



# CVS Training Calendar Autumn Winter 2011-12

## Training for the voluntary and community sector in Bradford

In order to be as responsive as possible to the changing needs of the sector we are likely to add new courses throughout this period and these will be advertised on our training website [www.bsupported.org.uk](http://www.bsupported.org.uk) and through our email bulletin. You can sign up for our email bulletin by contacting [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk).

## Making a booking

To book a place on one of our courses, please download a booking form from [www.bsupported.org.uk](http://www.bsupported.org.uk). You can also request copies from Bradford CVS on 01274 722772 or [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk).

**We do not take bookings over the phone** but we can tell you if there are places available. You can post or email your booking form to us. A confirmation, invoice, if applicable, and venue details will be sent out on acceptance of your booking form. It is the participant's responsibility to contact Bradford CVS if they have not received confirmation details.

Where possible (and for all first aid courses) payment must be made in advance of a course. We can accept a cheque, made payable to Bradford CVS, or you can ask us to invoice your organisation. Please refer to the booking form for our payment terms and conditions.

FREE and certain subsidised courses may not be open to all. Please check our website or call us for details.

## Cancellations/Non-attendance

- Cancellations must be made in writing, either e-mail, letter or fax
- Refunds will only be given if **10 working days notice** has been given
- A £10 administration fee will be charged for a free session if the delegate does not attend.
- You may delegate another member of your organisation to attend rather than lose the full fee but this must be agreed with us
- By returning a booking form to us you are agreeing to our cancellation policy

We appreciate that occasionally staff cannot attend at short notice and a replacement delegate is not available or appropriate. However we ask the delegate's organisation to cover this cost so that we can keep course fees as low as possible.

BCVS reserves the right to withdraw a course at any time. In these circumstances participants will be offered a full refund or an alternative course or date, if applicable.

## Contact Us

Contact CVS Training at Bradford CVS, 19-25 Sunbridge Road, Bradford BD1 2AY  
01274 722772 [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk) [www.bradfordcvs.org.uk](http://www.bradfordcvs.org.uk)



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Course Title	Date	Venue	Time	£Cost
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## OCTOBER

New Employer - the first 6 months	4 Oct	BCVS	10 - 4	60/90/120
First Aid Re-Qualification (2 day)	4/5 Oct	Uni	9.30-5.00	100/130
Emergency First Aid	6 Oct	Uni	9.30-5.00	60/90
Exceptional Administrator	6 Oct	BCVS	10 - 4	60/90/120
Introduction to the Voluntary Sector	11 Oct	BCVS	10 - 1	10
Motivate and Retain Volunteers	12 Oct	Vol Centre	9.30-12.30	30/45/60
TUPE: An Introduction	13 Oct	KIVCA	10 - 1	30/45/60
Good Financial Foundations	17 Oct	BCVS	10 - 1	30/45/60
Running Effective Meetings	17 Oct	Kirkgate CC	1 - 4	30/45/60
Minute Taking	18 Oct	BCVS	10 - 1	30/45/60
First Aid at Work (3 day)	18-20 Oct	Uni	9.30-5.00	150/180
Reaching Communities Applications	19 Oct	Kirkgate CC	10 - 1	free *
Effective Receptionist	20 Oct	BCVS	10 - 4	60/90/120
Quickbooks Beginners	21 Oct	BCVS	10 - 4	60/90/120

## NOVEMBER

Applying to Smaller Funders - Keighley	1 Nov	Temple Row	10 - 1	10 *
Supervision Skills	1 Nov	BCVS	10 - 4	60/90/120

Charitable Status and the Role of Trustees	2 Nov	BCVS	7 - 9	10
Quickbooks Intermediate	8 Nov	BCVS	10 - 4	60/90/120
Introduction to Outcomes	16 Nov	BCVS	10 - 1	10/20/30
Managing/Supervising Volunteers	17 Nov	BCVS	10 - 4	60/90/120
Risk Assessment	22 Nov	BCVS	10 - 1	30/45/60
First Aid at Work (3 day)	22-24 Nov	Uni	9.30-5	150/180
Full Cost Recovery	29 Nov	BCVS	10 - 4	60/90/120
First Aid Annual Skills Update (1/2 day)	29 Nov	Uni	10 - 1	30/45
Emergency First Aid at Work	30 Nov	Uni	9.30-5.00	60/90

## DECEMBER

Fundraising Strategy - is it diverse enough?	6 Dec	BCVS	10 - 1	30/45/60
First Aid at Work (3 day)	6-8 Dec	Uni	9.30-5.00	150/180
Time Management	13 Dec	BCVS	10 - 1	30/45/60
Emergency First Aid at Work	14 Dec	Uni	9.30-5.00	60/90
First aid Re-Qualification (2 day)	19/20 Dec	Uni	9.30-5.00	100/130

## JANUARY

Project Management	10 Jan	BCVS	10 - 4	60/90/120
What Plan Do You Need?	17 Jan	BCVS	10 - 1	10/20/30
Absence Management	19 Jan	BCVS	10 - 1	30/45/60
Data Protection	24 Jan	BCVS	10 - 1	30/45/60
Health and Safety for Managers	26 Jan	BCVS	10 - 4	60/90/120

## FEBRUARY

DIY Fundraising	7 Feb	BCVS	10 - 1	10/20/30
Involving Volunteers In your organisation	8 Feb	BCVS	10 - 1	30/45/60
Basic Budgeting and Cashflow	21 Feb	BCVS	10 - 4	60/90/120
Quickbooks Beginners	23 Feb	BCVS	10 - 4	60/90/120
Minute Taking	28 Feb	BCVS	10 - 1	30/45/60

## MARCH

Intro to Telephone Skills	6 Mar	BCVS	10 - 1	30/45/60
Quickbooks Intermediate	15 Mar	BCVS	10 - 4	60/90/120
How to Communicate Assertively	21 Mar	BCVS	9.30-12.30	30/45/60
Conflict Resolution	21 Mar	BCVS	1.30-4.30	30/45/60

Details for all sessions available at [www.bsupported.org.uk](http://www.bsupported.org.uk)

\* This session is only available to certain groups - check the website information for details or contact CVS Training

Price Bands: **A** VCS (Charitable) **B** Social Enterprise **C** Statutory or Private

VENUES: Directions to all venues can be found at [www.bsupported.org.uk/venues](http://www.bsupported.org.uk/venues)

### Can't find what you are looking for?

If the course you are looking for is not here please give us a call. We may know of another provider or we may be able to organise the course if there is enough interest. We occasionally get requests for more evening courses however we generally find these more difficult to fill. If there is a particular course you would like to see run in the evening then please get in touch.

# Governance and Leadership Training

## CVS Training at Bradford CVS

19-25 Sunbridge Rd, Bradford BD1 2AY

Tel: 01274 722772 [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk)

[www.bradfordcvs.org.uk](http://www.bradfordcvs.org.uk)

We have funding to provide free and low-cost in-house management committee training just for your group on a range of topics such as:

- Legal structures for voluntary and community organisations
- Roles and responsibilities of management committees
- Understanding Registered Charity Status
- Meeting Skills
- Managing and Supervising Staff
- How to Get and Keep Committee Members
- Organisational Development Planning

Tailored training and facilitation for staff and volunteers can also be delivered direct to your project staff on a wide range of topics (contact us for costs).

**Contact CVS Training to discuss what you need**

## Community Cascade

Bradford CVS will be running a number of training events over the next year, for community anchors, including Community Buildings, Faith Centres and members of Community Networks. These events will be free and will include training in Environmental Sustainability, Funding, Community Cohesion and Marketing.



For further details contact Alex Peel on 01274 722772 or [alex@bradfordcvs.org.uk](mailto:alex@bradfordcvs.org.uk)

The Community Cascade programme provides support across West Yorkshire and is funded by the Big Lottery Fund. Organisations in Bradford can attend Community Cascade events across West Yorkshire.



**LOTTERY FUNDED**

See this link for more details:

[www.fit4funding.org.uk/community-cascade/introduction/](http://www.fit4funding.org.uk/community-cascade/introduction/)



[www.bsupported.org.uk](http://www.bsupported.org.uk)