



**C3SC**

Cardiff Third Sector Council  
Cyngor Trydydd Sector Caerdydd

**C3SC**

**Training**

**Programme**

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**April - September 2019**

*To equip and support you in your role*



# Key to the Courses

## Orange courses relate to **Good Governance**

These sessions are designed to support trustees, paid staff and organisations to practice good governance.

## Pink courses relate to **Volunteering**

These sessions are designed to enable strategic volunteering developments and promote good practice.

## Purple courses relate to **Engagement and Influencing**

These sessions are designed to grow the third sectors skills and capacity to influence policy, public services and participate with disadvantaged and minority groups.

## Blue courses relate to **Sustainable Funding**

These sessions are designed to support organisations in building their capacity to effectively generate manage resources needed to thrive.

## Price of Training



We are continuing to run our high quality training at extremely competitive prices (often free!) to support the third sector.

- Individual member: £20 half day; £40 full day
- C3SC or CVC member with annual income below £25,000: FREE
- C3SC or CVC member with annual income of £25,000 or above: £20 half day; £40 full day
- Non-member voluntary organisation: £40 half day; £80 full day
- Statutory organisation: £60 half day; £120 full day

(Unless otherwise indicated inside)

**Please note:** Cancellations must be made with notice of at least 5 working days to receive a refund.

## TO BOOK OR FIND OUT MORE:

- Visit [www.c3sc.org.uk/training-events/c3sc-training](http://www.c3sc.org.uk/training-events/c3sc-training)
- Email [training@c3sc.org.uk](mailto:training@c3sc.org.uk)
- Call (029) 2048 5722

## Location

Unless otherwise stated, C3SC courses are held at:

C3SC Office, Third Floor, Baltic House, Mount Stuart Square, Cardiff Bay, CF10 5FH

# May Training Courses

## Developing Equality and Diversity Policy & Practice

Thursday 9th May from 10am to 1pm

This interactive session will look at what needs to be in your equality and diversity policy and strategy and how to put it into practice. Please bring any draft equality, diversity or inclusion policy you may have or your ideas. Part of the session will involve practical group work developing policies and action plans.



### By the end of the session, you will:

- Understand of the key factors to consider in an equality and diversity policy
- Understand of the role of engagement and processes in developing your equality and diversity policy
- Understand the areas of work to be included in your equality and diversity policy
- Understand how to put your equality and diversity policy into practice
- Be able to develop an equality and diversity policy and actions
- Be able to integrate equality and diversity into your projects and day to day work

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## Hau Funding Workshop—FREE

Thursday 16th May from 10am to 1pm

The Cardiff Council and Vale of Glamorgan Council in partnership with Cardiff Third Sector Council (C3SC) and Glamorgan Voluntary Services (GVS) have allocated over £28,500 in total, to fund new and innovative third sector sustainable preventative community activities and services in Cardiff and the Vale. The Fund is to help deliver solutions in Cardiff and the Vale of Glamorgan to meet the Social Services and Wellbeing (Wales) Act 2014 four fundamental principles: Voice and control; prevention and early intervention; well-being; and co-production. In addition, applications must demonstrate at least one of the five ways of working of the Wellbeing of Future Generations (Act) 2015 - prevention, involvement, collaboration, integration and is long term (sustainable). **C3SC is holding this funding workshop for groups and organisations interested in applying - explaining the funding criterion and how to make an application.**

Large print version of this programme is available on request

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## Preparing your Organisation for Volunteers

Thursday 23rd May from 10am to 3pm

This course introduces key management tools and documentation that should be in place before embarking on a successful volunteer programme

### **By the end of the course, you will be able to:**

- develop a volunteering policy
- have considered what other policies might be necessary
- understand key legal issues relating to volunteers
- identify volunteer roles and draw up volunteer 'task descriptions'
- know how to assess and manage risk associated with a volunteer role

## June Training Courses

### Planning and Writing Successful Funding Bids

Tuesday 4th June from 10am to 3pm

The funding environment is becoming more and more competitive, with most funders receiving thousands of requests for support each year. It is therefore vital that your funding bids stand out from the crowd. This training course will help you learn how to improve your funding bids by adopting a structured approach to the planning and writing of your future applications.

### **By the end of the course, you will be able to:**

- Understand the current funding climate in Wales and its impact on funders
  - Review your current approach of developing a bid
  - Apply new tools and techniques to give your bids a winning 'edge'
  - Understand and meet the expectations of funders
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## Report Writing

Thursday 13th June from 10am to 1pm

This session is for those involved in community groups, partnerships and voluntary organisations who have to prepare reports about their work and projects.

**By the end of the session you will:**

- Be able to prepare outlines structures for reports for different purposes.

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## Working with Outcomes

Tuesday 18th June from 10am to 1pm

In today's economic climate understanding and demonstrating your impact will not only help you build good working relationships with funders but can also help you improve your planning mechanisms resulting in more effective service delivery. This training course will introduce you to the steps involved in planning, managing and developing an outcomes approach to your work.

**By the end of the session, you will be able to:**

- understand the benefits of using an outcomes approach and how it relates to their work
- identify and describe the activity, results and difference that their work will make
- design and implement a monitoring and evaluation system for gathering and analysing information

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## Introduction to Human Rights in Health and Social Care - FREE



Wednesday 19th June from 10:30am to 12pm, Harbour Room

This session will give an overview of human rights and which rights are most relevant in the field of health and social care. The British Institute of Human Rights will bring free resources, including Mental Health, Mental Capacity: My Human Rights, Dementia and Human Rights and Social Interventions (DOLS) and Human Rights.

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## Safeguarding: Organisational Implications

Thursday 20th June from 9:30am to 11:30am

### By the end of the session, you will be able to:

- Understand the context of safeguarding in Wales, legislation and guidance
- Explore the policies and procedures required and how to implement them
- Discuss confidentiality, reporting and referrals



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## Disclosure and Barring Service (DBS) Information

Thursday 20th June from 12pm to 4pm

### By the end of the session, you will understand:

- how DBS checks contribute to safeguarding (what it is, what it can tell us, what it is not)
- Using DBS checks to make a placement/employment decision (regulated activity, risk assessment, relevant offences)
- Best practice in response to DBS check content



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## Dealing with Problems with Groups

Thursday 27th June from 10am to 1pm

This session is for those involved in community groups, partnerships and voluntary organisations to explore what happens within groups and ways to deal with problems and conflicts.

### By the end of the session you will:

- Understand why people might behave in different ways in groups
  - Recognise different approaches to dealing with problems
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# July Training Courses

## Skills to Participate: Community Engagement

Thursday 4th July from 10am to 1pm

Community development involves the active participation of individuals in their own community. This course will help you to consider the barriers to participation that people may face, and look at ways to overcome these. You will also examine skills needed for effective facilitation of participation.

### By the end of the session, you will:

- Consider power relationships in communities and their impact on community members
  - Look at the varying levels of participation in community work, and when each is appropriate
  - Identify barriers and incentives to participation, including strategies for overcoming the barriers
  - Consider the positives and negatives of networking
  - Identify pitfalls in community meetings and the role of the community development worker in facilitating the group through these
  - Look at our own speaking and listening skills
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## Volunteer Recruitment, Selection and Induction

Thursday 11th July from 10am to 4pm

Attracting volunteers can be a challenge. Attracting a broad diversity of volunteers can be an even greater challenge. The course will help you to plan recruitment and to think about materials and approaches that will reach the volunteers you want. It looks at different steps in the recruitment process, including 'vetting', interviewing, and matching volunteers to volunteer roles.

### By the end of the session, you will:

- be familiar with a range of methods to attract a diversity of volunteers
  - recognise 'selection' as a two way process and be familiar with a range of selection tools
  - understand the use of vetting procedures including CRB checks, and recognise their limitations
  - understand the purpose and nature of a) volunteer agreements and b) volunteer induction
  - recognise potential uses and abuses of volunteers' personal information
  - recognise ways in which volunteering can be made more accessible to all
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## Understanding and Developing Partnership

Tuesday 16th July from 10am to 1pm

Third sector organisations are increasingly being encouraged to work more collaboratively, but working across organisational boundaries can bring difficulties and risks. This training course aims to explore the opportunities offered by working with partners, and to help organisations understand some of the key principles and practical considerations, such as choosing an appropriate structure and developing written agreements.

### **By the end of the session, you will be able to:**

- Understand the benefits and obstacles of joint working
- Identify some of the key practical considerations for joint working
- Assess the merits of different consortium structures

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## Making Meetings Effective

Thursday 18th July from 10am to 1pm

Meetings are one of the key ways in which the work of a voluntary organisation is progressed, so ensuring they are chaired efficiently and professionally is really important. This course will help you understand how to plan and run effective meetings, whether you are a volunteer or paid worker.

### **By the end of the session, you will be able to:**

- identify the role of the chair and consider the knowledge and skills required
  - understand the preparation and planning needed for success
  - identify tools to work towards a successful meeting
  - understand the planning of an agenda and the preparation required
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# September Training Courses

## Planning and Writing Successful Funding Bids

Thursday 5th September from 10am to 3pm

The funding environment is becoming more and more competitive, with most funders receiving thousands of requests for support each year. It is therefore vital that your funding bids stand out from the crowd. This training course will help you learn how to improve your funding bids by adopting a structured approach to the planning and writing of your future applications.

**By the end of the course, you will be able to:**

- Understand the current Welsh funding climate & its impact on funders
- Review your current approach of developing a bid
- Apply new tools and techniques to give your bids a winning 'edge'
- understand and meet the expectations of funders

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## What is Community Development?

Tuesday 10th September from 10am to 1pm

This course is suitable for the whole range of community sector- activists, community groups and leaders who are working together to bring about a difference in their lives, neighbourhood or in their community of interest.

**By the end of the session, you will:**

- Understand that community development has a key purpose and a statement of values and principles
- Appreciate the skills required to undertake community development

**Content:**

- Key purposes of community development work
  - The values and principles of community development
  - Different types of communities
  - What community development workers do
  - Skills of community development work
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## Presentation Skills

Thursday 12th September from 10am to 3pm

This session is for those involved in community groups and voluntary organisations needing to give presentations or talks on behalf of their group or people wishing to improve their confidence speaking in front of groups of people.

### By the end of the session you will:

- Know how to structure a short presentation
- Recognise the key factors which contribute to a good presentation

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## Monitoring Equality for your Funders

Tuesday 17th September from 10am to 1pm

This session focuses on why equality monitoring matters, how to do it, how to communicate it, and what information funders and stakeholders want.

### By the end of the session, you will:

- Understand why equality monitoring matters
- Understand different ways of monitoring equality
- Be able to develop and process equality monitoring
- Understand concerns around equality monitoring
- Be able to communicate equality monitoring to address fears
- Understand how to integrate equality, diversity and inclusion into project planning and delivery
- Be able to integrate equality, diversity and inclusion into project planning and delivery
- Understand what equality information funders want and why
- Be able to communicate equality information to your funders and stakeholders



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## First Aid—FREE

Wednesday 18th September from 10am to 12pm

### The course covers:

- Bleeding – Severe
- Chest pains
- Choking
- Communication and casualty care
- Primary Survey
- Resuscitation
- Unconscious casualty
- Shock



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## Managing Recruitment and Selection in the Voluntary Sector

Tuesday 24th September from 10am to 3pm

This course will take you through the practical steps you need to put in place to run an effective and fair selection process.

### By the end of the session, you will be able to :

- Understand the recruitment process
- Design job descriptions and person specifications
- Understand applications to recruitment and selection in the context of equality legislation

**Ideal for:** staff and volunteers involved in setting up systems for recruiting and inducting staff

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***“The material was easy to understand. The exercises were great and built my confidence ... the trainer was very good with the group members and made the training fun.”***

***“Before attending I was daunted by the prospect... now I can't wait to get on with it!***

***“Such useful reference materials - I can now take and adapt for my organisation. The trainer was able to answer my questions in a way in which I understood and learned.***

***“It was good to share knowledge and experiences. I learnt from the participants as well as the trainer.”***

