



Amber Valley CVS Training Directory 2012

Amber Valley CVS 33 Market Place, Ripley, DE5 3HA
Telephone: 01773 512076 Website: www.avcvs.org

Training and Events Planner



For Voluntary and Community Groups in the Amber Valley Area
2012

Please Note:

If you would like a copy of the Training and Events Planner sent to you, via post or email, or you would like your training courses or events included in future planners, please contact:

Jo Glossop or the Admin Team on 01773 512076.

The Training Planner is also available to download at

www.avcvs.org

Amber Valley CVS

33 Market Place, Ripley, Derbyshire, DE5 3HA

Tel: 01773 512076 Fax: 01773 748688

Website: www.avcvs.org

Email: training@avcvs.org

Do you or your community group need training?



If so, we can provide specialised training tailored to your group's needs in a suitable venue. We can offer both accredited and non-accredited training in a variety of areas.

**For more information please call 01773 512076
Ask to speak to Jo Glossop, or e-mail training@avcvs.org**

Fees and Booking Process

For Amber Valley CVS training courses only, please complete and return the booking form enclosed in this planner. Please ensure you enclose the relevant fee. Please make cheques payable to Amber Valley CVS. You will then receive confirmation of your allocated place.

Booking a place with other providers:

Please make a note of the course you would like to attend and the contact details for who you need to book a place with. This will vary according to the different providers.

If you have any additional support needs that would help you to participate in our courses please let us know.

Contact Jo Glossop on 01773 512076 or training@avcvs.org

Please note:

Amber Valley CVS receive no specific funding to provide training courses.



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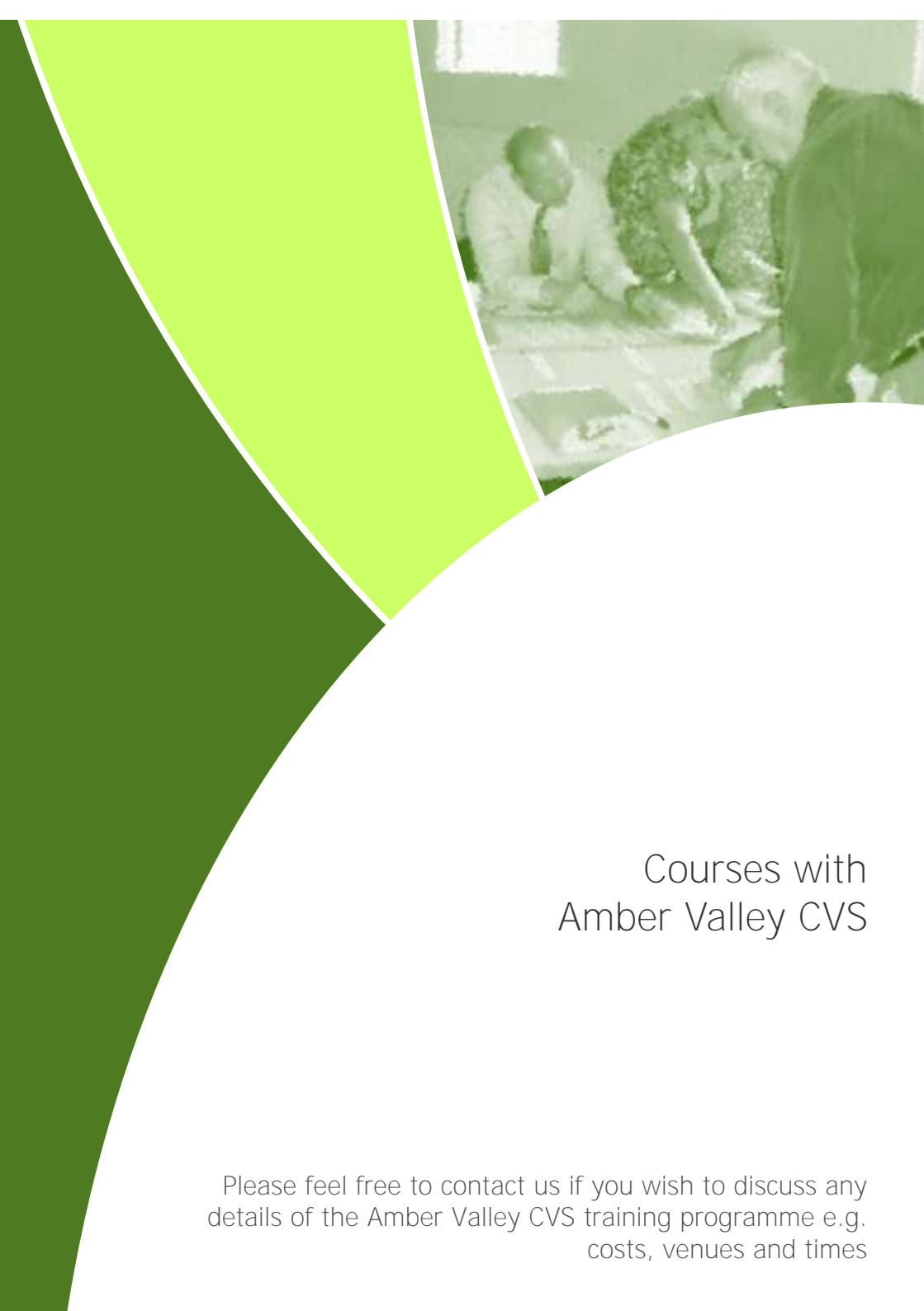
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Booking form: [Click here](#)

General Information

- Please contact the provider direct by using the specified contact information.
- We make every effort to provide accurate information about relevant training courses, but we cannot be held responsible for the quality of provision or accuracy of content.
- When booking courses with providers, please tell them that you obtained this information from Amber Valley CVS Training and Event Planner



Courses with Amber Valley CVS

Please feel free to contact us if you wish to discuss any details of the Amber Valley CVS training programme e.g. costs, venues and times

Befriending and Home from Hospital

Date: 09 Jan 2012 16 Jan 2012
23 Jan 2012 30 Jan 2012
Time: 1.00 - 3.00
Cost: FREE

Venue: Amber Valley CVS, Ripley

Provider: Amber Valley CVS



This four week course provides you with the basic skills needed to become a befriender. Each session is two hours long and will concentrate on a different aspect of befriending such as listening, communication skills, advice on health and safety and lone working.

(To complete this course, all sessions must be attended)



Contact: 01773 512076
training@avcvs.org

Introduction to Minute Taking

Date: 24 Jan 2012
Time: 1.00 - 4.00
Cost: £10 for AVCVS Members, £15 for
Non Members
Venue: Amber Valley CVS, Ripley

Provider: Amber Valley CVS



During this course you will learn how to use the various techniques to enable you to produce an accurate record of any meeting where minutes are required.



Contact: 01773 512076
training@avcvs.org

Introduction to Managing Volunteers and Staff

- Date:** 31 Jan 2012
- Time:** 9.30 - 12.30
- Cost:** £10 for AVCVS Members, £15 for Non Members
- Venue:** Amber Valley CVS, Ripley
- Provider:** Amber Valley CVS



The aim of this session is to look at the daily requirements of volunteer management. It will give you an overview of paperwork, insurance, expenses, benefits and legal awareness



Contact: 01773 512076
training@avcvs.org

Funding and Making Applications

- Date:** 20 Feb 2012
- Time:** 1.00 - 4.00
- Cost:** £40 for AVCVS Members, £45 for Non Members
- Venue:** Amber Valley CVS, Ripley
- Provider:** Amber Valley CVS



This session will help you identify potential sources of funding as well as looking at application forms, the skills required for fundraising, criteria of different funders and how to complete an application form.



Contact: 01773 512076
training@avcvs.org

Attracting and Recruiting Volunteers

- Date:** 22 Feb 2012
- Time:** 1.00 - 4.00
- Cost:** £10 for AVCVS Members, £15 for Non Members
- Venue:** Amber Valley CVS, Ripley
- Provider:** Amber Valley CVS



This session will help you identify the key elements of best practise involved in attracting and recruiting volunteers and also looks at ideas which could be used within your organisation.



Contact: 01773 512076
training@avcvs.org

Safeguarding Vulnerable Adults

- Date:** 06 Mar 2012 07 Mar 2012
- Time:** 1.00 - 4.00
- Cost:** £10 for AVCVS Members, £15 for Non Members
- Venue:** Amber Valley CVS, Ripley
- Provider:** Amber Valley CVS



Both sessions must be attended to complete the course. Does your group have or work with vulnerable adults? These sessions will provide information on Derbyshire's multi-agency definition of vulnerable adults, and the categories of abuse covered within Derbyshire's agreed policies and procedures.



Contact: 01773 512076
training@avcvs.org

Befriending and Home from Hospital

Date: 08 Mar 2012 15 Mar 2012
22 Mar 2012 29 Mar 2012
Time: 5.00 - 7.00
Cost: FREE

Venue: Amber Valley CVS, Ripley

Provider: Amber Valley CVS



This four week course provides you with the basic skills needed to become a befriender. Each session is two hours long and will concentrate on a different aspect of befriending such as listening, communication skills, advice on health and safety and lone working.

(To complete this course, all sessions must be attended)



Contact: 01773 512076
training@avcvs.org

Committee Skills

Date: 14 Mar 2012
Time: 9.30 - 12.30
Cost: £10 for AVCVS Members, £15 for
Non Members
Venue: Amber Valley CVS, Ripley

Provider: Amber Valley CVS



This training session will help you to gain the skills and knowledge to form and run a committee and hold effective meetings. This is ideal for committee members for new or existing groups.



Contact: 01773 512076
training@avcvs.org

Managing Difficult Volunteer Situations

Date: 19 Mar 2012
Time: 1.00 - 4.00
Cost: £10 for AVCVS Members, £15 for Non Members
Venue: Amber Valley CVS, Ripley
Provider: Amber Valley CVS



This session will help you identify what a difficult volunteer session is and what impact this might have on your organisation and potential solutions including exit strategies.



Contact: 01773 512076
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Events within Amber Valley

Please feel free to contact us if you wish to discuss any details of the Amber Valley CVS training programme e.g. costs, venues and times

Volunteer Organisers Forum

- Date:** TBC
- Time:** TBC
- Cost:** FREE - Refreshments provided
- Venue:** TBC
- Provider:** Amber Valley CVS



The Volunteer Organisers Forum is an opportunity to get up to date information relevant to anyone in the role of working with volunteers and to share issues and good practice around managing volunteers.



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Other Courses and Events

Please feel free to contact us if you wish to discuss any details of the Amber Valley CVS training programme e.g. costs, venues and times

Southern Derbyshire
Health and Social Care Forum

Date: TBC

Time: TBC

Cost: FREE

Venue: TBC

Provider: AVCVS, DDCVS, ECVS, SDCVS



The forum has been formed by a partnership of Amber Valley, Derbyshire Dales, Erewash and Southern Derbyshire CVSS' in order to ensure that there is a clear route for the Voluntary and Community sector (VCS) to communicate with Health and Social Care providers such as the Primary Care Trust and County Council.



Contact: 01773 512076 or 01283 219761
angelaquinn@avcv.org or
pamw@sdcv.org.uk