



CVS Training Calendar: January- March 2012

Training for the voluntary and community sector in Bradford

Course Title	Date	Venue	Time	£Cost
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JANUARY

Project Management	10 Jan	BCVS	10 - 4	60/90/120
First Aid at Work	17-19 Jan	Uni	9.30-5	150/180
What Plan Do You Need?	17 Jan	BCVS	10 - 1	10/20/30
Absence Management	19 Jan	BCVS	10 - 1	30/45/60
Charitable Status and the Role of Trustees	23 Jan	BCVS	7-9pm	FREE *
Emergency First Aid	24 Jan	Uni	9.30-5	60/90
Data Protection	24 Jan	BCVS	10 - 1	30/45/60
Marketing: Developing Your Key Messages	25 Jan	KIVCA	10 - 1	FREE *
Health and Safety for Managers	26 Jan	BCVS	10 - 4	60/90/120
Re-Qualification - First Aid at Work(2day)	30-31 Jan	Uni	9.30-5	100/130

FEBRUARY

Risk Assessment	2 Feb	BCVS	10 - 1	30/45/60
DIY Fundraising	7 Feb	BCVS	10 - 1	10/20/30

Emergency First Aid	7 Feb	Uni	9.30-5	60/90
Involving Volunteers In your organisation	8 Feb	BCVS	10 - 1	30/45/60
Time Management	10 Feb	BCVS	10 - 1	30/45/60
Re-Qualification - First Aid at Work (2day)	14-15 Feb	Uni	9.30-5	100/130
Managing Your Stress/Building Resilience	16 Feb	Uni	1-4	30/45
Basic Budgeting and Cashflow	21 Feb	BCVS	10 - 4	60/90/120
Supervision Skills	22 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
First Aid at Work	28-29Feb-1Mar	Uni	9.30-5	150/180
Intro to the Voluntary Sector	29 Feb	BCVS	10 -1	10

MARCH

Intro to Telephone Skills	6 Mar	BCVS	10 - 1	30/45/60
Emergency First Aid	7 Mar	Uni	9.30-5	60/90
Introduction to Coaching Skills	14 Mar	Uni	9.30-4.30	60/90
Quickbooks Intermediate	15 Mar	BCVS	10 - 4	60/90/120
Getting the most out of your website (Cascade)	20 Mar	BCVS	10 - 4	FREE*
Charitable Status and the Role of Trustees	20 Mar	BCVS	7 -9pm	FREE *
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
Introduction to Managing Change	21 Mar	Uni	1.30-4.30	30/60
First Aid at Work	28-30 Mar	Uni	9.30-5	150/180

KEY

* This session is only available to certain groups - check the website information for details

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

Details: Full course details available at www.bsupported.org.uk

Making a booking

To book a place on one of our courses, please download a booking form from www.bsupported.org.uk. You can also request copies from Bradford CVS on 01274 722772 or 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; www.bradfordcvs.org.uk



www.bsupported.org.uk

Governance and Leadership Training

CVS Training at Bradford CVS

19-25 Sunbridge Rd, Bradford BD1 2AY

Tel: 01274 722772 training@bradfordcvs.org.uk

www.bradfordcvs.org.uk

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

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

training@bradfordcvs.org.uk

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.



Organisations in Bradford can attend free events and workshops across West Yorkshire

The Community Cascade programme provides support across West Yorkshire and is funded by the Big Lottery Fund..



LOTTERY FUNDED

See this link for more details:

www.fit4funding.org.uk/community-cascade/



www.bsupported.org.uk