

**Nottingham
Community
and Voluntary
Service**

Online Training Programme 2020/2021

We run a regular programme of training to support groups and organisations as well as offering bespoke tailored training.

Our trainers include NCVS staff and external trainers. Our courses build on the latest policy issues that affect the voluntary, community and social enterprise sector, including new legislation briefings, and will enable you to keep up-to-date with staff, trustee and volunteer development.

Due to the Coronavirus (COVID-19) situation, all sessions currently take place online via Zoom.

Skills for Running an Organisation

Being a Better Trustee

8 December 2020, 10.30am-12.30pm

10 March 2021, 6pm-8pm

Cost: £20 per participant

This new two-hour session is intended for trustees who have completed our 'Being a Trustee' course and want to further develop their involvement and awareness of trustee duties.

Being a Trustee: What Does it Mean?

17 February 2021, 10.30am-12.30pm

Cost: £20 per participant

This two-hour session covers the basic information for all trustees, whether you are new to the role or long-established.



How to Take Minutes

3 March 2021, 10.30am-12.30pm

Cost: £20 per participant

Are you acting as secretary or note taker, or do you need to record meetings? Learn how to take effective minutes and make your task easier. This two-hour online session replaces our previous face-to-face three-hour course and will take you through the process of producing a 'minute'.

Introduction to Taking Minutes

2 February 2021, 11am-12pm

Cost: £10 per participant

This one-hour online session will give those new to minute taking an introduction to the topic.

Top Tips for Writing Funding Applications

13 January 2021, 10am-11.15am

Cost: £10 per participant

For organisations and community groups who are new to applying for funding, or for those in need of a refresher. Relevant for groups applying for COVID-19 funding and recovery support as well as other general funding.



Trustee Essentials - for New Trustees

12 January 2021, 10.30am-11.30am

Cost: £10 per participant

This is a new one-hour introductory session for new or recently appointed trustees. You will learn the essential early steps to be taken following your appointment as a trustee. Based around the Charity Commission Trustee Welcome Pack, this session will take you through the key first steps to be adopted.

Safeguarding

All of our safeguarding training is endorsed either by the Nottingham City Safeguarding Children Board or by the Nottingham City Safeguarding Adult Board.

Introduction to Safeguarding Adults (Part 1 and 2)

15 and 17 December 2020, 1.30pm-2.45pm

Full cost: £25 per participant

A two-part online course providing a basic understanding of roles and responsibilities in the safeguarding of adults and how to respond to concerns. You are required to attend both sessions.

Introduction to Safeguarding Children and Young People (Part 1 and 2)

21 and 27 January 2021, 1.30pm-2.45pm

Full cost: £25 per participant

A two-part online course providing a basic understanding of roles and responsibilities in the safeguarding of children and young people and how to respond to concerns. You are required to attend both sessions.

Safeguarding Children Lead Person (Part 1 and 2)

21 and 22 December 2020, 1.30pm-2.45pm

Full cost: £25 per participant

A two-part online course giving a basic understanding of the roles and responsibilities of the Designated Safeguarding Lead Person. You are required to attend both sessions.

Trustees' Safeguarding Responsibilities

19 January 2021, 1.30pm-2.45pm

Cost: £15 per participant

An interactive online session for Trustees (or members of Management Committees) of organisations whose activities put them in contact with vulnerable adults or children.

If you wish to discuss bespoke safeguarding training opportunities for your organisation or have any questions about our safeguarding courses, please email:



celinaa@nottinghamcvs.co.uk



Skills for Leaders of Volunteers

We offer a wide range of training opportunities for leaders of volunteers. All courses are delivered by our Volunteering Development Officer Dave Thomas who has over 40 years experience in supporting volunteering.

Addressing the Barriers to Volunteering

20 January 2021, 10am-11am
Cost: £10 per participant

In this one-hour online session, we will identify some of the barriers that potential volunteers face to becoming involved in your organisation and share ideas to remove these barriers.

Dealing with Conflict in your Volunteer Programme

11 March 2021, 10am-11am
Cost: £10 per participant

This session will share some ideas about how best to deal with disagreements, personality clashes and conflicts that can occasionally arise among a team of volunteers.

Essentials of Volunteer Management

26 January 2021, 7pm-8pm
Cost: £10 per participant

This one-hour online session provides a reduced version of our more in-depth 'Introduction to Volunteer Management' course while social distancing restrictions are in place.

Introduction to Volunteers and the Law (Part 1 and 2)

16 and 18 February 2021, 7pm-8pm
Full cost: £20 per participant

A two-part online course for leaders of volunteers to start to develop an understanding of some of the legal requirements that relate to volunteering. You are required to attend both parts.

Writing Opportunities to Attract Volunteers

6 January 2021, 10am-11am
23 March 2021, 7pm-8pm
Cost: £10 per participant

A new one-hour online session to help your volunteer role descriptions stand out, ensuring you attract enthusiastic volunteers.

How to Book

NCVS has introduced a small charge to cover administration and staff time in delivering our training. Payment is required at the time of registration.

To make a booking for any of the courses listed, please visit our website.

<https://bit.ly/NCVStraining>

Please contact us, if you need more information about one of our courses or encounter any issues with registration.

 ncvs@nottinghamcvs.co.uk

