

Training Programme Spring 2012

Paediatric First Aid— Ofsted Approved

This course is intended to teach individuals first aid for children and young adults. The course is divided into different topics over three days and all related to the first aid that is required when dealing with children in a workplace or in personal situations. At the end of the course attendees will have demonstrated an increase in their awareness of managing a first aid incident in the workplace.

Upon successful completion of the course each candidate will be awarded a Certificate under the Health & Safety Regulations Act (First Aid) which will be valid for 3 years from the date of issue.

Date 13th, 14th and 15th February

Time 10:00–14:30

Venue Alton Community Centre,
Amery Street, GU34 1HN

Cost: £45 Voluntary Sector
(concessions available);
£90 Others.

Practical Project Management

Project management skills are increasingly important in the voluntary and charity sector. This course is designed to help you organise your project to ensure you get the result you want. It will look at confidence building and increased familiarity with what you should know when undertaking a large or small project. It will leave you with an understanding of the terminology and jargon complicating project managing; help you to identify your aims and possible outcomes of your project and look at different project management techniques.

Date Tuesday 21st February

Time 10:00–13:00

Venue Forest Community Centre,
Bordon, GU35 0BS

Cost £35 Voluntary Sector
(concessions available); £70
others.



Touch Typing - Basic and Intermediate

This is an exciting new course that will teach you the basics of touch typing and help you to increase your typing speed to 20-30 wpm. Touch typing is typing without using the sense of sight to find the keys.

NEW: Intermediate Level: Having reached a basic speed of 20-30 wpm, this new 4-part course will help you to increase your speed to 60 wpm. This session will review the basics and focus on speed typing exercises by reviewing the most common words and often misspelled words.

- Date** Thursday 23rd February, 1st, 8th and 15th March
- Time** 09:30–11:00
- Venue** St Johns Church Hall, Rowlands Castle, PO8 6DF
- Cost** £40 Voluntary Sector (concessions available); £80 others.

Evidencing your Organisations Outcomes

It is important to keep a record of your organisations achievements as we know how important it is to prove this to funders and clients wanting to use the services of the voluntary sector.

This course will be looking at your options of how to coherently and concisely produce reports of your organisations activities and results.

FREE to Voluntary Organisations

- Date** Friday 24th February
- Time** 10:00–15:00
- Venue** Alton Maltings Centre, Alton, GU34 1DT
- Cost** £20 Others

Sandwich lunch and refreshments will be provided.



Computers in the Community

If you are interested in finding out about customised computer training for your staff and volunteers then Community First can help you. We can bring laptops to your venue and our trainers can facilitate a bespoke course for you. If you have a Wi-Fi connection, courses can be customised around the use of the internet and emails. Our trainers can deliver basic, intermediate and advanced computer workshops on Word, Publisher, PowerPoint, Excel, Access and Digital Camera and Photo Editing.

Contact the Learning & Development team at Community First for further information.



Putting Community First!



Excel Improvers

Excel is a spreadsheet programme that uses workbooks and worksheets to perform calculations or keep accounts, budgets, payrolls etc. The day will cover checking and recapping the basics; basic functions and more on formulas; formatting a worksheet; creating and working with charts; managing workbooks and working with lists (Excel as a Database). You will already have a basic understanding of Excel.

Date Monday 27th February
Time 09:30–15:30
Venue Alton Maltings Centre, Alton, GU34 1DT
Cost £55 Voluntary Sector (concessions available); £110 others.

NOTE: Laptops will be used, together with Microsoft Office 2007.

Producing Effective Publications

This day long workshop is for anyone wanting to produce newsletters and other publications to help communicate the work of their organisation. Making the step from simple word processed publications to professional looking materials may seem like a difficult step to take, but this course is designed to make it easy and enjoyable.

Date Friday 2nd March
Time 09:30–16:30
Venue St Johns Church Hall, Rowlands Castle, PO8 6DF

The workshop covers the duties of an editor, clear writing skills, using images the basics of design and desk top publishing using Microsoft Publisher and there will be practical exercises to allow delegates to get hands on experience of the process.

Cost £55 Voluntary Sector (concessions available); £110 others.

Note: Laptops will be used and basic computing skills are essential.



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Dual Approach to Volunteering—the Legalities and all that FREE

This workshop is valuable for large and small organisations. Aimed at Managers of Volunteer Centres, organisations engaging volunteers, as well as volunteers themselves.

Date Tuesday 6th March
Time 10:00–13:00
Venue Kingsley Centre, Near Bordon, GU35 9ND

Some of the questions to be answered: Are volunteers covered by Employment Law? What are the Health & Safety obligations towards volunteers? Should volunteers have criminal record checks? Other areas of concern might be expenses, benefits, data protection and avoiding creating employment contracts.

The dual approach to this session will help those volunteering together with organisations and Volunteer Centres to gain a better understanding of the legalities.

The Basics of Fundraising

Fundraising is one of the most challenging but exciting aspects your organisation will be faced with, but in hard times it can seem daunting and impossible to see where to start.

Date Monday 12th March
Time 10:00–16:00
Venue Winton House, Petersfield

This course will be looking at the basics of fundraising, where you start, and what to be doing. It will identify the realistic goals of fundraising, types of fundraising and how to get what you set out to achieve.

Cost £50 Voluntary Sector (concessions available); £100 others.



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Organising an Event

Do you know how to put on an Event? This workshop is a step by step guide for the Community to explore the issues involved in organising an event. It's something that we may all want to do once in a while, and this workshop is the perfect opportunity to find out more!

Whether it's a street party to celebrate the 2012 Olympics or planning a school fete or an event for your organisation, a business networking event, the Queen's Diamond Jubilee Celebrations or perhaps you could be holding your event as a profitable business venture, or you may simply be looking to improve upon last year's event, perhaps to make it bigger and better than previously.

Date	Tuesday 13th March
Time	12:30–15:30
Venue	Jane Austens House Museum, Alton, GU34 1SD
Cost	£35 Voluntary Sector (concessions available); £70 others.

Lone Working—The Basics of Keeping Yourself Safe

FREE

An opportunity for reception staff, those involved with home visits, development workers, caretakers or anyone who might be involved in lone working, to explore the risks and practical solutions to situations that could occur during your working day.

This is a generic course and will cover assessing the risks; travelling alone safely; personal alarms, home visits; how to plan strategies; potential danger areas and practical ways of meeting them; violence and aggression and managing situations.

Date	Wednesday 14th March
Time	10:00–12:30
Venue	Farnborough Community Centre, Farnborough, GU14 7LE



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Finding Your Unique Selling Point FREE to Voluntary Organisations

When it comes to applying for bids and funding it is important to clearly state what your unique selling point of your organisation is. To concisely and correctly identify what this is can be difficult.

This workshop will be helping you to pinpoint your organisations unique selling point.

Date Tuesday 20th March
Time 10:00–13:00
Venue RKDia, Horndean, P07 9NN
Cost £20 Others



Powerful Presentations—How to Get Your Message Across Effectively

Standing up and giving a presentation can be nerve-wracking, but worth getting right. Aimed at those who have little or no experience of giving presentations in front of an audience in a formal or informal setting. Will cover key messages; practical tips on PowerPoint and equipment; PowerPoint slides; prompts; delivery styles; hand-outs; strategies for dealing with nerves; and practice and feedback on delivery.

In the afternoon you will have an opportunity to present a short presentation to the group and receive constructive feedback on your delivery style with a short discussion after your presentation.

Date Friday 23rd March
Time 09:30–16:30
Venue Liphook Millenium Centre, Liphook, GU30 7LD
Cost £55 Voluntary Sector (concessions available); £110 others.



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Inspiration and Motivation in the Workplace

In tough times it can be hard to see a brighter future and this can affect our work practice. In this workshop you will be looking at how to combat the blues and look to the future.

It will focus on your expectations and set goals for the future; performance monitoring; developing with people in your organisation; and solution focused thinking.

Date	Monday 26th March
Time	09:30–12:30
Venue	Winton House, Petersfield
Cost	£35 Voluntary Sector (concessions available); £70 others.

Emergency First Aider at Work

This course is intended for smaller workplaces where the appointed person will be able to take charge in the event of an illness or accident. At the end of the course attendees will have demonstrated competence in basic life support skills and increased their awareness of managing a first aid incident in the workplace.

A certificate will be issued which will be valid for 3 years.

No prior knowledge is necessary.

Trainer registered with Health & Safety Executive.

Date	Friday 30th March
Time	09:30-16:30
Venue	RKDia, Horndean, PO7 9NN
Cost	£55 voluntary sector; (concessions available, please enquire); £110 others



Putting Community First!



East Hampshire Community Learning Forum

If you are in East Hampshire, these forums are a chance to share your training news and experiences with other training providers and participants. Topical speakers at each Forum.



Next meetings:

Date Tuesday 21st February,
Wednesday 13th June,
Thursday 22nd November

Time 13:45 for 14:00–16:00

Venue EHDC offices, Petersfield,
GU31 4EX

www.easthants.gov.uk/learning

Help and support with personal safety and lone working

If your organisation would like some one-to-one support regarding lone working and personal safety then we can help. We can identify any particular issues you might have about personal safety and review your lone working policies and procedures. There is a legal responsibility for employers to address the issue of workplace violence.

If you would like to learn more about this service then meetings can be arranged by appointment, or we can arrange a short talk and deliver training to staff and volunteers about risk assessing, lone working, home visits, personal alarms and "common sense" techniques.

Contact the Learning & Development team at Community First for further information.

If you would like to attend any of these workshops, please contact **Community First East Hampshire**

Telephone: 01730 710017,
or email bookings@cfeh.org.uk

You can also book online at:

<http://www.cfeh.org.uk/training/training-booking-form>



Putting Community First!



**You can now book onto all our courses using the online booking form.
Go to: <http://www.cfeh.org.uk/training/training-booking-form>**

Looking for a Training course that's not offered here?
Community First may be able to help you. We offer training, information and advice on a range of voluntary and community based subjects. We welcome your ideas about how we can deliver courses to make them more accessible.

Quality standards: Our training courses are delivered in accordance with RARPA - Recognising & Recording Progress & Achievement - a national quality standard for non-accredited learning.

Please complete a booking form to attend any of these sessions.
Community First East Hampshire
The Tilmore Centre, 1 Tilmore Road, Petersfield, GU32 2HG
Tel: 01730 710017
email: bookings@cfeh.org.uk / www.cfeh.org.uk/training/training-booking-form

Meeting your support requirements: CFEH is committed to meeting the requirements of people with learning difficulties and disabilities. We will do our best to ensure you can participate fully, providing the resources are available to us.



Participating organisations may be contacted by our funders for monitoring purposes.



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NEW

Paediatric First Aid— Ofsted Approved

**12 Hour Training Course
13th, 14th and 15th February**

**10am to 12pm - with half an hour lunch
break - then 12:30pm to 14:30pm each day.**

**Community First East
Hampshire and Alton
Community Centre
working collaboratively to
bring you this relevant
training.**

**Alton Community Centre,
Amery Street, GU34 1HN**



Cost: £45 Voluntary Sector; £90 Others

You will be introduced to each session and after which it will cover the following topics over the three-days:

- Role and responsibility of the first aider;
- Incident Management and Recording Incidents;
- Management of the Unconscious Casualty;
- Resuscitation in: Adults, Children and Babies;
- Choking Management;
- Blood Loss and Shock;
- Contents of first aid kits;
- Management of Burns;
- The Causes of Unconsciousness in adults, children and babies;
- Injuries to Bones and Joints;
- Management of Suspected Spinal Injuries;
- Sprains and Strains;
- Management of illnesses;
- Recognition of Diseases;
- Administration of Medicines.



Upon successful completion of the course each candidate will be awarded a Certificate under the Health & Safety Regulations Act (First Aid) which will be valid for 3 years from the date of issue.

Inter Agency Forum—Greening Your Organisation

Come to the inter agency forum to learn how to make your organisation green.

Partnered with Havant Council of Community Service.

Date Wednesday 22nd February

Time 10:00–12:00

Venue St Johns Church Hall,
Rowlands Castle, PO8 6DF



Training Course Booking Form



PERSONAL					
Please complete one form per delegate per course					
Name:				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other ...			Date of Birth	/ /
When did you last attend a training course?				<input type="checkbox"/> in last 3 yrs	<input type="checkbox"/> over 3 yrs ago
Have you been permanently resident in the EU for the last 3 years?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Requirements (eg access, communication, learning, dietary)					
ORGANISATION					
Name of Organisation					
Organisation Address:					
Organisation Post Code:					
Organisation Tel No:			Org. Email:		
Home Address:			Home Tel:		
Home Post Code:			Mobile:		
			Pers. Email:		
Role of Organisation	<input type="checkbox"/> Charity or Voluntary	<input type="checkbox"/> Statutory	<input type="checkbox"/> Social Enterprise	<input type="checkbox"/> Business Sector	<input type="checkbox"/> Other
COURSE					
Course Title / Course Date					
What would you like to achieve from this course? (please state at least 2 of your key objectives)					
1:			2:		
If you are paying a concessionary fee please indicate the reason below and supply supporting evidence:					
Receiving Pensions Credit			Older learner (date of birth given as evidence)		
Receiving Income based Job Seekers Allowance			Asylum seeker or their dependant		
Receiving Working Tax Credit Income limit £16,190			Receiving income-related employment and Support Allowance		
Receiving Council Tax or Housing Benefit			Local provider policy		
Other. Please specify:					
BOOKING					
Discounts	All courses are heavily subsidised by our Funders; however further discounts are available - please contact the Learning & Development Coordinator in confidence.				
Cancellation	Failure to attend a booked place, or failure to cancel within 2 weeks of the course taking place, may result in your organisation being invoiced for the full cost of that place. FREE courses: we would appreciate you letting us know 2 weeks before the start of the workshop if you are unable to attend.				
Data Protection	The information requested above helps to show how funding is being used and to plan improvements to courses. The information you provide will be passed to the Skills Funding Agency. The SFA is responsible for funding, planning and encouraging training in England and is registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes.				
Payment	<input type="checkbox"/> Cheque enclosed - payable to 'Community First East Hampshire' <input type="checkbox"/> Please invoice <input type="checkbox"/> Free				
Return to	Community First East Hampshire, The Tilmore Centre, 1 Tilmore Road, Petersfield GU32 2HG		Tel Fax Email	01730 710017 01730 710117 bookings@cfeg.org.uk	

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