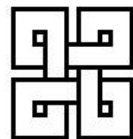


Ellesmere Port and Neston Association of Voluntary and Community Organisations (EPNAVCO Limited)



1st Floor Offices
Ellesmere Port indoor Market
Market Square
Ellesmere Port
CH65 0HW

Telephone Number: 0151-356-7358



E-mail

Joan Evans: joan@epnavco.org.uk

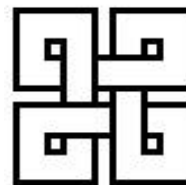
Opening Times:

**Monday to Friday
9.00 am to 4.00 pm**

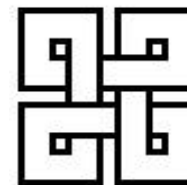
Where to find us.....



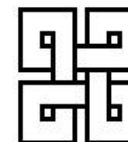
Charity Registration Number: 1108080
A Company Limited By Guarantee Registration Number: 5301920



EPNAVCO

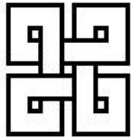


TRAINING DIRECTORY OCTOBER 2009 TO MARCH 2010

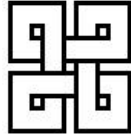


Supported by:





EPNAVCO



Ellesmere Port & Neston Association of Voluntary and Community Organisations (EPNAVCO Limited) is a Registered Charity and a company limited by guarantee. It is a local voluntary sector development agency, which aims to develop, support and promote voluntary action within the local authority district of Ellesmere Port and Neston.

Training

All EPNAVCO training courses aim to build up your skills, knowledge and confidence to help you improve the capacity of your group or organisation. You will also meet with and learn from other groups.

All training will include the cost of training and refreshments during the training.

If you need additional support to enable you to attend EPNAVCO courses please get in touch to discuss your needs.

All training will take place in:-

**EPNAVCO Training Suite
1st Floor Offices
Ellesmere Port Indoor Market
Market square
Ellesmere Port
CH65 OHW**

Unless other wise stated.

What can we do for your Organisation?



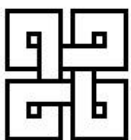
- It Courses
- Funding Advice workshops
- Governance
- Legal Issues
- Personal Development
- Volunteer Issues
- Financial Management
- Other Training (Please Specify)
- Community Development Support
- Monthly funding Bulletin, Training Directory, Newsletter
- Voluntary and Community Sector Network Meetings

Your Comments:

Your Organisation Name: _____

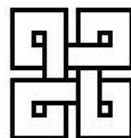
Address: _____

Phone Number: _____

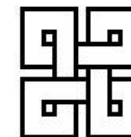


Community Organisation Database Update

Ward	
Organisation	
Type Org.	
Contact Name	
Address	
Town	
Post Code	
Work Phone	
Mobile Phone	
E-mail	
Notes (short description of what your group does)	



EPNAVCO In this issue



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How to Contact Us.	20

To secure a place on any of these courses please fill in the booking form overleaf and return with the appropriate

booking fee to:- **Joan Evans**

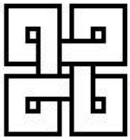
EPNAVCO Ltd ,

1st Floor Offices

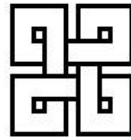
Ellesmere Port Indoor Market,

Market square

Ellesmere Port



EPNAVCO Training Booking Form



Please reserve places on.

Course title.....

Date.....

Cheque included £.....

Attendees Name:.....

Organisation Name:.....

Address:.....

.....

.....

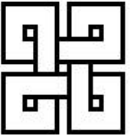
Telephone no:.....

Email Address:.....

Do you have any special requirements?

.....

EPNAVCO Membership Application Form



This form and the Database Form should be completed by Groups and Individuals wishing to become full members of EPNAVCO.

I/We* wish to apply for:

Tick

Group Membership	<input type="checkbox"/>
Individual Membership	<input type="checkbox"/>

I/We have read the Membership Criteria and agree:

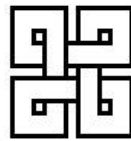
with EPNAVCO Equal Opportunities Policy and Codes of Practice	<input type="checkbox"/>
to the liability to pay £1 if EPNAVCO ceases to exist	<input type="checkbox"/>

NAME	
GROUP (if appropriate)	
Signature	
Date	

Please send the completed form together with the Database form to EPNAVCO, at the address on the back of this Brochure



EPNAVCO



The following courses will be run when we have minimum numbers required to make it cost effective

APPLYING TO SMALL FUNDERS

Venue: EPNAVCO Training room

The session will cover :

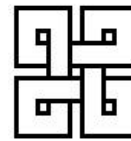
Is your group ready to apply?

If not what you should do?

Diversity and Inclusion training

includes:-

- Current Legislation
- Development & Implementation of Policies and Procedures
- Promoting Inclusive Practise in Recruitment & Employment
- What is Discrimination



EPNAVCO



Governance

Tuesday 20th October 2009

10 00 am—2.30 pm

Light Lunch

Tea/coffee and biscuits provided

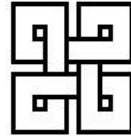
Key objectives covered will be:-

- ♦ Committee recruitment selection and appraisal.
 - ♦ Voluntary Organisation structures and legal responsibilities.
 - ♦ Trustee roles and responsibilities legal and otherwise.
 - ♦ Trustee liability and how to reduce it.
- ♦ Effective communication between committee and paid staff.
 - ♦ Risk assessment
 - ♦ Question and answer session.

This Course is FREE to EPNAVCO member's places secured by £35 deposit Cheque per person which is refundable on attendance.
Non Members Cost £35.00 per person payable in advance.



EPNAVCO



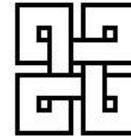
The following courses will be run when we have minimum numbers required to make it cost effective

INTERPERSONAL SKILLS

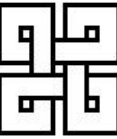
Aimed at anyone whose job involves communicating with other people,

this guidance / training includes:

- Body language
- Dealing with meetings
- Interview techniques
- Listening skills
- Motivating others
- Open & Closed questions
- Personal appearance
- Responding to a bully
- Using e-mail
- Using the telephone



EPNAVCO



Food Safety Award Level 2 Online



Free online workshops for staff, trustees and volunteers from voluntary organisations in Ellesmere Port and Neston will be held on

Flexible dates
10-12 and 1-3

Tea/Coffee and biscuits provided

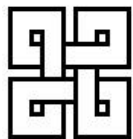
At the end of the workshops participants will be able to :

- comply with the new regulations
- show what you do to make food safely
- Submit your answers online gain your certificate.

IT support available for those who need it.

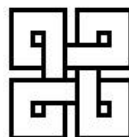
Complete at your own pace, book for the full day or complete over two or more half days. Dates available see back of booklet

This Course is FREE to EPNAVCO member's places secured by £15 deposit cheque per person. Non members cost £30 per person payable in advance .



EPNAVCO

Health & Safety e-learning.



Workplace health, Safety & Welfare Prevention of accidents and ill health. Health & safety law, stress, Violence. Hazardous substances, Work equipment , Manual handling first aid, Fire prevention.



Free online workshops for staff, trustees and volunteers from voluntary organisations in Ellesmere Port and Neston.
Flexible dates 10-12 and 1-3
Tea/Coffee and biscuits provided

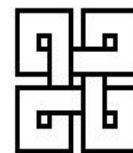
Candidates who successfully complete this course will receive a health & safety certificate from the CIEH .

IT support available for those who need it.

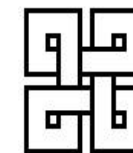
Flexible times to suit you!!

Complete at your own pace, book for a full day or complete over two or more half days. Dates available see back of booklet

This Course is FREE to EPNAVCO member's places secured by £15 deposit cheque per person. Non members cost £30 per person payable in advance .



EPNAVCO



'Emergency First Aid Training'



A workshop for staff, trustees and volunteers from voluntary organisations in Ellesmere Port and Neston will be held on

Tuesday 10th November 2009

9.30am - 3.30pm

Tea/coffee and biscuits provided

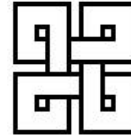
At the end of the workshop participants will understand:

- Accident Management,
- Recovery Position,
- Resuscitation Techniques,
- Control of Bleeding,
- Management of Fractures,
- Treatment of Burns and Eye Injuries,
- Treatment of Major Illnesses,

This Course is FREE to EPNAVCO member's places secured by £45 deposit Cheque per person which is refundable on attendance. Non Members Cost £45.00 per person payable in advance.



EPNAVCO



**Independent Safeguarding Authority
FREE 1 Day Training
Wednesday 18th November
Time 10.00 – 4.00**

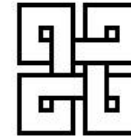
Teas, coffee and lunch included.

**Introduction of the Independent Safeguarding Authority:
*Is your organisation ready for change?***

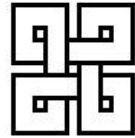
This course is designed to give participants a basic overview of the ISA and actions that they have to consider to ensure that their organisation meets the requirements set down. This session will examine the information that is already available and participants will have the opportunity to share knowledge, good practice and network.

The workshop will target the following areas:

- **What is the Independent Safeguarding Authority (ISA)?**
 - **What are the implications for your organisation?**
 - **Review current screening good practice**
 - **Preparing for change in your organisation.**
- Ways to communicate change effectively with your staff and volunteers**



**EPNAVCO
IT Courses**



The courses below will be run when we have minimum numbers required to make it cost effective.

Adobe Photoshop (3 Hours)

How to transfer pictures from camera to the computer. Resizing and cropping pictures. Making small changes to the picture, e.g. brightness.

Producing Letters, Labels, and Envelopes for mailings (3 Hours)

Getting to grips with mail merge for mass mailings

Publisher workshops (3 Hours)

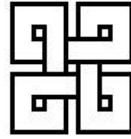
Create professional looking newsletters and posters

Internet (3 Hours)

Find what you need. Fine tune your searches. Members Specific Searches organisational /Groups needs. This can have a focus on looking at funding searches and how to use search engines.



EPNAVCO



The following courses will be run when we have minimum numbers required to make it cost effective

Organisational Health Check;

The Session will identify organisational needs, will cover basic policy requirements and provide a toolkit to meet your requirements.

It will enable you to put in place an action plan of services and training to address your organisational needs based upon the results of this check.

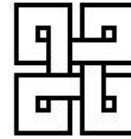
You Organisation will be signposted to specialist services both within EPNAVCO and those offered by others.

Excellence in Volunteer Management

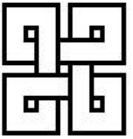
This training is designed for anyone who has responsibility for volunteers within your organisation and focuses on developing the unique skills required to recruit, lead and motivate volunteers.

Assertiveness

Aimed at paid workers & volunteers, this training includes: The difference between assertive & aggressive behaviour. The 'Inner Dialogue'. Assertive word selection, Body language, Assertiveness styles, Role play.



EPNAVCO



The following courses will be run when we have minimum numbers required to make it cost effective

Public Speaking

Three hour session

Key objectives covered will be Communication, Dealing with nerves, Confidence Building, Body Language, Barriers to listening, types of presentation, Key stages in Planning, Preparing and Delivering . Top tips. How information is taken in. Questions and Answers.

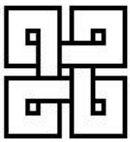


Meeting skills

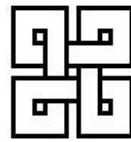
Three hour session

How to prepare for meetings who's responsible and time scales. Etiquette of Committee meetings Chair Decision making Dealing with conflict Minute taking. Focus groups Preparing for and holding your AGM. Who's job is it? Prepare AGM diary

We are always keen to hear about other courses you would find helpful and consider all our suggestions when we plan a programme. When many learners request a particular topic, we try to add a course on that topic to the current programme



EPNAVCO



Accounts for Small Community Groups

Do you need help setting up your accounts?

Come along and get advice and support about how to set up and run your groups accounts.

Like to find out more or to book a date and time slot?

Talk to Joan Evans on 0151-356-7356 or

e-mail joan@epnavco.org.uk .



Helping to support disabled users with IT

Through the Switched On Communities project we can provide you with:

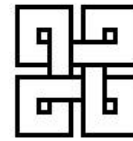
- ◆ Training
- ◆ Resources

Working with You

To do this we are working with grass-roots community organisations, like yours, providing you with training and support so that you can support disabled users in your group.

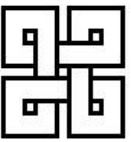


Like to find out more? Talk to Joan Evans on 0151-356-7356 or e-mail joan@epnavco.org.uk. Or to book a date and time slot.



Employment & Management 1 Day Training

This will be a full day course.



This FREE Training covers a wide range of elements including:

Recruitment & Selection

Including:

- Analysis of need
- Development of Job Descriptions & Person Specifications
- Development of Staffing/HR focus groups
- Short-listing procedures
- Interview techniques, content & ground rules
- Decision making
- Reference requirements
- Effective feedback
- Data Protection

Support, Supervision & Appraisal

Including:

- Induction
- Managing the probationary period
- Informal support
- Effective supervision (including confidentiality)
- Personal development & development methods
- Elements of effective people management