

training NEWHAM

Information on low-cost and free training available for voluntary and community groups

Issue 6

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We are pleased to release issue 6 of "Training Newham", the quarterly electronic training information bulletin produced by Advance to Deliver (A2D) project. The reader will find training opportunities that cover the period from January to March 2012. Most of the training courses in this issue either available free or charging affordable fees for the majority of the groups.

Training Newham will be issued in advance and the next issue will cover April, May and June 2012. We are sincerely happy to advertise for you free of charge, your training courses, seminars, workshops or any other event that you want to publicize if you submitted it by mid of April this year..

If you wish to participate in any of the courses and events included in this bulletin, please contact the event provider or organiser directly using the booking details for each event. We do not hold more details than what has been included in this bulletin.

Please give us your feedback about the quality of editing or any relevant comments for improvement by using the feedback form at the back of this issue.

For more information about the Training Newham bulletin or if you want to advertise for your training courses, please contact **Ahmed Ballah** on Tel: 020 8536 3823/ mobile: 07903541280/ Fax: 020 8534 4498 or email: ahmed.ballah@aston-mansfield.org.uk

The Advance to Deliver (A2D) Project: Supporting new and emerging community groups in Newham

The Advance to Deliver (A2D) project is funded by The Big Lottery until July 2012 and aims to provide free support to new and emerging groups in the London Borough of Newham on a range of issues such as governance, fundraising, volunteering development and project planning.

Three Development Officers based with Newham Voluntary Sector Consortium (NVSC), The Forum for Health and Wellbeing and Aston Mansfield Community Involvement Unit will work across the Borough proactively engaging new and small community groups in defining their organisational development needs and work with them to provide tailored and creative support and follow up to meet those needs.

The project also identifies frontline organisations that can and are willing to collaborate to add value to their work and supporting this partnership development through a number of annual networking events. The A2D project will also develop the skills, knowledge and ability of capacity builders and community development workers in Newham, through specialist training, action learning sets and practical application of learning from this project.

The project has been delivering a series of workshops and seminars on monthly basis for the past two years and still planning to deliver more events until July. These will include project development, meet the funders, Legal issues around governance, Recruiting and developing trustees, and Equality. Details are available on each of the delivery partners' websites.

TRAINING NEWHAM is produced by the Advance 2 Deliver project



January

Representing the 3rd Sector Training: Skills for Effective Representation.

Date: 17/01/2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: The purpose of this training is enable participants to feel confident to represent the third sector at a strategic level. By the end of the course, participants will learn the following outcomes

- Clarifying the role and function of the Voluntary Community Sector representation locally
- Developing skills required for effective representation
- Improve effectiveness as a Voluntary Community Sector Representation locally

Who is it for? The course is suitable for who represent registered charity or constituted group providing services for children or young people and based in Newham.

Time: 9:30 – 2:00

Cost: Free

Venue: John Geoffrey's Room, Newmartin Building, 25 Cloughton Road, Plaistow, E13 9PN

Booking details: Registration forms are available from: kristianb@ncytrust.org

Using "Solution Focused" Approaches in Working with Children & Young People

Date: 17/01/2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: The solution-focused model provides a flexible framework for interaction with people. This session is tailored to examine how you can make effective use of these techniques. The learning outcomes will be:

- Exploring basic solution focused premises and components to increase understanding of how the model works
- Exploring how the model can be used in working with young people
- Setting goals and targets to enable practitioners to bring their learning to bear in the work place

Who is it for? The course is suitable for anyone working or volunteering with children and young people in a formal or informal setting.

Cost: £49 per person. If you live in Newham and work for voluntary, private or independent sector offering service to young people you may be eligible to a training bursary for this event. You need to allow at least 2 weeks for processing the bursary.

Time: 4:30pm – 8:00pm

Venue: Stratford, London, E15 4EA

Booking details: Booking is online: <http://www.15billion.org/training-directory/dir/listing/86>
Email: training@15billion.org
Tel: 020 8536 3630

Commissioning: Are you ready?

Date: 18 & 19 /01/2012

Course provider: Accounting for Community Enterprises (ACE)

Course contents: Day 1 will cover commissioning, procurement, tendering and contracting. Day 2 is about budgeting, ensuring your budget covers all of your costs. The learning outcomes will be:

- Learn how to complete the commissioning, procurement, tendering, and contracting cycle.
- Explaining different types of costs.
- The effects of projects starting and finishing
- Full cost recovery budgeting.

- A practical exercise in full cost recovery budgeting using excel template

Who is it for? Staff, trustees and volunteers of voluntary and community organisations

Time: 10:00 – 2:30

Cost: £25 per person

Venue: Community House, 19/21 Eastern Road, Romford, RM1 3NH

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk

Getting Induction Right

Date: 24/01/2012

Course provider: The Learning Organisation Development Team

Course contents: This workshop will support managers to provide high quality induction for new staff, ensuring that requirements relating to the Skills for Care Induction are met by all new staff. Participant will learn the following:

- Understand management responsibility in relation to induction
- Know the different ways in which induction can be structured
- Know resources available to support good induction
- Know how to provide evidence of effective induction
- Know how to motivate and encourage new workers to develop good working practices

Who is it for? This course is for people working for social care and working with Newham residents only.

Time: 9:30 – 4:30

Cost: free but there are cancelation fees of £100

Venue: The Credon Centre

Booking details: Email:

training.administration@newham.gov.uk Post: The Credon Centre, Kirton Road, Plaistow, London, E13 9BT/ Tel: 020 3373n 6004 or 020 3373 6575

Project development & Risk Analysis

Date: 25/01/2012

Course provider: A2D

Course contents: This is a free basic training course has been identified as a need by staff, managers and trustees of community groups in Newham during a survey conducted last year. The course is aimed to achieve the following benefits:

- Understanding how to change your ideas into a project development.
- Understanding the definition of a project
- Understanding how to develop a (SMART) project..
- Know how to manage a project including monitoring and evaluation
- Know who the project stakeholders are and how to be involved in implementing a project.
- Understanding how to identify, assess and manage risk.

Who is it for? The course is suitable for volunteers, staff, and managers working with community groups.

Time: To be confirmed

Cost: Free

Venue: Durning Hall, Earlham Grove, London, E7 9AB

Booking details: Please contact:

Ahmed: 020 8536 3823/ ahmed.ballah@aston-mansfield.org.uk

Alda: 020 8519 9500/ alda@nvsc.org

Jatinder: 020 7473 9515/ Jatinder.bahra@bemccf.org.uk

Jannatha: 020 8536 3807 jannatha.hussain@aston-mansfield.org.uk

Business Planning

Date: 25/01/ 2012

Course provider: ACE

Course contents: This course is about how to prepare and present a business plan. It covers:

- What's a business plan?
- How to get started preparing a business plan
- Easy to follow steps for preparing a business plan
- Presenting a business plan

Who is it for? Staff, trustees and volunteers of voluntary and community organisations

Time: 10:00am to 1:00pm

Cost: £10 per person

Venue: Starting Point, 16 Pickering Road, Barking, IG11 8PG

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk

Building Effective Evaluation & Planning

Date: 26/01/2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: This 1/2 day workshop is aimed at demystifying planning and evaluation, reflecting on what these approaches can tell and how we can use them effectively. Different models will be explored and terms such as outputs, outcomes and indicators will be clarified. Participants will:

- Be aware of different evaluation models that can be applied in the work
- Clarify their understanding of the terms used within evaluation and monitoring
- Apply their understanding to current practice to assess whether their provision is having an impact
- Look at ways that information from evaluation of practice and data gathering can be used to demonstrate effectiveness of the service provided.

Who is it for? The workshop is aimed at a wide range of practitioners and managers who work with children and young people.

Time: 1:00pm – 4:30pm

Cost: £49 per person. If you live in Newham and work for voluntary, private or independent sector offering service to young people you may be eligible to a training bursary for this event. You need to allow at least 2 weeks for processing the bursary.

Venue: Stratford, London, E15 4EA

Booking details: Booking is online: <http://www.15billion.org/training-directory/dir/listing/86>
Email: training@15billion.org
Tel: 020 8536 3630

Making Time.

Date: 31/01/2012

Course provider: BTEG

Course contents: This course will consider how you can use your time more effectively, particularly by changing your responses in three key areas, prioritisation, guarding your time and organising. The teaching method will be a mixture of trainer input, discussion, exercises and small group work. By the end of the course you will learn the following:

- An understanding of the principles of effective time management
- Ideas on how to effectively plan your time
- Strategies for reducing time wastage.

Who is it for? This course is aimed at staffs who want to manage their time more effectively.

Time: All day

Cost:
Organisations with 0-5 paid staff £70
Organisations with 6-30 paid staff £85
Organisations with 31+ paid staff £110

Venue:

Booking details: Email: courses@bteq.co.uk

February

Young People & Homelessness

Date: 02/02/2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: This course aims to enable participants to support young people with homelessness and accommodation issues. It will also help to develop an understanding of Housing Act and its legislative usefulness. By the end of the course participants will be able to:

- Understand the current regulations relating to provision of accommodation to young people
- Identify the support and benefits young people are entitled to
- Signpost to appropriate support and future guidance
- Inform young people of their accommodation options and support them in making appropriate choices

Who is it for? This course is suitable for advisers, young workers, key workers, youth support and other practitioners.

Time: 9:30 – 4:30pm

Cost: £98 per person. If you live in Newham and work for voluntary, private or independent sector you may be eligible to attend free. You need to allow at least 2 weeks for processing the training bursary

Venue: Stratford, London, E15 4EA

Booking details: Booking is online:
<http://www.15billion.org/training-directory/dir/listing/77>
Email: training@15billion.org
Tel: 020 8536 3630

Effective Fundraising Applications

Date: 07/02/2012

Course provider: BTEC

Course contents: This course will help you breaking down applications into sections and showing how to best present yourself in each. You will learn:

- An understanding of what makes an application effective
- How to sell your organisation in an application
- Guidelines for appealing to different audiences.

Who is it for? It's aimed people new to writing fundraising applications.

Time: All day

Cost:

Organisations with 0-5 paid staff £70

Organisations with 6-30 paid staff £85

Organisations with 31+ paid staff £110

Venue:

Booking details: Email: courses@bteq.co.uk

Charities & Meetings (New)

Date: 08/02/2012

Course provider: Accounting for Community enterprises (ACE)

Course contents: This is a new half day course on planning and running productive meetings. It will cover the following:

- Good governance
- Effective trustee meetings
- Annual and other general meetings

Who is it for? Trustees and potential trustees

Time: 10:00am – 1:00pm

Cost: £10 per person

Venue: Forest House, 16-20 Clements Road, Ilford, IG1 1BA

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk

Health & Safety in the Workplace: CIEH Level II

Date: 08/02/2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: This course is Ofqual accredited and aims at providing methods for safe activities with both employers and employees have vital part to play. The learning outcomes will be:

- Understanding the principles of health and safety and accident prevention
- Ability to contribute to any health and safety management system
- Understanding the importance of risk assessment as a technique for accident and ill health prevention
- Understand the responsibilities placed on employees and employers.
- Understand the hazard, risk and main causes of harm to workers
- Understand the importance of following systems, procedures and rules.
- Understand how individual action can reduce risk to health and safety
- Appreciate how workplace equipment and task design affect health and safety.

Who is it for? Suitable for anyone in a work environment

Time: To be confirmed with training provider.

Cost: £98 per person. If you live in Newham and work for voluntary, private or independent sector you may be eligible to attend free. You need to allow at least 2 weeks for processing the training bursary

Venue: Stratford, London, E15 4EA

Booking details: Booking is online:

<http://www.15billion.org/training-directory/dir/listing/77>

Email: training@15billion.org

Tel: 020 8536 3630

Keeping a Cashbook on Excel

Date: 14/02/ 2012

Course provider: ACE

Course contents: This is a practical course covers the following basics:

- The Excel Spreadsheet Cash Book Model
- Opening balances and simple transactions
- More practice entering transactions
- How might you use the analysis

Who is it for? Staff, trustees and volunteers of voluntary and community organisations

Time: 10:00 am– 1:00pm

Cost: £10 per person

Venue: Starting Point, 16 Pickering Road, Barking, IG11 8PG

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk

Introduction to A Accruals Accounts

Date: 21/02/2012

Course provider: ACE

Course contents: This ½ course will covers Accruals based accounting. Participants will learn:

- What is accruals based accounting
- The statement of financial activities
- The balance sheet
- Some example financial statements

Who is it for? Staff, trustees and volunteers of voluntary and community organisations

Time: 10:00 – 1:00

Cost: £10 per person

Venue: Ripple Centre, Ripple Road, barking, IG11 7FN

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk ahmed.ballah@aston-mansfield.org.uk; or Alda on: alda@nvsc.org.uk;

March

Working with Families

Date: 06//03/ 2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: The course will cover a number of themes regarding working with families such as:

- Systemic Approach
- Psychological and Emotional Challenge
- Social & Economic Disadvantage
- Dynamic & Patterns
- Family Myths

By the end of the session, participants will have:

- Explored their own relationship with and perception and expectation of family and the dynamics that contribute to it.
- Considered some of the challenges experienced by parents and carers – as people, in addition to within their parental role.
- Identified a range of approaches to working with families and evaluate their effectiveness within the professional arena.

Who is it for? This course is for practitioners working with families in a wide range of contexts.

Time: 9:30am – 4:30pm

Cost: £98 per person. If you live in Newham and work for voluntary, private or independent sector you may be eligible to attend free. You need to allow at least 2 weeks for processing the training bursary.

Venue: Stratford, London, E15

Booking details: Booking is online:

<http://www.15billion.org/training-directory/dir/listing/77>

Email: training@15billion.org

Tel: 020 8536 3630

Keeping a Cashbook on Excel

Date: 13/03/ 2012

Course provider: ACE

Course contents: This is a practical course covers the following basics:

- The Excel Spreadsheet Cash Book Model
- Opening balances and simple transactions
- More practice entering transactions
- How might you use the analysis

Who is it for? Staff, trustees and volunteers of voluntary and community organisations

Time: 10:00 am– 1:00pm

Cost: £10 per person

Venue: Starting Point, 16 Pickering Road, Barking, IG11 8PG

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk

Principles of Risk Assessment – CIEH level II Award

Date: 21/03/2012

Course provider: 15Billion training (formerly London East Connexions Partnership "LECP" training)

Course contents: Although not all employees will be expected to undertake risk assessments themselves, they may be asked to contribute to the process and will be expected to act always to protect their own health and safety and that of others. The learning outcomes will be:

- Ability to contribute both to the maintenance of a safe work environment and to the process of formal risk assessment
- Understanding the legal requirements for risk assessment.
- Understanding the principles of risk assessment including, hazards, risks and control measures
- Risk assessment review and records

Who is it for? Suitable for anyone in a work environment.

Time: 9:30 – 4:30

Cost: £98 per person. If you live in Newham and work for voluntary, private or independent sector you may be eligible to attend free. You need to allow at least 2 weeks for processing the training bursary.

Venue: Stratford, London, E15

Booking details: Booking is online:
<http://www.15billion.org/training-directory/dir/listing/77>
Email: training@15billion.org
Tel: 020 8536 3630

Roles & responsibilities of Trustees and Trustees' Annual Report (Lunch provided)

Date: 27/03/ 2012

Course provider: ACE

Course contents: The course is about what trustees need to know and covers the following areas:

- How can you appoint and train good trustees
- How liable are trustees if things go wrong
- General principles
- Specific duties in relation to different areas
- How should a Trustees' Annual Report look
- Some examples of Trustees' Annual report

Who is it for? This course is suitable for staff, trustees and volunteers of voluntary and community organisations.

Time: 10:00am – 2:30pm

Cost: £15 per person

Venue: Community House, 16-20 Clements Road, Ilford, IG1 1BA

Booking details: Postal address: 19/21 Eastern Road, Romford, Essex, RM1 3NH/ Te: 01708 735214/ Fax: 01708 721312/ Email: info@acecas.org.uk

Contacting A2D

For further information
about the A2D project,
contact:

Contacts

Alda Vieira at Newham Voluntary Sector Consortium on 020 8519 9500 or alda@nvsc.org.uk

Ahmed Ballah at Aston Mansfield CIU on 020 8536 3830/Mobile: 07903641280 or ahmed.ballah@aston-mansfield.org.uk

Jatinder Bahra at The Forum for Health and Wellbeing on 020 7473 9514 or jatinder.bahra@bemccf.org.uk

Views and comments for Improvement

We would like to improve our bulletin. Please tell us what you think by completing the form below and emailing it to: ahmed.ballah@aston-mansfield.org.uk

	Comments
What do you think of the general format and design?	
What do you think about the <u>amount</u> of information we provide about the courses?	
What other training needs would you like the bulletin to deal with?	
Do you think we are providing the right <u>kind</u> of information about the courses?	
Any other ideas, comments or remarks?	

Thank you for your participation