



**AUTUMN / WINTER TRAINING
PROGRAMME
September – December 2010**

VCS - Lincoln is putting on some free training over the coming months aimed at both volunteers and volunteer hosting organisations. All courses are being held at:

The Healthy Hub, Beaumont Fee, Lincoln
LN1 1UW

Places are limited and will be allocated on a strictly first come, first served basis. To book places, or for more information, please contact VCS on

Tel: 01522 551683

Email: info@volunteercentrelincoln.org.uk

This training programme is also available on our website:
www.volunteercentrelincoln.org.uk



Volunteer Centre
Lincoln

When?	Courses	Where?
<p>Tuesday 7th Sept 2010</p> <p>10.00 – 1.00</p> <p>FREE</p>	<p>Confidence building with Margaret Nicol from Medway Training Associates and funded through the GROW Project, in partnership with VAEL.</p> <p>Feeling confident in yourself and your own abilities can be a challenge, especially when facing something new in your life. This popular course will help to equip you with some essential techniques in becoming more assertive in your dealings with other people and new situations.</p>	<p>New Life Centre Beaumont Room</p> <p>12 places available</p>
<p>Tuesday 28th Sept 2010</p> <p>10.00 – 1.00</p> <p>FREE</p>	<p>Dealing with conflict with Lisa Garthwaite from Lincolnshire Mediation</p> <p>An introductory course for anyone who would like to be more confident in dealing with conflict. There will be the chance to learn about what conflict is and how it can affect you, as well as looking at different styles for dealing with conflict. There will also be opportunity to consider communication skills, empathy and dealing with anger.</p>	<p>New Life Centre Wigford Room</p> <p>12 places available</p>
<p>Thursday 30th Sept 2010</p> <p>9.30 – 4.30 Lunch Provided FREE</p>	<p>Successful presentation skills with Sue Nock</p> <p>Brilliant public speaking is a gift! Competent speaking, however needs only knowledge and confidence. This proactive course aims to provide both, by introducing delegates to the basic techniques involved and some professional tips to help you on your way. We hope you will be able to join us for this enjoyable course.</p>	<p>The Healthy Hub Conference Room</p> <p>12 places available</p>
<p>Tuesday 5th Oct 2010</p> <p>10.00-1.00</p> <p>FREE</p>	<p>Understanding and working with ADHD with Sharon O'Dell from Lincoln ADHD Support Group.</p> <p>This workshop will give an overview of the issues connected with this condition and is useful for anyone working with clients and individuals who may have ADHD. This promises to be a lively and informative session.</p> <p>Feedback from previous workshops:- "Excellent course that gave us lots of positive information" "Friendly, fun and informative"</p>	<p>New Life Centre Lincoln Room</p> <p>20 places available</p>
<p>Tuesday 12th Oct 2010</p> <p>9.30-4.30 Lunch provided</p> <p>£10</p>	<p>Emergency first aid in the workplace with a Trainer from L.I.V.E.S.</p> <p>This popular course will take delegates through legislation as well as the essentials of first aid in the workplace. This will be a highly interactive and practical session and each delegate will receive a certificate and a first aid handbook. We will be asking organisations for a £10 contribution per person, on booking a place on this course. Numbers are limited, so please hurry to book a place.</p>	<p>The Healthy Hub Conference Room</p> <p>12 places available</p>
<p>Thursday 21st Oct 2010</p> <p>10.00-12.00</p> <p>FREE</p>	<p>Introduction to volunteer management with Dianne Slapp, Area Co-ordinator VCS Lincoln</p> <p>This course is a good starting point if you are considering taking on volunteers, or if you are new to managing them. It will also provide a useful refresher to anyone already supporting volunteers, but looking for further inspiration. By the end of the morning, you will have a good overview of the essentials of working with volunteers, including background on support needs, policies and developing volunteering opportunities. There will be plenty of information to take away with you. Come prepared for a highly interactive session.</p>	<p>New Life Centre Wigford Room</p> <p>12 places available</p>

When?	Courses	Where?
<p>Wednesday 3rd Nov 2010</p> <p>10.00-1.00</p> <p>FREE</p>	<p>Running meetings and minute taking with Ed Hollamby from ESH Consultancy and funded through the GROW Project, in partnership with VAEL.</p> <p>Minute taking is a skill and can be daunting if you are starting out. This course will provide you with some helpful tips and techniques for keeping accurate records of meetings. You will also receive an overview of how meetings are conducted and the preparation that needs to go into them. Places are limited, so book early!</p>	<p>ESH Consultancy Unit 5, 22 The Green</p> <p>Nettleham 15 places available</p>
<p>Tuesday 9th Nov 2010</p> <p>10.00-1.00</p> <p>FREE</p>	<p>Race equality and cultural competency training (Session 1) with LCDP</p> <p>The first of three sessions of training in this essential area. The next training sessions will take place on. It is important that delegates register on all three sessions. The training will enable delegates to develop their understanding of inequality and cultural difference and relate this to their own service areas and clients. The intention is to support organizations in delivering culturally appropriate services and strategies and promote a best practice approach.</p>	<p>New Life- Centre Wigford Room</p> <p>12 places available</p>
<p>Wednesday 10th Nov 2010</p> <p>10.00-1.00</p> <p>FREE</p>	<p>Good practice in volunteer management with Dianne Slapp</p> <p>This new course is aimed at anyone with responsibility for managing volunteers and drawing up policies and procedures. We will explore some of the underlying frameworks and paperwork involved in managing volunteers, including: policy packs, volunteer handbooks, volunteer agreements, and other good practice hints and tips.</p>	<p>The Healthy Hub Meeting Room 1</p> <p>12 places available</p>
<p>Wednesday 17th Nov 2010</p> <p>10.0 – 1.00</p> <p>FREE</p>	<p>Race equality and cultural competency training (Sessions 2 & 3) with LCDP</p> <p>The final two sessions of training in this essential area. It is important that delegates have already attended the first session.</p> <p>Please see details for Tuesday 9th November 2010.</p>	<p>The Healthy Hub Meeting Room 1</p> <p>12 places available</p>
<p>Thursday 18th Nov 2010</p> <p>10.00– 1.00</p> <p>FREE</p>	<p>Risk assessment workshop with Ed Hollamby from ESH Consultancy</p> <p>A safe working environment is essential for any organisation. This course will help you to get to grips with the whole area of risk management. If this is a subject that is new to you, or if you simply want to receive some best practice hints and tips, then this is the session for you. It is aimed at anyone with responsibility for projects, whether members of staff, volunteers, or trustees.</p>	<p>ESH Consultancy Unit 5, 22 The Green</p> <p>Nettleham</p> <p>15 places available</p>
<p>Tuesday 30th Nov 2010</p> <p>10.00– 3.30</p> <p>Lunch provided FREE</p>	<p>Management committees: an introduction with Dianne Slapp, Area Co-ordinator VCS Lincoln</p> <p>This course will help you to find out more about the roles, responsibilities and skills needed for being part of a management committee. We will be looking at the functions of a committee, unpacking some of the jargon and exploring key roles. This is an ideal session for those new to management committees, but is also helpful for those who would like some refresher training.</p>	<p>New Life Centre Beaumont Room</p> <p>12 places available</p>

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