



**Lincs2gether**

---

## TRAINING BROCHURE

---

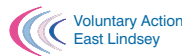
January - March 2009

**Lincs2gether** is an ESF (European Social Fund) project being delivered in partnership between Urban Challenge, Community Lincs, South Lincolnshire CVS (Community and Voluntary Service) and VAEL (Voluntary Action East Lindsey). This is a two year project ending in December 2010. It is aimed at the voluntary and community sector to enable small/medium organisations to deliver public sector projects and services.

**Lincs2gether** will be offering training and a mentoring scheme to the small/medium voluntary and community organisation, enabling them to be in a stronger position to either bid directly or work in partnership on public sector projects and services.

The following brochure consists of training being offered via the partnership and also details training being undertaken by the individual organisations.

This brochure is produced in association with



### KEY TO SYMBOLS USED IN THIS BROCHURE



Course title



Date



Time



Venue








Cost



Course information


**To book on the following courses please contact:** Jenny Stone - Community Lincs, The Old Mart, Church Lane, Sleaford, Lincs NG34 7DF **Tel:** 01529 302466 **Email:** jenny.stone@communitylincs.com

 Understanding the COMPACT  27.02.09  10.00-12.00  Screddington Community Centre  FREE

 An opportunity to learn about the role of the COMPACT nationally and in Lincolnshire

 Food Hygiene Level 2 Certificate  05.03.09  9.30-4.30  Hemingby Village Hall  FREE lunch provided

 Designed for any person who handles food as part of their job. Candidates will receive a Chartered Institute of Environmental Health qualification. The qualification is recognised by the Hospitality & Catering Industry and Environmental Health Depts.

 Effective Communication  18.03.09  10.00-2.30  VCS NK Sleaford  FREE lunch provided

 To enable organisations to deliver messages with impact; using the media to build a reputation, and influencing people through personal communication by understanding the differing learning styles of people to influence.

---

**To book on the following courses please contact:** Lorraine Lenton - South Lincs CVS, The Len Medlock Volunteer Centre, St Georges Road, Boston, Lincs PE21 8YB **Tel:** 01205 315905 **Email:** lorraine.l@southlincscvs.org.uk

 Reducing barriers to volunteering  30.01.09  9.30-1.00  Len Medlock Centre, Boston  FREE

 To recognise the barrier people may have to face. To explore the difficulties people may have and to identify how an organisation can reduce those barriers.

 Difficult volunteer situations  04.03.09  9.30-1.00  Len Medlock Centre, Boston  FREE






 To identify what constitutes a difficult volunteer situation. To explore the impact that a difficult volunteer situation can have on organisations. To explore various solutions to deal with difficult volunteer situations.

---

**To book on the following courses please contact:** Dianne Slapp - VCS (Voluntary Centre Services) Lincoln, The Healthy Hub, Beaumont Fee, Lincoln LN1 1UW **Tel:** 01522 551683 **Email:** info@volunteercentrelincoln.org.uk


 Roles & Responsibilities of Trustees  14.01.09  9.30-4.00  The Healthy Hub, Lincoln  FREE lunch provided






 To enable participants to understand the key responsibilities of being a charity trustee; tools for developing an effective board of trustees; responsibilities of chairperson and secretary; running effective meetings; recruiting new trustees.

 Equal Opportunities Training  10.02.09  9.30-4.30  The Healthy Hub, Lincoln  FREE lunch provided

 Overview of essential legislation, policies, procedures and action planning. Each participant will be encouraged to consider their own work environment and will receive a workbook.

 Risk Assessment Workshop  25.02.09  9.30-1.00  The Healthy Hub, Lincoln  FREE

 To help organisations to get to grips with the whole area of risk management, including best practice hints and tips. Aimed at anyone with responsibility for projects, staff or volunteers.

 Volunteers & The Law  11.03.09  10.00-3.00  The Healthy Hub, Lincoln  FREE lunch provided

 An essential course for volunteer hosting organisations, providing a thorough overview of the issues and useful hints and tips for best practice, including a wealth of information.

 Change Management  24.03.09  9.30-1.00  The Healthy Hub, Lincoln  FREE

 Within the voluntary sector, the way we manage change is vital. This workshop looks at how people within your organisation are likely to change and shares best practice about how best to involve others and to minimise difficulties.

---

**To book on the following courses please contact:** Ken Syrett - VAEL (Voluntary Action East Lindsey), Lindum House, 10 Queens Street, Spilsby, Lincs PE23 5JE **Tel:** 01790 720000 **Email:** kens@vael.org.uk

 Risk Assessment  12.03.09  9.30-12.00  Living Well Project, Louth  FREE

 To help organisations to get to grips with the whole area of risk management, including best practice hints and tips. Aimed at anyone with responsibility for projects, staff or volunteers.


 Health & Safety  19.03.09  9.30-3.30  Living Well Project, Louth  FREE

 The course covers all of the aspects of the Health & Safety at Work Act 1974 that is required by law in order for employers and employees to carry out their job in a safe and competent manner. Candidates receive a Health & Safety certificate.

---






**To book on the following courses please contact:** Steph Bristow - VCS North Kesteven, 26 Carre Street, Sleaford, Lincs NG34 7TR **Tel:** 01529 308450 **Email:** info@volunteercentrenk.org.uk

 Introduction to working with the media  04.02.09  10.00-4.00  VCS NK Sleaford  FREE lunch provided






 A day long workshop intended for people who have never dealt with the media or who have only limited experience. It covers how journalists work, meeting their needs to meet your own, identifying news, writing news releases and includes extensive opportunity for delegates to experience and practice the skills required.


The following training is NOT part of the **Lincs2gether** project, but is training offered via the partner organisations. Please note this training may have some restrictions and may not be available to everyone across the county. This is often in part to who funds the courses and their objectives. If you are interested in any of the training, please contact the relevant organisation as detailed and they will be able to advise you further.






**To book on the following courses please contact:** Dianne Slapp - VCS (Voluntary Centre Services) Lincoln, The Healthy Hub, Beaumont Fee, Lincoln LN1 1UW **Tel:** 01522 551683 **Email:** info@volunteercentrelincoln.org.uk


 **Choosing Credit**  22.01.09  10.00-12.00  The Healthy Hub, Lincoln  FREE






 Looking at options for borrowing, pros & cons for different types of borrowing and making good credit choices.

 **Dealing with your bills**  29.01.09  10.00-12.00  The Healthy Hub, Lincoln  FREE






 Covers common reasons for unpaid bills and debts, what can happen if you don't pay bills, how to prioritise bills in an everyday situation, ways of increasing income and sources of advice.

 **Dealing with conflict**  04.02.09  10.00-4.00  The Healthy Hub, Lincoln  FREE



 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.


 **Managing your money**  05.02.09  10.00-12.00  The Healthy Hub, Lincoln  FREE






 Covers items to include in your budget, completing a budget sheet and ways of increasing income.

 **Energy best deal**  12.02.09  10.00-12.00  The Healthy Hub, Lincoln  FREE

 Help to shop around to get the best energy deal for you. Advice on taking advantage of help available with your energy bills.

 **Appointed Person First Aid training**  24.02.09  9.30-4.00  The Healthy Hub, Lincoln  £10 lunch provided

 Legislation and the essentials of first aid in the workplace. This is a highly interactive session and each delegate will receive a certificate and a first aid handbook.

 **Saving Christmas**  26.02.09  10.00-12.00  The Healthy Hub, Lincoln  FREE

 Look at practical ways to save for Christmas 2009, including the best places to save your money.

 **Attracting young people as volunteers**  19.03.09  10.00-3.00  The Healthy Hub, Lincoln  FREE


 Aimed at any organisation wanting to work with volunteers under the age of 25. We will consider potential barriers and how to remove these, as part of an interactive session.

**To book on the following courses please contact: Steph Bristow - VCS North Kesteven, 26 Carre Street, Sleaford, Lincs NG34 7TR Tel: 01529 308450 Email: info@volunteercentrenk.org.uk**


 **Safer Food Better Business**  21.01.09  9.30-1.00  VCS NK Sleaford  FREE Lunch provided

 Learn about the current guidelines & regulations surrounding Food Safety and Hygiene and perhaps clear up a few myths.


 **Governance & Management Committees**  26.02.09  9.30-1.00  VCS NK Sleaford  FREE

 Half day workshop aimed at trustees & management committee members. Find out how to run an effective group, roles & responsibilities of committee members, being an effective chairperson & other governance issues for voluntary sector organisations.


 **Writing successful funding applications**  12.03.09  10.00-3.00  VCS NK Sleaford  FREE Lunch provided

 Workshop aimed at small organisations & anyone who is new to applying for funding through grant schemes. Covers the basics of how to find the right funding programmes, understanding funding criteria and how to write your application to boost your chances of getting the cash you need.






 **Tax Effective Giving - make giving go further**  26.03.09  10.30-4.00  Solo Club, Sleaford  FREE Lunch provided

 A one-off opportunity for small Lincolnshire charities to benefit from this Institute of Fundraising workshop, hosted by VCS NK. Learn how to use tax relief to maximise your income. Covers how to make the most of Gift Aid, legacies, payroll giving schemes and other forms of voluntary income.

 **Presentation Skills**  26.03.09  9.30-1.00  VCS NK Sleaford  FREE

 Half day workshop for people new to making presentations or speaking in public. It covers preparation and structure of presentations, public speaking hints and tips, advice on controlling nerves and use of support tools.

**To book on the following courses please contact: Ken Syrett - VAEL (Voluntary Action East Lindsey), Lindum House, 10 Queens Street, Spilsby, Lincs PE23 5JE Tel: 01790 720000 Email: kens@vael.org.uk**

 **Food Hygiene & Food Safety**  28.01.09  9.30-3.30  Mablethorpe Learning Centre  FREE










 03.02.09  9.30-3.30  VAEL Spilsby  FREE

 04.02.09  9.30-3.30  Alford Manor House  FREE





















 11.02.09  9.30-3.30  Chapel St Leonards Access Centre  FREE

 28.02.09  9.30-3.30  Living Well Project, Louth  FREE






- Course covers all aspects of the Food Hygiene Act 1990. It includes the legal obligations and penalties which are placed on employers and employees. It is designed for any person who handles food as part of their job. Candidates receive a certificate in Food Safety.

 Health & Safety	 18.02.09	 9.30-3.30	 Alford Manor House	 FREE
	 19.02.09	 9.30-3.30	 Chapel St Leonards Access Centre	 FREE






- The course covers all the different aspects of Health & Safety at Work Act 1974 that is required by law in order for employers and employees to carry out their job in a safe and competent manner. Candidates receive a Health & Safety Certificate.

 First Aid for an Appointed Person	 14.01.09	 9.30-3.30	 Admiral Rodney Hotel, Horncastle	 FREE
	 21.01.09	 9.30-3.30	 Mablethorpe Learning Centre	 FREE
	 27.01.09	 9.30-3.30	 Holy Trinity Church Hall, Louth	 FREE
	 16.02.09	 9.30-3.30	 Holy Trinity Church Hall, Louth	 FREE
	 25.02.09	 9.30-3.30	 Alford Manor House	 FREE

- Course designed to give the individual a basic knowledge of first aid and the confidence in order to be able to take charge of a medical situation. There is a practical element in this course. Candidates receive an Appointed Person Certificate.

 Essential Marketing	 22.01.09	 9.30-12.30	 Roseberry Family Centre, Skegness	 FREE
---	--	--	---	--






- A course that is designed to help people who either wish to take up a business for the first time, or, who are in business but find they work very hard for little return.

 Telephone Skills	 29.01.09	 9.30-3.30	 Roseberry Family Centre, Skegness	 FREE
--	--	---	---	--

- One day course designed to help the delegate focus on their objectives & achieve them for both incoming & outgoing calls.

 Paediatric First Aid	 12+14.02.09	 9.30-3.30	 Living Well Project, Louth	 FREE
--	---	---	--	--

- 2 day course is for any person who needs it as a prerequisite for looking after children and/or babies such as childminders, pre school, nurseries, or for any person or agency who's work with children or babies requires a certificate.

 Equality & Diversity	 19.02.09	 TBA	 VAEL Spilsby	 FREE
---	---	--	---	---

- Course covers definitions of equal opportunities, how to develop an equal opportunity policy, stages & effect of change in an organisation, key groups & individuals in the change process, monitoring & evaluation of an equal opportunities policy.

Fire Safety	12.01.09	9.30-3.30	Roseberry Family Centre, Skegness	FREE
	05.02.09	9.30-3.30	Holy Trinity Church Hall, Louth	FREE

Covers all aspects of fire legislation in the workplace - fire evaluation procedures, plans and the practical use of fire fighting equipment and includes fire marshal training. Candidates receive a certificate in Fire Safety and Fire Marshall.

Events Management	17.01.09	TBA	Holy Trinity Church Hall, Louth	FREE
-------------------	----------	-----	---------------------------------	------

*Aimed at amateur event organisers staging events for the public & located in public spaces. Includes sessions on: Event risk assessment, health & safety, first aid & fire protection, safety planning & safety, advisory groups, traffic management, licensing act & marshals, stewards & volunteers.*

**To book on the following courses please contact:** Lorraine Lenton - South Lincs CVS, The Len Medlock Volunteer Centre, St Georges Road, Boston, Lincs PE21 8YB **Tel:** 01205 315905 **Email:** lorraine.l@southlincscvs.org.uk

Recruitment & retention of volunteers	15.01.09	Full Day	Kirton Town Hall	TBA
Voluntary Sector Management OCN Accredited Level 2	22.01.09 over 8 days	Full Day	The Foyer, Sleaford	£80

Course content includes, Personal development, funding, charity and employment law, governance, project planning, personnel management, finance and customer service. Runs over 8 consecutive days.

Researching & writing funding applications	27.02.09	Full Day	Voluntary Action, Rutland, Oakham	TBA
--	----------	----------	-----------------------------------	-----

**To book on the following courses please contact:** Jenny Stone - Community Lincs, The Old Mart, Church Lane, Sleaford, Lincs NG34 7DF **Tel:** 01529 302466 **Email:** jenny.stone@communitylincs.com

Community ownership of land, trusteeship & management	31.03.09	1.00-4.00	Cranwell Village Hall	FREE to LALC members £6 per person for non members
---	----------	-----------	-----------------------	---

Fields in Trust are trying to encourage more groups (such as Parish Councils) to protect local fields to ensure playing fields and recreational areas are considered in development and expansion plans. The course will also cover trusteeship and management trustees/custodian trustees, etc – to cover all angles of community ownership.