



Cardiff Third Sector Council  
Cyngor Trydydd Sector Caerdydd

# C3SC Training Programme

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Oct 2019 - Mar 2020

*To equip and support you in your role*



# 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.

We operate this policy due to only being able to provide 10 spaces per course, meaning courses book up quickly.

## TO BOOK OR FIND OUT MORE:

- [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

**C3SC courses are held at the C3SC office:**

3rd Floor, Baltic House  
Mount Stuart Square, Cardiff Bay  
CF10 5FH

## Key to the Courses

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

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

### **Pink** courses relate to **Volunteering**

These sessions enable strategic volunteering developments and promote good practice.

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

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

## October Training Courses

### **Developing a Sustainable Funding Strategy**

Thursday 3rd October from 10am to 3pm

The course is aimed at organisations seeking to diversify their income and to identify new approaches to income generation.

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

- understand what a sustainable fundraising strategy is and why every organisation needs one
  - learn how to explore and extend your fundraising options
  - be able to construct a realistic and sustainable fundraising strategy
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## Managing Risk

Thursday 10th October from 10am to 1pm

This course is for staff or volunteers of third sector organisations who want to understand how to plan systems for managing risk.

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

- Be aware of risks, their likely impact and the importance of proactive action
- Understand how to introduce a risk framework using tools and techniques to assess, evaluate and manage risk

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## Monitoring and Evaluation

Tuesday 22nd October from 10am to 1pm

The session will look at why organisations monitor and evaluate their work, who needs this information and how to create an evaluation framework to report on an organisation's achievements.

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

- Understand what can be measured
- Understand the different methods of measurement
- Design a simple monitoring and evaluation system

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## Wellbeing in the Workplace

Thursday 7th November from 10am to 3pm

This course will raise awareness of the importance of looking after the well-being of staff and volunteers.



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

- Understand mental health and how poor mental health can affect well-being
  - Be aware how stigma surrounding mental health impacts on people's wellbeing.
  - Have knowledge of tools and guidance for daily well-being management to build a work place based on positive wellbeing.
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# November Training Courses

## Being a Trustee

Thursday 14th November from 10am to 3pm

This course will take you through the legal responsibilities you have when you are a trustee as well as your role and the responsibilities you have towards your organisation.

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

- Understand trustee roles and responsibilities
  - Appreciate what trustees can be liable for, and how to limit risks
  - Understand the principles of governance, the roles of specific officers, and differences between board and subcommittees
  - Know what is needed for trustee recruitment and induction
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## Reporting to the Charity Commission

Tuesday 19th November from 10am to 3pm

This course is aimed at incorporated organisations that have a duty to report annually to the Charity Commission.

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

- Have a clear understanding of what information the charity commission requires from your organisation
  - Understand the impact that reports generated late can have
  - Be aware of systems for reporting to the charity commission
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## Preparing your Organisation for Volunteers

Thursday 21st November from 10am to 3pm

**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
  - Be able to assess and manage risk associated with volunteers
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## Finance Management for Charities

Thursday 28th November from 10am to 3pm

An introductory course for those who wish to learn how to implement simple financial management and control techniques.

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

- Understand the concept of financial management & controls
- Implement simple management techniques and controls
- Produce appropriate reports for your governing body
- Ensure your organisation works to good practice standards

## December Training Courses

### Equality and Diversity in your Workplace

Tuesday 3rd December from 10am to 1pm

This session focuses on why equality and diversity matters and how to achieve it in your workplace for staff and volunteers.



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

- Understand what equality and diversity mean
  - Understand the impact of non-inclusive practice on staff & volunteers
  - Consider equality, diversity & inclusion impacts of workplace practices
  - Understand how to recruit diverse people
  - Understand how to support staff & volunteers from equality groups
  - Adapt recruitment, selection, and workplace practices to meet the needs of staff and volunteers from equality groups
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## First Aid—FREE

Wednesday 4th December from 10am to 12pm



**St John**  
Cymru - Wales

### The course covers:

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

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## Planning & Writing Successful Funding Bids

Tuesday 10th December from 10am to 3pm

The funding environment is becoming more competitive - it is therefore vital that your funding bids stand out. This course will help you improve your funding bids using a structured approach.

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

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

## January Training Courses

### What is Community Development?

Tuesday 14th January from 10am to 1pm

This course is suitable for activists, community groups and leaders who are working together to bring about a difference.

### Content:

- Key purposes of community development work
  - The values and principles of community development
  - Different types of communities
  - What community development workers do and the skills required
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# Volunteer Recruitment, Selection & Induction

Thursday 16th January from 10am to 4pm

Attracting a broad diversity of volunteers can be a 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 methods to attract a diversity of volunteers
- Recognise 'selection' as a two way process
- Understand the use of vetting procedures including CRB checks, and recognise their limitations
- Understand the purpose of volunteer agreements and inductions
- Recognise potential uses and abuses of personal information
- Recognise ways in which volunteering can be made accessible

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## **Safeguarding: Organisational Implications –FREE**

Tuesday 21st January, 9:30am to 12:30pm

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

- Understand the context of safeguarding in Wales, legislation and guidance
  - Explore how to implement the policies and procedures required
  - Discuss confidentiality, reporting and referrals
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## Disclosure and Barring Service Information –FREE

Tuesday 21st January, 1pm 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)
- How to use 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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## Business and Strategic Planning

Thursday 23rd January from 10am to 3pm

This course will help organisations understand the importance and benefits of long-term planning and provide them with practical resources to plan more effectively within their own organisations.

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

- Understand the difference between business and strategic plans
- Understand the purpose of business and strategic plans and why every organisation needs one
- Be able to develop comprehensive business & strategic plans

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## Skills to Participate: Community Engagement

Thursday 30th January from 10am to 3pm

Community development involves the active participation of individuals in their own community. This course will help you to consider barriers to participation and ways to overcome these.

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

- Consider power relationships in communities and their impact
  - Look at levels of participation in community work
  - Consider the positives and negatives of networking
  - Identify the facilitation role of community development workers
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# February Training Courses

## Working with Outcomes

Thursday 6th February from 10am to 3pm

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
- Describe the activity, results and difference your work will make
- Design and implement a monitoring and evaluation system for gathering and analysing information

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## Public Access Defibrillator Awareness

Wednesday 26th February from 10am to 12pm

A short awareness session covering how to access and use a public access Automated External Defibrillator and administer CPR.

### **The session covers:**

- Primary survey
- Emergency call
- Chest Pains
- Resuscitation
- Introduction to the use of an Automated External Defibrillator.



**St John**  
Cymru - Wales

# March Training Courses

## Project Management

Thursday 5th March from 10am to 3pm

This course is designed to give a basic introduction into the main principles and stages and stages of managing a project. The information given in the course can be applied to small or large projects of any nature.

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

- Understand what makes a project successful
  - Involve your community in project planning and engage partners
  - Understand the stages of a project and their importance
  - Learn how to plan a project
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## Planning & Writing Successful Funding Bids

Tuesday 10th March 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
  - Review your current approach of developing a bid
  - Apply new tools & techniques to give your bids a winning edge
  - Understand and meet the expectations of funders
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*"I really benefited from the training today, it has enabled me to consider everyday important factors that need to be considered that often get lost"*

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

*"The trainer is extremely knowledgeable and approachable. Very well delivered and will certainly have an impact"*

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

