



Cefnogi Gweithredu Gwirfoddol yn Rhondda Cynon Taf  
Rhif Elusen Cofrestredig: 1069044



Supporting Voluntary Action in Rhondda Cynon Taff  
Registered Charity No: 1069044

# Training Programme October 2009 - March 2010

Interlink's training programme continues to expand and develop to offer the training courses **YOU** tell us that you need, together with some new 'taster' courses you might like to sample.

Alongside the more formal courses in this programme, Interlink is committed to delivering the more informal, individualised training your organisation might want e.g. a session on trustee roles and responsibilities specifically designed for your group might be more relevant than attending a course alongside other people, though of course there is always value in sharing information and learning from others' experiences!

If you require this type of 'bespoke', or individually designed training, please contact us and we will pass your request on to an appropriate staff member to follow up with you.

## October

### Trustee & Committee Member Roles & Responsibilities

Directed in particular at the smaller charities and voluntary groups. The course content covers the major responsibilities and role that charity trustees and voluntary organisation's management committee members have. It includes: good practice, legal structures, governing documents, charity law & the 2006 Charities Act. Financial management, liability, employment and planning are also covered.

**Date:** 6 October 2009  
**Time:** 10.00am - 3.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Phil Barrett

### Introduction to City and Guilds 9297 (level 2) Certificate in Basic Skills Learning Support

**FREE**

The Certificate in learning support is designed for people who want to support learners or service users with basic skills needs. This workshop will be an introduction for you to find out more about what's involved in studying for the level 2 Certificate. The workshop will also be an opportunity to explore how this qualification could help you in your current role or for future career development.

**Date:** 14 October 2009  
**Time:** 9.30am - 12.30pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

### Write for Success

**FREE**

The pen is mightier than the sword! This is a taster workshop on composing and sending well written letters and emails. You will also learn how to write a simple and clear report.

**Date:** 19 October 2009  
**Time:** 10.00am - 12.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

# November

## Volunteer Recruitment, Selection & Induction

Recruiting methods, targeted recruitment, methods of selecting volunteers, CRB checks, identifying volunteer skills, data protection, volunteer induction.

**Date:** 4 & 5 November 2009  
**Time:** 9.00am - 5.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Christine Davies / Wendy Marshall

## Number Crunching

FREE

### Life is like a box of chocolates!

Join us for this fun workshop to find out how much maths is in a box of chocolates. Brush up on your numbers skills. Chocolates provided!

**Date:** 9 November 2009  
**Time:** 10.00am - 12.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

## Media Training

Are you wondering how to get more attention for your organisation / project / client group? Fed up of being relegated to a three line filler on page 38 or, even worse, not making it past the Editors red pencil? Are you worried your press releases are a bit mundane? And do you know a good news story from a bad one?

- ◆ How to engage with the media
- ◆ How to proactively create stories to get you noticed
- ◆ How to write a press release

**Date:** 12 November 2009  
**Time:** 10.00am - 1.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Erica Helps

## Presentation Skills

FREE

Do you want to improve your confidence when speaking in public? This taster session will offer hints and tips on speaking and listening during meetings, group work and when presenting information.

**Date:** 16 November 2009  
**Time:** 10.00am - 12.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

## Financial Literacy - Money

FREE

The buzz words around at the moment! It's all about the money. We all need to be aware of how we spend our money. Learn more about budgeting and writing expenses claims.

**Date:** 23 November 2009  
**Time:** 10.00am - 12.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

## Disability Act Training

To provide an understanding of the legal rights of disabled staff and the legal duties of employers in relation to employment.

- ◆ Understand the legal definition of disability – who has protection under the law and who doesn't?
- ◆ What types of discrimination are unlawful?
- ◆ When do employers have to make 'reasonable adjustments' for disabled staff?
- ◆ Opportunities to ask questions about the law
- ◆ Explore case studies

**Date:** 24 November 2009  
**Time:** 1.00pm - 5.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Disability Coalition

## First Aid

This course is designed for any employee that has been designated an Appointed Person. An appointed person is someone who can take charge of an emergency situation should the need arise. An appointed person is ideal for small businesses or as a back up for cover for more qualified first aiders.

### Course Content:

- ◆ General introduction and purpose of First Aid
- ◆ Role and responsibility of First Aider
- ◆ Dealing with accidents and illness
- ◆ Assessment of a situation and casualty
- ◆ Causes of shock
- ◆ Assessment of consciousness
- ◆ Assessment of wounds and bleeding
- ◆ Treatment of burns and scalds
- ◆ Basic life support

**Date:** 27 November 2009  
**Time:** 9.30am - 4.30pm  
**Venue:** Interlink Conference Room  
**Trainer:** Integrity Training

# December

## Safeguarding Children, Young People and Vulnerable Adults

An awareness-raising session for voluntary and community groups to include:

- ◆ Background to legislation
- ◆ Current data regarding protection of children and vulnerable adults
- ◆ Developing a framework for policy, procedure and practice
- ◆ Update on Independent Safeguarding Authority

**Date:** 3 December 2009

**Time:** 9.30am - 3.30pm

**Venue:** Interlink Conference Room

**Trainer:** Emma Rees / Ann Philpott

# January

## Getting The Best From Your Volunteers

Understanding motivation, support and supervision, managing difficult situations, recognition and reward.

**Date:** 13 & 14 January 2010

**Time:** 9.00am - 5.00pm

**Venue:** VAMT Conference Room

**Trainer:** Thomas Crockett / Wendy Marshall

## Outcomes & Performance - A Recipe for Success

This course looks at defining, managing and measuring performance. The course will look at the essential ingredients required for delivering quality outcomes to the people and communities who benefit from your activities and services. It will help you to understand and develop organisational outcomes rather than outputs. Participants will explore a number of tools and techniques to use within their own organisation to improve service delivery.

**Date:** 20 January 2010

**Time:** 9.00am - 1.00pm

**Venue:** Interlink Conference Room

**Trainer:** Simon James

## Introduction to City and Guilds 9297 (level 2) Certificate in Basic Skills Learning Support

**FREE**

The Certificate in learning support is designed for people who want to support learners or service users with basic skills needs. This workshop will be an introduction for you to find out more about what's involved in studying for the level 2 Certificate. The workshop will also be an opportunity to explore how this qualification could help you in your current role or for future career development.

**Date:** 29 January 2010

**Time:** 9.30am - 12.30pm

**Venue:** Interlink Conference Room

**Trainer:** Coleg Morgannwg

# February

## How to Simplify Workplace Documents

**FREE**

Do you want to produce clear written materials for a range of readers? This workshop will give you the skills and knowledge to simplify your workplace documents. Learn how to use the SMOG test to calculate the readability of your documents. You can use this knowledge to adapt written materials for your staff e.g. policies, staff handbook, training materials. The skills will also be beneficial for producing publicity materials that are easy to read e.g. website, newsletter, press releases.

**Date:** 1 February 2010  
**Time:** 10.00am - 12.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

## Introduction to Management

This course is for those people interested in growing their staff and themselves. It is suitable for anyone planning to be a manager or is already a manager and would like to develop their understanding and skills. The course will look at how to manage a number of key management issues including:

- ◆ Recruitment and induction
- ◆ Motivation and learning
- ◆ Performance

By the end of the course, you will have the knowledge and skills to develop your staff. You will have the confidence to apply what you have learnt and manage more effectively.

**Date:** 3 February 2010  
**Time:** 9.00am - 1.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Simon James

## Trustee Training

Directed in particular at the smaller charities and voluntary groups. The course content covers the major responsibilities and roles that charity trustees and voluntary organisation's management committee members have. It includes: good practice, legal structures, governing documents, charity law & the 2006 Charities Act. Financial management, liability, employment and planning are also covered.

**Date:** 4 February 2010  
**Time:** 10.00am - 3.00pm  
**Venue:** Interlink Meeting Room  
**Trainer:** Phil Barrett

## Project Management

Using the logic of the project cycle, this one day course will give you an introduction into project research, planning, implementation, monitoring and evaluation. The course will introduce you to useful tools such as stakeholder analysis, logistical frameworks, monitoring reports, results based accountability and donor interviews.

**Date:** 4 February 2010  
**Time:** 9.00am - 1.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Thomas Crockett / Maria Prosser

## How to Simplify Workplace Documents

**FREE**

Do you want to produce clear written materials for a range of readers? This workshop will give you the skills and knowledge to simplify your workplace documents. Learn how to use the SMOG test to calculate the readability of your documents. You can use this knowledge to adapt written materials for your staff e.g. policies, staff handbook, training materials. The skills will also be beneficial for producing publicity materials that are easy to read e.g. website, newsletter, press releases.

**Date:** 8 February 2010  
**Time:** 10.00am - 12.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Coleg Morgannwg

## Working in Partnership

'Partnership working' is a key phrase used by Government Ministers, Local Authorities and NHS organisations. But what does it mean in practice and what benefits will it bring to your group? Aimed at people new to partnership working with the statutory sector and people who would like to become a voluntary sector representative, this session aims to explore:

- ◆ The scope of the statutory sector
- ◆ How the voluntary sector works with the statutory sector
- ◆ How best to represent voluntary sector interests
- ◆ How to promote effective two-way communication

**Date:** 11 February 2010  
**Time:** 9.30am - 12.30pm  
**Venue:** Interlink Conference Room  
**Trainer:** Ann Philpott

## Your Constitution - Essential for Funding

**Outcomes:-**

- ◆ Check your current constitution is suitable for funding
- ◆ Ability to write a constitution
- ◆ Ability to understand a constitution
- ◆ Understand why funders need a constitution

**Date:** 16 February 2010  
**Time:** 10.00am - 3.00pm  
**Venue:** Interlink Conference Room  
**Trainer:** Phil Barrett / Joanna Markham

# March

## Safeguarding Children, Young People and Vulnerable Adults

An awareness-raising session for voluntary and community groups to include:

- ◆ Background to legislation
- ◆ Current data regarding protection of children and vulnerable adults
- ◆ Developing a framework for policy, procedure and practice
- ◆ Update on Independent Safeguarding Authority

**Date:** 3 March 2010

**Time:** 9.30am - 3.30pm

**Venue:** Interlink Conference Room / Meeting Room

**Trainer:** Emma Rees / Ann Philpott

## Tendering for the Terrified

Would you like to diversify your income and become more sustainable? Welcome to the world of tendering. Join us for a half-day introductory workshop where we will attempt to demystify the jargon behind it all. Find out about how the tender process works and gain tips on writing a successful tender.

**Date:** 4 March 2010

**Time:** 9.00am - 1.00pm

**Venue:** Interlink Conference Room

**Trainer:** Jayesh Parmar / Joanna Markham / Rebecca Cogan

## Expert Patient Programme

**This six-week course (2 ½ hours per week) includes the following topics:**

- ◆ Managing symptoms such as pain & tiredness
- ◆ Coping with low self-image
- ◆ Dealing with difficult feelings such as anger, fear & frustration
- ◆ Coping with stress & depression
- ◆ Eating healthily
- ◆ Relaxation techniques & better breathing
- ◆ The benefits of exercise
- ◆ Improving communication skills with family, friends & professionals
- ◆ Problem solving & planning for the future

**Date:** 9 September 2009 - 14 October 2009

**Time:** 1.30pm - 4.00pm

**Venue:** The Band Room, Station Street, Treherbert

**Date:** 9 October 2009 - 13 November 2009

**Time:** 10.00am - 12.30pm

**Venue:** Pontyclun Sports & Rugby Club,  
Windsor Park, Pontyclun CF72 9DQ

**Date:** 13 October 2009 - 17 November 2009

**Time:** 12.30pm - 3.00pm

**Venue:** Interlink Conference Room, Pontypridd

## Routes To Recovery

To start at the end of February in the Rhondda Valley.

**For further information contact Kath Jones**

# Training Programme October 2009 - March 2010

## Booking Form

**Course Title:**

**Date:**

**Name:**

**Job Title:**

**Organisation:**

**Address:**

**Postcode:**

**Telephone No.:**

**E.mail:**

**Website:**

**Do you have any other requirements, e.g. access, diet, communication?**

**Where did you hear about this training?**

**Do you consent to your photograph being taken and used for publicity purposes?**

**Signed:**

**Date:**

Additional Courses are available from other CVCs in the region. For further information, visit the Courses For Communities Cymru Website: [www.coursesforcommunities.org.uk](http://www.coursesforcommunities.org.uk)

The web site contains a fully searchable list of the courses that are running, as well as general information about the programme as a whole.

## Booking Policy

Our training fees are:

**£10 per person for a half-day course**

**£20 per person for a full day course**

**£40 per person for a two-day course**

**Statutory / private / non-member organizations - £40 for half day**

**£80 for full day**

This is a highly subsidised rate for Interlink members. If however you are from a small community group and find these fees prohibitive, please contact us and we will make alternate arrangements for you to receive this training. **Training is free for volunteers.**

Attendance may be limited to two people per organisation. Any additional names will be placed on a waiting list. Places are limited – bookings will **ONLY** be accepted with the appropriate booking fee.

**N.B. The Basic Skills courses are free.**

**DECLARATION:** I wish to attend the above course; I enclose the appropriate fee and have read and understood the cancellation policy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## HOW TO MAKE YOUR BOOKING

Please complete and return the booking form – retain a copy for your records. Send the form to us along with the appropriate fee. On its receipt, your place will be confirmed (subject to availability). Some of our courses fill well in advance. Our cancellation policy will apply from the date of your confirmation letter. Please inform us if you have not received confirmation two weeks before the course commences. Please note that we do not accept telephone bookings. Bookings received without the appropriate fee will not be accepted.

## CANCELLATION POLICY

We need notification you cannot attend **AT LEAST** one week before the course, in order to offer your place to someone else. No refund will be made for bookings cancelled less than one week before the event, or for illness or non-attendance on the day. You may wish to delegate a colleague to attend in your place rather than forfeit the full course fee.

### For Office Use Only:

Application acknowledged  Booked/Logged

Booking fee received  Confirmation Sent

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