

The logo for Havco is presented on a white, torn-edge paper shape. The word "Havco" is written in a large, bold, black serif font. A thin horizontal line is positioned above the letters 'a' and 'v', and another thin horizontal line is positioned below the letters 'o' and 'c'.

# Havco

*Haringey Association of Voluntary and  
Community Organisations*

**Training  
2010/11**

# Contents

<b>COURSE</b>	<b>Page</b>
Child Protection Awareness	3
Domestic Violence Awareness	3
Moving up in Management Extending your Management Skills	4
Writing Funding Applications	5
Learning Champions Role	6
Introduction to Quality Assurance	7
How to Succeed with Quality Marks	7
Meet the Funders	8
Tax Efficient Giving	9
Payroll	9
Budgeting Techniques	10
Essential Bookkeeping	10
Quick Books Accounting Software	11
Excel	12
Strategic Business Planning	13
Monitoring, Evaluating & Measuring Outputs & Outcomes	16
Partnerships and Procurement	17
Commissioning	17
Introduction to Debt Advice	18
Right & Remedies for Clients in Debt	19
Introduction to Active Citizenship	20
Strengthening Democracy	21
Preparing to use volunteers	22
Creating volunteer policies	22
Recruiting volunteers	23
Retaining volunteers	24
HABC Level 2 Award in Emergency First Aid at Work	25
First Aid at work	26
CIEH Health & Safety	27

# **Level 1 Child Protection Awareness Course**

**14 October 2010**

Delivered by an LSCB trainer this half-day course will introduce participants to Child Protection and Safeguarding.

Appropriate for anyone who comes into contact with children and leads on the specialist courses offered through the LSCB.

This course is run in partnership with Haringey Womens Forum

# **Domestic Violence Awareness**

**23 November 2010**

This course provides an overall introduction to Domestic Violence and develop participants understanding of its language and definitions. The course will cover both local and national situations and what support is available.

For those who need to increase their awareness of issues around domestic violence

This course is run in partnership with Haringey Womens Forum

# Moving up in Management Extending your Management Skills

28/29 July 2010

*For those who have been carrying out a management role but have missed out on formal training.*

This 2 ½ day course offers you an opportunity to reflect on your experience and help you to focus on the skills needed to carry out the role of manager effectively. This course is accredited by ILM.

- critical tasks and roles of the manager
- skills and qualities of the effective manager
- managing in different organisations
- the leadership component of management
- policies and procedures for people management
- induction, supervision and appraisal: some structures
- managing your team
- teams and groups
- what makes a star team?
- inspiring and challenging people
- introduction to motivational theory
- approaches to management and management styles
- you and your communication style
- managing problem behaviour
- managing difficult situations
- managing your manager
- managing yourself

**Please note:** This course is limited to one person per organisation and costs will apply.

***For those responsible for writing their organisation's fundraising applications.***

This 1 day course will help you to develop your fundraising skills and how to master the techniques for developing and writing strong, persuasive, successful funding proposals

- Express your charity's mission clearly
- Establish credibility
- The most effective ways to present your work
- Describe its impact
- How to tailor your proposal to individual funders.



***For those interested in becoming a Learning Champion within their organisation***

This ½ day workshop will help to clarify the role of Learning champions and their input into building skill within their organisation

- What is a Learning Champion
- How much work is involved
- What support can I get



# Introduction to Quality Assurance

8 September 2010

***The programme is designed for all groups who are considering adopting a quality framework.***

This ½ day programme examines the reasons for measuring your organisation against Quality Frameworks. Find out what is involved and how much it could cost. It helps you decide which framework to choose and provides tips on getting started.



# How to Succeed with Quality Marks

20 May 2010

28 September 2010

***Designed for those who have serious intent to implement a quality framework***

Having decided to adopt a quality framework this full day programme will help you get the most out of the exercise and achieve the accreditation.

- Who should you involve?
- How do you identify evidence?
- Preparing the portfolio
- Creating improvement plans
- Managing the process

# Meet the Funders

29 June 2010  
5 October 2010  
TBC February 2010

*For those who are planning to apply to the specific funder in the near future*

These ½ day workshops will provide an opportunity to meet directly with funding officers to learn about their funding streams.

- What are the criteria
- What are they looking for in your application
- How can you increase your chance of success

**Please note:** this will be limited to one person per group to allow as many groups as possible to participate.



## Tax Efficient Giving

25 May 2010

### ***For those who want to know how to make the most effective use of tax breaks to increase funding to charities***

This one day course will help you to understand how to make your income work better

- Gift Aid – Make your donations worth more
- Payroll Giving – Donating tax efficiently
- Gifts of shares
- Legacies

## Payroll

TBC September 2010

### ***For those responsible for the finances and paying staff in organisations***

This one day course will provide the information you need for Getting started with payroll

- Taking on new employees
- Calculating tax, NI and student loan using the employers CD-ROM
- Calculate and pay deductions to the HMRC accounts office
- What to do when employees leave
- Registering for PAYE on line for employers and using the service

## Budgeting Techniques

27 July 2010

### *For those responsible for the budget within their organisation*

This one day course will help you to understand:

- General principles of budgeting
- Various techniques of income and expenditure forecasting
- Flexed budgets and their use in practice
- Variances and their analysis

## Essential Bookkeeping

14 September 2010

### *For those responsible for bookkeeping within organisations*

This one day course will show you how to

- Understand the principles of bookkeeping
- Set up a basic accounts book
- Know how to enter day to day receipts and payments
- Develop internal financial controls
- Reconcile bank and petty cash accounts
- Have a basic understanding of accounts presentation

# Quick Books Accounting Software

24 November 2010

*For those responsible for keeping the accounts within organisations.*

This one day workshop will show you how to use Quick Books to:

- Set up new group accounts
- Manage daily transactions
- Allocate income/expenditure to the relevant funder/project
- Generate reports showing net results for each funder/project
- Reconcile bank/petty cash balances
- Manage supplier and customer invoices easily
- Manage fixed asset register

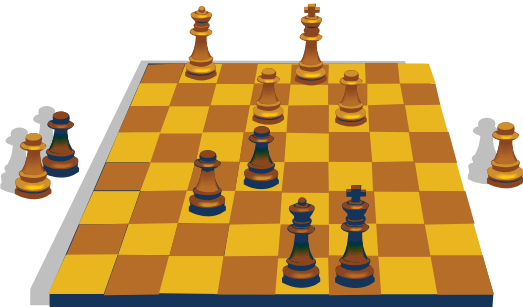


***For those preparing and presenting accounts for their organisation.***

This one day workshop will help you to understand the basics of Excel

- Formatting
- Formulas
- Pivot tables and their use
- Look up functions

TBC



	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Writing Funding Applications						16 <sup>th</sup>						
Learning Champion's Role (½ day)			22 <sup>nd</sup>							tbc		
Moving up in Management			28 <sup>th</sup> 29 <sup>th</sup>									
Health & Safety						29 <sup>th</sup>						
Emergency First Aid (1 day)							27 <sup>th</sup>					
First Aid at work (3 day)								9 <sup>m</sup> 16 <sup>th</sup> , 30 <sup>th</sup>				
Meet the funders (½ day)			29 <sup>th</sup>				5 <sup>th</sup>				tbc	
Strategic/Business Planning				tbc								tbc
Outcomes/Outputs						tbc						
Tax Efficient Giving		25 <sup>th</sup>										
Payroll						tbc						
Budgeting				27 <sup>th</sup>								
Essential Book-keeping						14 <sup>th</sup>						
Quick Books								24 <sup>th</sup>				
Excel											16 <sup>th</sup>	
How to Succeed with Quality Marks		20 <sup>th</sup>				28 <sup>th</sup>						
Intro to Quality (½ day)						8 <sup>th</sup>						
Intro Active Citizenship						tbc						
Strengthening Democracy						tbc						
Intro to Debt Advice			10 <sup>th</sup>									
Rights & Remedies clients in debt			8 <sup>th</sup>									
Recruiting Volunteers						22 <sup>nd</sup>						
Managing & Retaining Volunteers (½ day)								10 <sup>th</sup>				
Creating Volunteer Policies (½ day)											9 <sup>th</sup>	
Preparing to use volunteers (½ day)												tbc
Partnerships and Procurement			tbc			30 <sup>th</sup>			17 <sup>th</sup>			
Commissioning			30 <sup>th</sup>									
Child Awareness (½ day)										14 <sup>th</sup>		
Domestic Violence												23 <sup>rd</sup>

# Monitoring, Evaluating & Measuring Outputs & Outcomes

TBC September 2010

TBC March 2011

## *For those responsible for reporting on their organisation's achievements*

This half day course helps you to understand the principles involved in monitoring, evaluating and measuring your achievements. It will help you to understand the difference between Outputs and Outcomes.

- User-friendly approach to planning
- Implementing a monitoring & self-evaluation system
- Show how well the project is doing
- Assist with reporting to funders and other external agencies



# Partnerships and Procurement.....30 June

*for groups or organisations which EITHER a) Need to understand the ‘pros and cons’ of partnership working or b) Are experiencing a change from grant-funding to contracted services*

By attending the workshop you will be able to:

- demonstrate an understanding of the 4 concepts: partnership, collaboration, procurement and commissioning
- describe how the concepts relate to each other
- apply your knowledge of the concepts in practice
- assess the relevance of each of these concepts to the work of your voluntary organisation or community group

# Commissioning.....TBC

# Introduction to Debt Advice

10 June 2010

## *For those who are providing advice to clients in debt.*

Delivered by Shelter this one day course will provide a structured introduction to those offering debt advice to clients

- Primary causes of debt and the debt cycle
- Step by step approach to giving money advice
- Identifying different types of debt and how to help clients prioritise
- Options for income maximisation
- Strategies for dealing with different kinds of debt
- Case studies

Priority will be given to members of the advice providers network

This course is funded by MSE Charity

# Rights & Remedies for Clients in Debt

8 July 2010

## *For those who are providing advice to clients in debt.*

Delivered by Shelter this one day course will focus on the common rights and remedies available to people in debt.

- Insolvency procedures: bankruptcy, debt relief orders
- Using complaints processes to assist people in debt
- Identifying danger signs including old debts and time limits for actions
- Obtaining necessary information including credit agreements and statements

Priority will be given to members of the advice providers network

This course is funded by MSE Charity

# Introduction to Active Citizenship

?? September 2010

***For those who want to be involved with local policy and decision making within the voluntary sector.***

Delivered by WEA this 2 day course will help you to understand how to be more involved in Active Citizenship within your local area

- What is Active Citizenship?
- Understanding Democracy
- Introduction to the values, principles and definitions underpinning active learning for active citizenship
- Working effectively with others

Priority will be given to Community Link Forum reps.

## *For those involved with the voluntary and community sector at a strategic level locally*

This one day session will help you to understand how to develop broader political perspectives within the local VCS

- Understanding how community members can be involved and bring about change
- Understanding the role of the voluntary and community sector and its role in supporting community engagement and participation
- Knowing how local people and organisations can influence local and national policy making
- Leadership skills
- E-participation
- Global citizenship
- Democracy and representation
- Does politics need parliament?
- Political and constitutional reform
- How to influence decision making

Priority will be given to Community Link Forum reps.

## Preparing to use volunteers

TBC June 2010  
30 September 2010  
17 December 2010  
TBC March 2011

*For those who will be supporting volunteers in their organisations for the first time.*

These ½ day workshops will help organisations new to using volunteers understand how implement volunteering good practice.

- What are the benefits of using volunteers
- How can we prepare to welcome volunteers to our organisation
- What are the legal implications
- Using Good Practice Guidelines
- What support is available

## Creating volunteer policies

9 February 2011

TBC

Volunteer recruitment is a perennial issue for all organisations. This workshop will help you to make sure your volunteering opportunities stand out from the rest

- How to attract volunteers
- Designing appealing roles
- Understanding what makes people give up their time
- Creating a welcoming recruitment process.



Volunteers are unpaid and free to leave at any point. This makes it vital for volunteer-involving organisations to take active steps to keep hold of them. The session will look at the factors that help retain volunteers such as:

- Good management
- Working with their motivations
- Showing appreciation and recognition of their efforts.

# HABC Level 2 Award in Emergency First Aid at Work

27 October 2010

## *For those who need training to fulfil the role of Appointed First Aider*

This one day course is suitable for lower-risk work environments such as offices and shops and/or organisations with fewer than 100 employees.:

- The Role and Responsibility of an Emergency First Aider
- Assessing an Incident
- Managing an Unresponsive Casualty who is Breathing Normally
- Managing an Unresponsive Casualty who is not Breathing Normally
- Recognise and Assist a Casualty who is Choking
- Managing a Casualty who is Wounded and Bleeding
- Managing a Casualty who is in Shock
- Managing a Casualty with a Minor Injury



This three day course will qualify holders as appointed first aiders it is suitable for those in organisations with higher first aid needs than an appointed person can deliver.

- What is First Aid
- First Aid in the workplace
- Responsibilities of a first aider
- Casualty communication
- Primary assessment
- Unconscious casualty management
- Resuscitation (CPR - Adult, Child & Baby), Respiratory System, Hypoxia, Choking (Adult, Child and Baby), Asthma, Hyperventilation, Shock, Heart attack & angina, Anaphylactic shock, Fainting, Wounds & Bleeding, Head injuries, Seizures, Diabetes, Burns, Poisons, Injuries, Fractures , Spinal Injuries, Soft tissue injuries
- Assessment practice & assessments,

Assessment Method: Practical assessment will take place in the last 3 hours of the course by independent HSE approved assessors. Verbal and written assessment will be on-going throughout the course.

End Qualification: HSE Certificate in First Aid at Work valid for 3 years

This one day course will provide participants with an understanding of health and safety that will enable them to contribute to any risk assessment based health and safety management system.

- A Background to Health & Safety at Work
- Health & Safety
- Health
- Safety-Accident Prevention
- Safety-Slips, Trips and Falls
- Safety-Electricity
- Safety-Fire Prevention
- Welfare
- Risk Assessment
- The Workplace Risk Equipment
- Ergonomics & Work Station Design
- Manual Handling
- Hazardous Substances
- Working at Height
- Transport & Vehicles
- Noise & Vibration

Assessment Method: Candidates are assessed by a multiple-choice question paper at the end of the course.

End Qualification: CIEH Level 2 Award in Health & Safety in the Workplace

## **How to Book**

Call  
Sue King  
Training & Skills Development Worker  
**020 8880 4089**  
or email  
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You can also visit our website  
**[www.havcoharingey.org.uk](http://www.havcoharingey.org.uk)**  
for the latest information on training  
sessions and dates.