

## Harbourside Training Courses for Voluntary & Community Organisations – Spring 2011



Harbourside Training has put together its programme of courses for Spring 2011. Significant subsidies are available for voluntary & community groups. Full details can be found on the website at [www.actionfareham.org.uk/training](http://www.actionfareham.org.uk/training). To provisionally book a place or for more information, please e-mail Karen at [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or phone 01329 223145.

Spring courses at a glance:	Date	Venue
MiDAS Refresher	Tuesday 25 <sup>th</sup> January	Fareham
Emergency First Aider at Work	Wednesday 26 <sup>th</sup> January Monday 28 <sup>th</sup> February	Fareham Emsworth
MiDAS (Minibus Driver Awareness Scheme)	Tue 8 <sup>th</sup> & Wed 9 <sup>th</sup> February Tue 8 <sup>th</sup> & Wed 9 <sup>th</sup> March	Fareham
Managing Volunteers	Wednesday 9 <sup>th</sup> February	Fareham
Food Hygiene Level 2	Thurs 10 <sup>th</sup> February	Fareham
Child Protection	Tuesday 15 <sup>th</sup> February	Fareham
Manual Handling	Monday 14 <sup>th</sup> March	Emsworth
Using the Media Effectively (Newspapers & broadcast media)	Thursday 17 <sup>th</sup> March	Gosport
Treasurer Training	Tuesday 22 <sup>nd</sup> March	Fareham
Chairing Meetings	Monday 28 <sup>th</sup> March	Fareham
Volunteers & the Law	Tuesday 5 <sup>th</sup> April	Fareham

We're also hoping to run an IT session on promoting your organisation using Facebook, Twitter etc, so look out for updates on our website.

### MiDAS Refresher – Tuesday 25<sup>th</sup> January 2011

If you drive a minibus for community use and already have a MiDAS certificate, you'll know that you'll need to take refresher training every 4 years.

If your certificate is coming up to its expiry date, we'll cover the theory and practical in one day, & then you'll be covered for another 4 years.

Time: 9am – 5pm

Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost for Standard: £55 (discounted to £45 for voluntary/community groups).

Cost for Accessible: £65 (discounted to £55 for voluntary/community groups).

Please bring your own lunch.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Emergency First Aider at Work (new version of Appointed Person course)

Every office or venue should have an appointed first aider, and if you hold events you'll want someone competent to deal with an emergency until help arrives.

Anyone working with people who are prone to accidents or illness will feel more confident if they have some first aid training.

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 in managing a first aid incident. A certificate will be issued that will be valid for 3 years. No prior knowledge is necessary. Our trainer is registered with the Health & Safety Executive.

*Topics covered:*

*First aid regulation and the law,*

*Managing an incident,*

*The importance of hygiene,*

*Recovery position, Resuscitation,*

*Treatment for bleeding & shock,*

*Heart attacks, strokes and angina,*

*Choking, seizures, minor injuries.*

Time: 9.30am - 3.30pm. Please bring your own lunch.

Date & Venue: Wednesday 26<sup>th</sup> January Fareham Community Church, 171-173 West Street, Fareham PO16 0EF.

Date & Venue: Monday 28<sup>th</sup> February The Emsworth Centre, 35-37 South Street, Emsworth, PO10 7EG.

Cost: £70 (discounted to £40 for voluntary/community organisations).

## MiDAS (Minibus Driver Awareness Scheme)

Does your organisation use minibuses? If not, would you find it useful to have drivers that could access community minibuses?

MiDAS is a national scheme to enhance the driving and passenger awareness skills of minibus drivers. Although it is not a legal requirement to have MiDAS to drive a minibus, it is increasingly being accepted as good practice, and most organisations operating minibuses insist on their drivers holding a MiDAS Certificate.

The training involves a classroom session followed by a separate driving assessment in our minibus. On completion a certificate is issued which lasts for four years, and which is recognised nationally as a common standard. It is not necessary for candidates to have prior experience of driving a minibus, although there are certain driving licence requirements - please contact us for further details.

Dates: Tue 8<sup>th</sup> & Wed 9<sup>th</sup> February

Tue 8<sup>th</sup> & Wed 9<sup>th</sup> March

Times: 9.15am to 4pm, followed by a driving assessment on the second day.

Venue: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost: Standard £60-£70, Accessible £70-£80.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Managing Volunteers - Wednesday 9<sup>th</sup> February 2011

This course will give an introduction to best practice in volunteer procedures, and is aimed at first time supervisors and new managers of volunteers.

Participants will have notes and handouts to take away with them. Our trainer, Sue Heath-Caldwell, is manager of Winchester Volunteer Centre.

No prior knowledge is necessary.

*Topics covered:*

*Role Descriptions,*

*Inductions,*

*Monitoring Performance,*

*Maintaining motivation,*

*Communication & Support.*

**Time: 9.30am - 1pm**

**Venue: Fareham Community Action, 163 West Street, Fareham, Hampshire PO16 0EF.**

**Cost: £50 (discounted to £20 for voluntary/community organisations).**

## Fundamentals of Food Hygiene - Thursday 10<sup>th</sup> February 2011

It is good practice for providers of kitchen facilities and anyone who prepares food for others to have knowledge of food hygiene & safety. On the successful completion of this course you will be awarded the Chartered Institute of Environmental Health (CIEH) Level 2 certificate in Food Safety and Catering.

No prior knowledge is necessary.

*Topics covered:*

*Food poisoning,*

*Types of bacteria,*

*Prevention of contamination,*

*Premises and pest control,*

*Cleaning and disinfection and the law,*

*High risk foods,*

*Risk assessment,*

*Personal hygiene requirements.*

**Time: 9.30am to 3.30pm**

**Venue: Fareham Community Church, 171-173 West Street, Fareham PO16 0EF.**

**Cost: £70 (discounted to £40 for voluntary/community organisations).**

Please bring your own lunch.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Child Protection - Tuesday 15<sup>th</sup> February 2010

The safe-guarding of children is paramount. All staff, paid or voluntary, and all committee members of organisations working with children need to understand their role in protecting children. They also need to be aware of good practice procedures and child protection policies. This course will provide participants with a thorough overview of these areas and give them confidence in providing a safer environment for children. No prior knowledge is necessary.

*Topics covered:*

*Why child protection procedures are important,  
How to recognise and understand abuse,  
How people can contribute to child protection,  
Organisational policies and good practice procedures,  
What people must do if they are concerned.*

Time: 9.30am - 1pm

Venues: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost: £50 (discounted to £20 for voluntary/community organisations).

## Manual Handling - Monday 14<sup>th</sup> March

This training is suitable for anyone in any work situation. Emphasis is on risk assessment and the dangers of ignoring proper manual handling rules. On completion of this course, students will know how to move and handle objects safely.

*Topics covered:*

*Spinal anatomy, relevant structure and function,  
Causes of back pain,  
Risk assessment,  
Base positions and movement,  
Relevant health & safety information.*

Time: 10am - 1pm.

Venue: The Emsworth Centre, 35-37 South Street, Emsworth, PO10 7EG.

Cost: £50 (discounted to £20 for voluntary/community organisations).

## Using the Media Effectively - Thursday 17<sup>th</sup> March 2011

Experienced broadcasting journalist Karen Woods will advise on how to interest reporters in your stories and win valuable coverage in newspapers, magazines and broadcast media. Delegates should choose a current issue/topic relevant to their work to practise with on the day. No prior knowledge is necessary.

*Topics covered:*

*Writing an effective press release,  
Tackling radio interviews,  
Establishing a PR or Communications plan,  
Writing articles for websites.*

Time: 10am - 1pm.

Venue: Gosport Voluntary Action, Martin Snape House, 96 Pavilion Way, Gosport PO12 1FG.

Cost: £50 (discounted to £20 for voluntary/community organisations).

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Treasurer Training - Tuesday 22<sup>nd</sup> March 2011

All trustees, and particularly treasurers, should have a basic understanding of the role and responsibilities of the treasurer. This training session will provide a guide to those responsibilities as well as explaining how to keep a record of what your organisation spends and receives over a period of time so that you can determine whether you are making a profit or a loss.

### *Topics covered:*

*Day to day record keeping,*

*Profit & loss accounts,*

*Reporting to the committee,*

*End of year requirements,*

*Charity Commission returns,*

*Gift aid.*

**Time:** 9.30am - 1.30pm

**Venue:** Community Action Fareham, 163 West Street, Fareham  
PO16 0EF.

**Cost:** £50 (discounted to £20 for voluntary/community organisations).

## Chairing Meetings Workshop - Monday 28<sup>th</sup> March 2011

This practical workshop is for anyone who is about to take on a role as chair or would like to be more confident and effective at chairing meetings. It is also suitable for those who may take on the role in the future. The session outlines the chair's role throughout the process.

### *Topics Covered:*

*Agenda preparation,*

*Keeping the meeting to time,*

*Controlling the meeting (and participants when necessary),*

*Best practice for chairing different types of meetings,*

*Adapting to different organisations and people,*

*Techniques in how to involve everyone and come to consensus decisions.*

**Time:** 9.30 - 12.30.

**Venue:** Community Action Fareham, 163 West Street, Fareham,  
PO16 0EF.

**Cost:** £50 (discounted to £20 for voluntary/community organisations).

## Volunteers & the Law - Tuesday 5<sup>th</sup> April 2011

This session provides an overview of the legal position of volunteers. It is aimed at managers of volunteers as well as volunteers themselves. Our trainer, Mark Restall, is a consultant and writer who specialises in volunteer management issues.

Topics Covered:

Legal position of volunteers,  
Avoiding creating employment relationships,  
Health and Safety,  
*Criminal record checks,*  
*Data Protection,*  
*Expenses,*  
*Copyright,*  
*Benefits,*  
*Volunteers from overseas.*

Time: 9.30am to 3.30pm

Venue: Fareham Community Church, 171-173 West Street, Fareham PO16 0EF.

Cost: £70 (discounted to £40 for voluntary/community organisations).

A light lunch will be provided.

To provisionally book a place or for more information please e mail [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or telephone 01329 223145.

We welcome any suggestions of courses that you feel would be useful for those working in the voluntary and community sector and also your ideas about how we can deliver courses to make them more accessible.

[www.actionfareham.org.uk/training](http://www.actionfareham.org.uk/training)



Supporting the Community & Voluntary Organisations  
From your local O.S in  
Fareham, Gosport, Portsmouth & Havant

Our thanks to Hampshire County Council and Fareham Borough Council for their support