



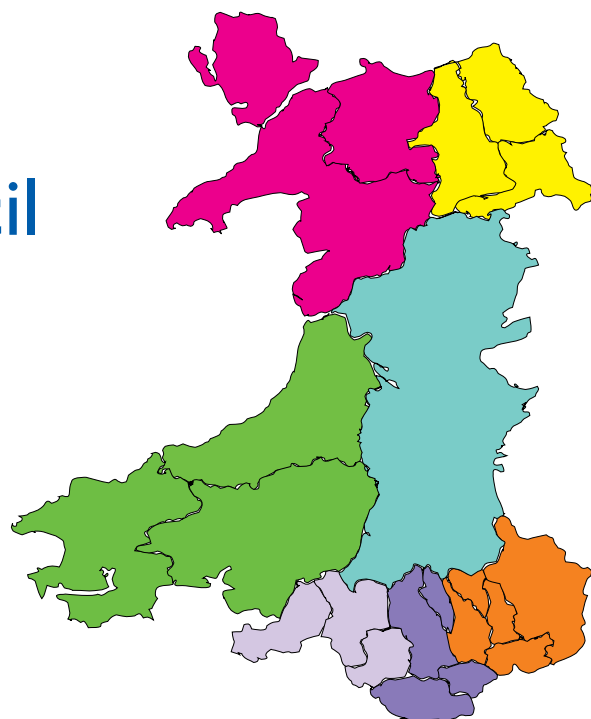
Courses for
Communities
Cymru

An affordable and accessible
training programme for
voluntary groups

October 2008 - March 2009

Courses cost
just **£20 per day**
or less!

Your local county voluntary council



County	County voluntary council	Website address	Telephone number
Anglesey	Medrwn Môn	www.medrwnmon.org	01248 724944
Conwy	CVSC	www.cvsc.org.uk	01492 534091
Gwynedd	Mantell Gwynedd	www.mantellgwynedd.com	01286 672626
Denbighshire	DVSC	www.dvsc.co.uk	01824 702441
Flintshire	FLVC	www.flvc.org.uk	01352 755008
Wrexham	AVOW	www.avow.org	01978 312556
Powys	PAVO	www.pavo.org.uk	01597 822191
Torfaen	TVA	www.torfaenvoluntaryalliance.org.uk	01495 756646
Newport	GAVO	www.gavowales.org.uk	01633 241550
Monmouthshire			
Blaenau Gwent			
Caerphilly			
Merthyr Tydfil	VAMT	www.vamt.net	01685 353900
Rhondda Cynon Taff	Interlink	www.interlinkrct.org.uk	01443 485337
Cardiff	VAC	www.vacardiff.org.uk	029 2048 5722
Vale of Glamorgan	VCVS	www.valecvs.org.uk	01446 741706
Bridgend	BAVO	www.bavo.org.uk	01656 810400
Neath Port Talbot	Neath Port Talbot CVS	www.nptcvs.co.uk	01639 631246
Swansea	Swansea CVS	www.scvs.org.uk	01792 544000
Carmarthenshire	CAVS	www.cavs.org.uk	01267 236367
Pembrokeshire	PAVS	www.pavs.org.uk	01437 769422
Ceredigion	CAVO	www.cavo.org.uk	01570 423232

Courses for Communities Cymru

An affordable and accessible training programme for voluntary groups

Courses for Communities Cymru is a new, nationwide programme of affordable training for community and voluntary groups, delivered through a partnership between local county voluntary councils (CVCs), volunteer centres (VCs) and Wales Council for Voluntary Action (WCVA).

The programme consists of 54 training courses and covers the 'A to Z' of running a voluntary or community group - from how to turn your ideas into a project, to sourcing funding, employing people, managing your money and promoting your project.

This dedicated voluntary sector training is available for £20* per person or less – putting it within the reach of voluntary groups** large and small.

Each of these 54 courses will run at least once in each of seven regions of Wales annually – see the

map on page 2. To book your place on one of the Courses for Communities Cymru training events, please contact the CVC delivering that course in your region – contact details for the CVCs are also listed on page 2.

Affordable training is only the start of what your local CVC can offer your voluntary or community group – from advice on funding, help with recruiting volunteers to practical help with issues such as IT or admin support. Many CVCs also offer training tailored to the specific needs of *your* organisation. Contact your local CVC to tap into this valuable resource.

Courses listed in this booklet will run between October and March 2009. Details of these courses are also published locally by your CVC, and will appear on the Courses for Communities website: www.coursesforcommunities.org.uk

For general enquiries on the Courses for Communities Cymru programme, please contact the **WCVA Helpdesk** on **0800 2888 329** help@wcva.org.uk

* Courses are supported by the Welsh Assembly Government under the Partnership Agreement

** Fees for private and public sector organisations available on request from the CVC provider

Getting started

Do you know where to start when you want to set up your voluntary activity or turn your activity into a formal voluntary organisation?

The training sessions in 'getting started' have been developed to help you address this dilemma!

1a What do you want to do and who can help you to do this?

By the end of this session, participants will:

- know what statistical information is available and where to access it
- understand different methods of identifying needs and wants
- be able to design, use and analyse a simple survey
- understand how to make a case for action
- know what sources of support are available to them and where to access them

Date	Location	Contact CVC	Duration
2 October 08	Mold	FLVC	1 day
8 October 08	Bangor	Mantell Gwynedd	1 day
12 November 08	Pontypridd	Interlink	½ day
2 December 08	Llandrindod Wells	PAVO	1 day

1b Organising a committee - what to do and who should do it?

By the end of this session, participants will:

- understand the principles of good governance
- know about alternative types of governance
- understand the need for and responsibilities of officers
- be able to establish a committee

Date	Location	Contact CVC	Duration
21 October 08	Caernarfon	Mantell Gwynedd	½ day
4 December 08	Pontypridd	Interlink	1 day
6 January 09	Llandrindod Wells	PAVO	1 day
23 January 09	Haverfordwest	PAVS	1 day

1c Organising your work

By the end of this session, participants will:

- understand how to identify aims and objectives
- be able to choose appropriate techniques for planning and decision making
- understand participatory methods for involving members and users in planning

Date	Location	Contact CVC	Duration
8 January 09	Llandrindod Wells	PAVO	1 day
17 January 09	Wrexham	AVOW	1 day
23 January 09	Colwyn Bay	CVSC	½ day
11 March 09	Haverfordwest	PAVS	1 day

1d Formalising your organisation

By the end of this session, participants will:

- understand the benefits of formal structures
- understand the difference between unincorporated and incorporated organisations
- know about the different types of legal structure open to voluntary organisations
- be able to identify appropriate structures for different types of organisation

Date	Location	Contact CVC	Duration
7 October 08	Llandrindod Wells	PAVO	1 day
27 February 09	Haverfordwest	PAVS	1 day

Running your organisation

So you know what you want to do and where you need to start but what about the formalities of governance, planning and measuring the success of what you do?

The training sessions in 'running your organisation' will give you an introduction into these areas to assist you in ensuring you are starting off on the right foot.

2a Look after your organisation

By the end of this session, participants will:

- understand the need to safeguard members
- understand the legal obligations of their organisation
- be able to find information, advice and support to draw up appropriate policies
- understand potential barriers to involvement in their organisation and how to tackle them

Date	Location	Contact CVC	Duration
28 October 08	Barry	VCVS	½ day
21 January 09	Haverfordwest	PAVS	½ day
8 February 09	Wrexham	AVOW	½ day

2b The committee cycle

By the end of this session, participants will:

- understand the annual cycle of governance
- understand the requirements for financial accounting and audit
- know how to organise and run an AGM

Date	Location	Contact CVC	Duration
7 October 08	Caernarfon	Mantell Gwynedd	½ day
14 October 08	Cardiff	VAC	½ day
11 November 08	Llandrindod Wells	PAVO	½ day
28 January 09	Haverfordwest	PAVS	½ day

2c Planning ahead

By the end of this session, participants will:

- understand the planning cycle
- understand the purpose and structures of different types of plans, eg, business plans, strategies, action plans

Date	Location	Contact CVC	Duration
13 November 08	Llandrindod Wells	PAVO	½ day
26 November 08	Pontypridd	Interlink	½ day
3 March 09	Ruthin	DVSC	½ day

2d What to do when things go wrong

By the end of this session, participants will:

- understand how to use their constitution to tackle problems
- understand some approaches to problem solving in organisations
- know where to find information, advice and support and how to access them

Date	Location	Contact CVC	Duration
4 November 08	Wrexham	AVOW	½ day
18 November 08	Llandrindod Wells	PAVO	½ day
18 November 08	Barry	VCVS	½ day
3 February 09	Haverfordwest	PAVS	½ day

2e Monitoring and evaluating your organisation's work

By the end of this session, participants will:

- understand what can be measured
- understand different methods of measurement
- know how to design a simple monitoring and evaluation system

Date	Location	Contact CVC	Duration
6 March 09	Wrexham	AVOW	½ day
13 January 09	Llandrindod Wells	PAVO	½ day
13 January 09	Barry	VCVS	½ day

2f Getting the best out of IT

By the end of this session, participants will:

- understand the use and application of different programmes
- understand the benefits and disadvantages of internet use in voluntary and community organisations

Date	Location	Contact CVC	Duration
15 October 08	Pontypridd	Interlink	½ day
6 November 08	Mold	FLVC	½ day
5 March 09	Llandrindod Wells	PAVO	½ day
5 March 09	Neath	NPTCVS	½ day

Working with others

Building networks, creating partnerships and persuading others of the merits of what your organisation is doing is part and parcel of the world we work in and implicit to the success of what we do.

The training sessions in 'working with others' will help build confidence in your communication skills, allow you consider ways of negotiating and influencing others and give an introduction to how networks, alliances and consortia work across the voluntary and statutory sector.

3a Effective communication skills

By the end of this session, participants will:

- understand the importance of effective communication
- have considered the variety of ways in which we communicate
- know how to actively listen to others
- have developed effective questioning skills
- have learnt how to give others the opportunity to contribute ideas and opinions to the discussion
- explored how best to prepare for meetings in order to communicate any messages/ideas and views clearly and concisely

Date	Location	Contact CVC	Duration
13 November 08	Gelligaer	GAVO	1 day
18 March 09	Merthyr Tydfil	VAMT	1 day
25 March 09	Swansea	SCVS	1 day

3b From planning to delivery - working with the statutory sector

By the end of this session, participants will:

- understand the scope of the statutory sector
- have explored how the voluntary sector works with the statutory sector
- have increased confidence to 'speak up' when appropriate
- know how best to represent their interests to the statutory sector
- ensure effective 'two-way' communication

Date	Location	Contact CVC	Duration
19 November 08	Haverfordwest	PAVS	½ day
25 February 09	Bridgend	BAVO	½ day

3c Networks, consortia and alliances

By the end of this session, participants will:

- have identified what networks, alliances and consortia actually are
- have considered the merits of working with networks, alliances or consortia
- know how to 'get involved'
- be able to prepare for, and contribute to a network, alliance or consortia meeting

Date	Location	Contact CVC	Duration
18 November 08	Pontypridd	Interlink	½ day
2 March 09	TBC	PAVS	½ day
26 March 09	Neath	NPTCVS	½ day

3d Skills for negotiation and influencing others

By the end of this session, participants will:

- distinguish issues that are 'common ground' from those that are being disputed
- have developed skills for presenting arguments factually and rationally, whilst acknowledging that the parties involved may have strong feelings about the situation
- understand the importance of moving from competitive win/lose outcomes to co-operative solutions

Date	Location	Contact CVC	Duration
19 November 08	Haverfordwest	PAVS	½ day
20 January 09	Swansea	SCVS	1 day
3 February 09	Cardiff	VAC	½ day

Volunteering

Volunteering is at the heart of what we do.

The sessions in 'volunteering' will give individuals and organisations who organise and manage volunteers an introduction to the various aspects of engaging with volunteers - recruitment, selection, support and guidance, risk assessment, volunteering policies and examples of best practice.

4a Introduction to volunteering

By the end of this session, participants will:

- understand the nature and scope of volunteering and how it differs from paid work
- recognise how and why organisations involve volunteers in their work
- appreciate the resource implications of involving volunteers

Date	Location	Contact CVC	Duration
1 October 08	Swansea	CVS	½ day
8 October 08	Llanelli	CAVS	1 day
22 October 08	Blaenavon	TVA	1 day
3 February 09	Llandrindod Wells	PAVO	½ day

4b Preparing for volunteers

By the end of this session, participants will:

- be able to identify volunteer roles and draw up volunteer 'task descriptions'
- know how to assess and manage risk relating to volunteers
- understand key legal issues relating to volunteers
- be able to develop a volunteering policy
- have considered what other policies might be necessary
- have identified actions for improvement in their own practice and that of their organisation

Date	Location	Contact CVC	Duration
14 and 15 October 08	Swansea	SCVS	2 days
15 and 29 October 08	Llanelli	CAVS	2 days
10 and 11 February 09	Llandrindod Wells	PAVO	1½ day

4c Volunteer recruitment, selection and induction

By the end of this session, participants will:

- be familiar with a range of methods to attract a diversity of volunteers
- recognise ways in which volunteering can be made more accessible to all
- recognise 'selection' as a two way process and be familiar with a range of selection tools
- be able to prepare questions for and conduct a selection interview
- understand the use of vetting procedures, including CRB checks and recognise their limitations
- understand the purpose and nature of a) volunteer agreements, b) volunteer induction
- recognise potential uses and abuses of volunteers' personal information
- have identified actions for improvement in their own practice and that of their organisation

Date	Location	Contact CVC	Duration
8 and 9 October 08	Merthyr Tydfil	VAMT	2 days
22 October 08	Llanelli	CAVS	1 day
23 and 24 October 08	Pontypool	TVA	2 days
5, 6 and 7 February 09	Swansea	SCVS	3 days
10 and 11 February 09	Caerphilly	GAVO	2 days

4d Getting the best from your volunteers

By the end of this session, participants will:

- understand good practice in relation to motivation, support and supervision of volunteers
- recognise the opportunities for volunteers' personal development and learning
- know how to give appropriate recognition to volunteers
- recognise key sources of conflict and ways of managing difficulties
- understand when and how to terminate the volunteering relationship

Date	Location	Contact CVC	Duration
5 November 08	Llanelli	CAVS	1 day
11 and 12 November 08	Mold	FLVC	1½ day
18 and 19 November 08	Swansea	SCVS	2 days
19 and 20 November 08	Merthyr Tydfil	VAMT	2 days

Trustees and management committee members

Being a trustee or committee member is a serious responsibility and one in which individuals are required to take an active role in leading and shaping a voluntary organisation.

The sessions in 'trustees and management committee members' outline what exactly being a trustee or committee member means, the roles and responsibilities of trustees as individuals and collectively, and the importance of engaging the right people for the job - people who need to ensure that everything is safe and legal, support the paid staff and volunteers to carry out the work and make big decisions about the future.

5a Introduction to being a trustee or committee member

By the end of this session, participants will:

- understand what being a trustee means
- have an overview of what is involved in governing a voluntary organisation

Date	Location	Contact CVC	Duration
2 December 08	Cardiff	VAC	½ day
4 December 08	Caernarfon	Mantell Gwynedd	1 day
11 March 09	Llandrindod Wells	PAVO	½ day

5b Governance

By the end of this session, participants will:

- understand the concept of governance
- be aware of the key principles of governance
- understand how trustees as a board are collectively responsible and accountable for ensuring that the organisation is well-run, solvent and complies with all its obligations
- be aware of key governance documents

Date	Location	Contact CVC	Duration
4 November 08	Bridgend	BAVO	½ day
19 November 08	New Tredegar	GAVO	½ day

5c Roles and responsibilities of trustees and management committee members

By the end of this session, participants will:

- have an understanding of trustee roles and responsibilities
- be clear on how aims or legal objects should reflect the organisation's values and mission
- identify potential liabilities and how to guard against them

Date	Location	Contact CVC	Duration
6 November 08	Colwyn Bay	CVSC	1 day
1 December 08	Bridgend	BAVO	½ day
3 December 08	Caerphilly	GAVO	½ day
2 February 09	Pontypool	TVA	½ day
3 March 09	Llandrindod Wells	PAVO	½ day
12 March 09	Pontypridd	Interlink	½ day

5d Roles of officers

By the end of this session, participants will:

- have identified the individual roles of honorary officers
- understand the importance and impact of these roles on the organisation
- understand the functions and responsibilities of honorary officers
- considered the knowledge and skills required to undertake these specific roles

Date	Location	Contact CVC	Duration
9 October 08	Usk	GAVO	½ day
13 October 08	Rhyl	DVSC	1 day
15 October 08	Aber Valley	GAVO	½ day
11 November 08	Barry	VCVS	1 day
1 December 08	Bridgend	BAVO	½ day

5e The Board and sub committees

By the end of this session, participants will:

- be more aware of board and committee structures
- have identified types of sub-committees and their roles
- have considered the particular responsibilities and powers delegated to sub committees and working groups responsible for specific activities
- know how to ensure that the composition of their board and sub-committees should reflect the community and the membership it serves

Date	Location	Contact CVC	Duration
6 November 08	Colwyn Bay	CVSC	1 day
5 February 09	Swansea	SCVS	½ day

5f Recruiting and developing trustees

By the end of this session, participants will:

- be familiar with the range of recruitment methods to attract a diversity of trustees
- have considered policies and procedures for trustee recruitment
- have explored the need for trustee job descriptions
- be familiar with the merits of undertaking a skills audit
- understand the importance of trustee induction and opportunities for learning and development

Date	Location	Contact CVC	Duration
11 November 08	Caerphilly	GAVO	½ day
14 November 08	Mold	FLVC	½ day
14 November 08	Pontypridd	Interlink	½ day
5 February 09	Swansea	SCVS	½ day

5g Working with the Chief Officer

By the end of this session, participants will:

- be clear on the difference between governance and management
- understand the role of the Chief Officer in relation to the board
- have considered ways in which the board can support the chief officer in his/her role

Date	Location	Contact	Duration
1 December 08	Swansea	SCVS	½ day
24 March 09	TBC	PAVS	½ day

Employing and managing people

There are various aspects to employing and managing people, not all of which are easy!

The sessions in 'employing and managing people' will take you from the initial stages of recruitment and selection, through to supporting staff and encouraging opportunities for development, and managing those difficult situations that none of us want to deal with.

6a Recruitment and selection

By the end of this session, participants will:

- understand the recruitment process
- be able to design job descriptions and person specifications
- explore different approaches to recruitment and selection in the context of equality legislation

Date	Location	Contact CVC	Duration
16 October 08	Llandrindod Wells	PAVO	1 day
10 December 08	Ruthin	DVSC	½ day
17 January 09	TBC	PAVS	1 day
10 February 09	Llangefni	Medrwn Môn	1 day
24 February 09	Cardiff	VAC	1 day

6b Contracts of employment

By the end of this session, participants will:

- have an overview of what should be included in a contract of employment
- understand the difference between the written particulars of employment and a contract
- be able to ensure contracts are accurate and fair, whilst being flexible

Date	Location	Contact CVC	Duration
9 October 08	Ruthin	DVSC	½ day
20 November 08	Llandrindod Wells	PAVO	½ day
18 January 09	TBC	PAVS	1 day
10 February 09	Llangefni	Medrwn Môn	1 day

6c Staff induction

By the end of this session, participants will:

- understand the key components of an effective induction framework
- examine the link between the induction programme and assessment of staff competence throughout the probationary period
- be able to plan an induction programme for own organisation
- identify factors and issues in relation to staff motivation and reward

Date	Location	Contact CVC	Duration
21 October 08	Llandrindod Wells	PAVO	½ day
18 November 08	Wrexham	AVOW	½ day
11 December 08	Haverfordwest	PAVS	½ day

6d Employment law

By the end of this session, participants will:

- have an update on current employment legislation
- understand their responsibilities
- be aware of the impact of employment legislation on personnel policies and procedures within the organisation

Date	Location	Contact CVC	Duration
9 October 08	Haverfordwest	PAVS	1 day
11 November 08	Pontypridd	Interlink	1 day
25 November 08	Llandrindod Wells	PAVO	1 day
15 January 09	Ruthin	DVSC	½ day

6e Supervision and appraisal

By the end of this session, participants will:

- understand the benefits of supervision and appraisal to staff and the organisation
- recognise the difference between supervision and appraisal
- develop and implement appropriate systems for supervision and appraisal

Date	Location	Contact CVC	Duration
23 October 08	Llandrindod Wells	PAVO	1 day
4 November 08	Pontypridd	Interlink	1 day
5 November 08	Haverfordwest	PAVS	1 day
20 November 08	Wrexham	AVOW	1 day
12 February 09	Cardiff	VAC	1 day

6f Managing grievance and disciplinary situations

By the end of this session, participants will:

- have an understanding of statutory discipline and grievance procedures (Employment Act 2004)
- understand the importance of having up to date policies and procedures
- understand the importance of complying with your organisations procedures
- know how to carry out fair grievance and disciplinary hearings
- be able to deal with employee disputes and dismissal

Date	Location	Contact CVC	Duration
9 October 08	Caerphilly	GAVO	1 day
13 January 09	Pontypridd	Interlink	1 day
27 January 09	Barry	VCVS	1 day
10 February 09	TBC	PAVS	1 day
6 March 09	Ruthin	DVSC	½ day
10 March 09	Swansea	SCVS	1 day

6g Managing absence

By the end of this session, participants will:

- have an overview of legal and contractual obligations in relation to staff absence
- be able to identify the organisational and personal impact of absence from work
- have considered strategies and options for dealing with absenteeism

Date	Location	Contact CVC	Duration
12 November 08	Swansea	SCVS	1 day
5 February 09	Llandrindod Wells	PAVO	½ day
9 March 09	Pontypridd	Interlink	½ day
12 March 09	Ruthin	DVSC	½ day

6h Managing health and safety in the workplace

By the end of this session, participants will:

- understand health and safety legislation and duty of care
- know what to include in a health and safety policy
- be able to undertake a risk assessment
- be familiar with reporting arrangements

Date	Location	Contact CVC	Duration
23 October 08	Ruthin	DVSC	1 day
23 October 08	Blackwood	GAVO	1 day
4 December 08	Haverfordwest	PAVS	1 day
13 January 09	Pontypool	TVA	1 day
17 March 09	Neath	NPTCVS	1 day
24 March 09	Barry	VCVS	1 day

6i Handling conflict

By the end of this session, participants will:

- recognise why and when conflict occurs
- explore the dangers and opportunities in conflict situations and identify your personal responses to conflict
- understand the importance of effective communication skills and techniques for behaving assertively
- develop strategies for successful conflict resolution

Date	Location	Contact CVC	Duration
7 October 08	Swansea	SCVS	1 day
4 November 08	New Tredegar	GAVO	1 day
24 November 08	Wrexham	AVOW	1 day
17 March 09	Llandrindod Wells	PAVO	1 day

6j Staff development

By the end of this session, participants will:

- be able to undertake a training needs analysis
- know how to develop a training plan
- understand the different approaches to training and development
- recognise the importance of evaluating training

Date	Location	Contact CVC	Duration
2 October 08	Llandrindod Wells	PAVO	½ day
6 October 08	Pontypool	TVA	1 day
26 November 08	Wrexham	AVOW	½ day
11 December 08	Haverfordwest	PAVS	½ day

Finding and getting money

The sessions in 'finding and getting money' have been designed to provide practical information to new or existing organisations on how to develop a sustainable funding approach to their work.



7a Business and strategic planning

By the end of this session, participants will:

- understand the difference between business and strategic planning
- understand the purpose of business and strategic plans and why every organisation needs one
- appreciate the benefits of the planning process
- be able to develop comprehensive business and strategic plans

Date	Location	Contact CVC	Duration
2 October 08	Hollybush	GAVO	1 day
4 November 08	Neath	NPTCVS	1 day
6 February 09	Mold	FLVC	1 day
17 March 09	Bridgend	BAVO	1 day
19 March 09	Colwyn Bay	CVSC	1 day

7b Preparing a sustainable fundraising strategy

By the end of this session, participants will:

- understand what a sustainable fundraising strategy is and why they need one
- learn to explore and extend their fundraising options
- be able to develop and construct a realistic and sustainable fundraising strategy

Date	Location	Contact CVC	Duration
10 October 08	Pontllytyn	GAVO	1 day
14 October 08	Llandrindod Wells	PAVO	1 day
13 October 08	Neath	NPTCVS	1 day
25 November 08	Bridgend	BAVO	1 day
7 January 09	Ruthin	DVSC	1 day
12 January 09	Pontypridd	Interlink	1 day
10 February 09	Barry	VCVS	1 day
19 February 09	Colwyn Bay	CVSC	1 day
26 March 09	Caernarfon	Mantell Gwynedd	1 day



7c Grants - fit for funding

By the end of this session, participants will:

- 'do your homework!' - understand how good research, realistic outcomes and accurate budgeting can improve the chances of a proposal being accepted
- learn how to write concise and compelling proposals
- be able to build relationships with grant givers and meet their expectations

Date	Location	Contact CVC	Duration
7 October 08	Barry	VCVS	1 day
21 October 08	Llangefni	Medrwn Môn	1 day
6 November 08	Pontypool	TVA	1 day
13 January 09	Bridgend	BAVO	1 day
10 February 09	Mold	FLVC	1 day
11 February 09	Caernarfon	Mantell Gwynedd	1 day
20 February 09	Pontypridd	Interlink	1 day

7d Earning

By the end of this session, participants will:

- assess their potential for trading
- understand the processes involved in developing a trading idea
- assess their potential for contracting
- understand the processes and requirements of procuring for the delivery of public services
- be introduced to legal and regulatory framework

Date	Location	Contact CVC	Duration
17 October 08	Mold	FLVC	1 day
14 November 08	Brynmawr	GAVO	1 day
27 November 08	Llandrindod Wells	PAVO	1 day
12 February 09	Haverfordwest	PAVS	1 day
4 March 09	Pontypridd	Interlink	1 day

7e Loan finance and asset based development

By the end of this session, participants will:

- understand the principles of loan finance and asset based development
- be in a position to decide if loan finance and asset based development is an option
- explore commercial and other sources of loan finance for financing assets
- be introduced to the legal and regulatory framework

Date	Location	Contact CVC	Duration
1 November 08	Usk	GAVO	1 day
12 February 09	Neath	NPTCVS	1 day
11 March 09	Ruthin	DVSC	1 day

7f Giving and public fundraising

By the end of this session, participants will:

- learn how to take advantage of tax-effective donations and gifts
- be introduced to fundraising law and practice
- explore the various options for public fundraising

Date	Location	Contact CVC	Duration
23 October 08	Haverfordwest	PAVS	1 day
11 December 08	Mold	FLVC	1 day
21 January 09	Llandrindod Wells	PAVO	1 day
21 January 09	Swansea	SCVS	1 day

Managing money

Managing money is not just about monitoring income and expenditure - you also have to be aware of the effective financial management and control within a charity, understand accounts, and produce clear financial reports for the board and your external funders.

The sessions in 'managing money' will aid you in getting to grips with the finances of your organisation and offer practical tools and techniques to aid in controlling and monitoring budgets, understand terminology and help to ensure you have clear systems and procedures in place to facilitate your task.

8a Accounting basics

By the end of this session, participants will:

- understand basic accounting terms and concepts
- have an overview of the legal requirements in relation to different size/structured voluntary organisations
- be able to set up and maintain a simple book keeping system
- produce a financial report for a Management Committee
- establish and run a petty cash system

Date	Location	Contact CVC	Duration
14 October 08	Blaenavon	TVA	1 day
21 October 08	Bridgend	BAVO	½ day
19 November 08	Caernarfon	Mantell Gwynedd	½ day
27 January and 3 February 09	Neath	NPTCVS	2 days
17 and 25 March 09	Ruthin	DVSC	2 days

8b Charity annual accounts and audit

By the end of this session, participants will:

- understand the importance of effective financial management and control within a charity
- have an overview of the role of the Charity Commission
- explain the significance of SORP and be able to advise trustees of their responsibilities
- be able to describe the audit and reporting requirements in relation to own organisation

Date	Location	Contact CVC	Duration
16 October 08	Colwyn Bay	CVSC	1 day
18 November 08	Pontypool	TVA	1 day
1 December 08	Cardiff	VAC	1 day
10 February 09	Swansea	SCVS	1 day
19 February 09	Caerphilly	GAVO	1 day

8c Budgeting

By the end of this session, participants will:

- understand the differences between budgets and cash flow forecasts
- examine the principles of budget preparation and the use of forecast information
- be able to prepare simple budget and cash flow forecasts
- describe the relationship between budgets and fundraising
- explain financial information to non financial experts
- be aware of different options re. IT help

Date	Location	Contact CVC	Duration
21 October 08	Mold	FLVC	1 day
18 November 08	Llangefni	Medwrn Môn	1 day
12 January 09	Cardiff	VAC	1 day
3 March 09	Neath	NPTCVS	1 day
25 March 09	Newport	GAVO	1 day

Assets

The sessions in 'assets' will give you an insight into the pros and cons of renting, leasing or buying a building and introduce you to the legalities and responsibilities of running a community building.

9a Buildings - rent, lease or buy?

By the end of this session, participants will:

- have an understanding of the main advantages and disadvantage of renting, leasing or buying a building for community use
- have an understanding of the legal procedures and implications of renting, leasing, or buying a building
- know what to look for in a lease

Date	Location	Contact CVC	Duration
9 January 09	Wrexham	AVOW	1 day
23 February 09	Brynmawr	GAVO	1 day
24 February 09	Llandrindod Wells	PAVO	1 day
24 February 09	Neath	NPTCVS	1 day
19 March 09	TBC	PAVS	1 day

9b Running a community building

By the end of this session, participants will:

- have an understanding of the key tasks involved in running a successful community building
- know the legal responsibilities of running a community building, such as insurance, health and safety
- understand the essential costs involved in running a building and how they might be met
- an understanding of how to manage tenants and users and avoid conflict of use

Date	Location	Contact CVC	Duration
27 November 08	Blaenavon	TVA	1 day
27 January 09	Llangefni	Medrwn Môn	1 day
12 February 09	Ruthin	DVSC	1 day
5 March 09	Haverfordwest	PAVS	1 day
19 March 09	Llandrindod Wells	PAVO	1 day

Promotion and marketing

So often we set up a fantastic service or project and then forget to tell others about it! The sessions in 'promotion and marketing' look at different aspects of how producing promotional materials and using channels of communication to help you with ways to 'blow your organisation's trumpet' and let others know about the work you are doing and the difference you are making.

10a Developing and writing a communications strategy

By the end of this session, participants will:

- have defined the purpose of a communications strategy
- have understood the key elements and specific contents of a communications strategy

Date	Location	Contact CVC	Duration
14 October 08	Merthyr Tydfil	VAMT	½ day
2 December 08	Newport	GAVO	½ day
16 February 09	Mold	FLVC	½ day

10b Creating publicity and marketing materials

By the end of this session, participants will:

- understand how to get their message across and to whom
- understand the basic principles of graphic design
- be able to create a design brief
- assess work they have produced and know what to avoid in publicity materials

Date	Location	Contact CVC	Duration
17 October 08	Haverfordwest	PAVS	½ day
2 December 08	Newport	GAVO	½ day
18 February 09	Wrexham	AVOW	½ day

10c Developing your newsletter

By the end of this session, participants will:

- have explored a variety of approaches to producing a newsletter
- have considered the key elements of a newsletter
- have identified target audiences and how to tailor the newsletter accordingly

Date	Location	Contact CVC	Duration
17 October 08	Haverfordwest	PAVS	½ day
9 December 08	Cardiff	VAC	½ day
9 December 08	Llandrindod Wells	PAVO	½ day
23 February 09	Pontypool	TVA	½ day

10d Working with the media

By the end of this session, participants will:

- have gained tips on the do's and don'ts of press, radio and TV interviews

Date	Location	Contact CVC	Duration
14 January 09	Wrexham	AVOW	½ day
10 March 09	Llangefni	Medwrn Mon	½ day
18 March 09	Haverfordwest	PAVS	½ day
24 March 09	Swansea	SCVS	½ day

10e Writing effective press releases

By the end of this session, participants will:

- know how to improve their organisation's chance of gaining press coverage
- have developed an understanding of what makes a good news story

Date	Location	Contact CVC	Duration
27 November 08	Haverfordwest	PAVS	½ day
9 December 08	Merthyr Tydfil	VAMT	½ day
24 February 09	Ruthin	DVSC	½ day
27 February 09	Newport	GAVO	½ day
10 March 09	Llangefni	Medwrn Mon	½ day
24 March 09	Swansea	SCVS	½ day

10f Producing an annual report

By the end of this session, participants will:

- know how to plan the annual report
- understand how an annual report can work as a promotional tool to highlight the organisation's achievements

Date	Location	Contact CVC	Duration
25 November 08	Merthyr Tydfil	VAMT	½ day
22 January 09	Ruthin	DVSC	½ day

10g Creating a website - making the most of your website and the internet

By the end of this session, participants will:

- have understood what the web is good for (and what it is not so good for)
- have understood the structure of a website
- have identified ways of making a website more user friendly and accessible

Date	Location	Contact CVC	Duration
14 January 09	Caernarfon	Mantell Gwynedd	1 day
26 February 09	Mold	FLVC	½ day

10h Reaching out - using accessible formats and languages

By the end of this session, participants will:

- have understood the importance and need for making information available in accessible formats
- have explored the variety of formats available

Date	Location	Contact CVC	Duration
6 November 08	Merthyr Tydfil	VAMT	½ day
28 November 08	Mold	FLVC	½ day
17 February 09	Newport	GAVO	½ day
18 March 09	Haverfordwest	PAVS	½ day