.

Time: 10am – 3pm

To book: Call **01752 500888** Email socialenterprise@businesslinksw.co.uk

16 December – Introduction to Islam & the Muslim Culture

A one day introductory course aimed at Non-Muslim Public Sector professionals working with Muslims in the community, including: Surestart workers, carers and teachers; Healthcare workers, Social workers and Community workers; Police, Fire and Ambulance services; Senior managers and Policy Makers; those responsible for developing community cohesion strategies and action plans. Over 10,500 people have now attended this course throughout the UK and evaluations from similar programmes have shown that the course is very useful and informative. It is particularly beneficial for those professionals who work with Muslim communities from diverse ethnic backgrounds and wish to understand them better.

Venue: Easton Community Centre, Kilburn Street, Easton, Bristol BS5 6AW

Time: 9.30am – 4pm

To book: Call **01924 466 117** Email info@educationislam.org Web www.educationislam.org

December / January – Greening your Community Building

Free events being held in several locations which will develop delegates' understanding of climate change, the impact we are having on our environment and how we can change this. They will explore how delegates can make changes within their own organisations and building and how they can encourage others to do so.

Dates and Locations: 9 December – Nottingham, 23 January – Stoke on Trent, 28 January – Leicester, 3 February – Gloucester

For further information and to book call 07827 822 409 or email Jan at jan@bassac.org.uk

20 January – Understanding the Commissioning Process

This introductory and interactive workshop is aimed at all VCS organisations and will help you to understand the concept of commissioning and procurement; the commissioning cycle and how your organisation can become a provider of public services; tools and techniques you can use to tender for contracts more effectively.

Venue: Southville Centre, Bealey Road, Bristol BS3 1QG

Time: 9.30am – 12.30pm

For further information or to book on go to www.voscur.org/training or call Rebekah Hacker on 0117 909 9949, email rebekah@voscur.org

Some of this information is taken from the Voscur Diary and Voscur cannot take responsibility for the accuracy of all information contained in this document.