

Training Programme



April - September 2019

Interlink Training Programme

Interlink - *'listening to and supporting the development of people and communities'*

Interlink is the County Voluntary Council for Rhondda Cynon Taf (RCT), acting as an 'umbrella' or 'hub' organisation to support volunteers, communities and community and voluntary groups (the Sector). Interlink as a County Voluntary Council is a member of Third Sector Support Wales who provide a universal service across Wales.

Interlink's main areas of work are:

- **Community Advice and Support** - providing information, advice, training and funding
- **Volunteering** - supporting volunteers and volunteer organisations
- **Wellbeing** - supporting people and working together on early intervention and prevention to improve health, social care and wellbeing
- **Citizen, Community and Third Sector Voice** - helping people, communities and third sector organisations to influence and take action on those things that matter to them

OUR MISSION

- To listen to and support the development of communities to be better connected and more resilient
- To build on individual and community strengths through volunteering, community involvement and action
- To work with others to improve wellbeing, tackle poverty and reduce inequality

CONTACT US

If you need any information or advice of any kind - from volunteering to help to access funding, we are here to help, please contact us on 01443 846200 or by email: info@interlinkrct.org.uk or visit our website: www.interlinkrct.org.uk

Interlink's training programme continues to expand, develop and to offer the training courses that **YOU** tell us you need.

**Check out our training and complete the Training Needs Survey to tell us more
visit www.interlinkrct.org.uk/training**

*Interlink is also committed to delivering the more informal training
that your organisation want.
Call us to chat about what you want.*

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April

Health and Safety

This course will provide you with knowledge of health and safety practices that are essential in the workplace. This includes the hazards and risks presented in the workplace along with the relevant legislation, and ensures awareness of cost-effective, practical control methods.

Date:	9 April 2019
Time:	9.00am - 4.00pm
Venue:	Interlink
Cost:	Members £50 Non-members £100
Facilitator:	Lifesavers

April

Essential training for trustees

This course explains the key duties of all trustees/directors of organisations in the voluntary sector, and what trustees need to do to carry out these duties competently. Trustees have legal responsibility for a charity's management and administration. They play an essential role. Being aware of the duties and responsibilities covered in this training will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements of the law.

Date:	10 April 2019
Time:	6.00pm - 8.00pm
Venue:	Interlink
Cost:	Members £20 Non-members £40
Facilitator:	Ken Moon

Enhanced Alcohol Awareness and Brief Interventions - Working with the over-50s

After undergoing this course participants should be able to:

- Accurately calculate the units in specific measures of alcohol
- Consider the reasons why the over-50s are at risk from increased drinking
- Recognise the impact alcohol can have on the over-50s
- Understand the physiological effects of alcohol on the over-50s
- Understand the development of alcohol dependency and ARBD (Alcohol Related Brain Damage)
- Consider stages of readiness in relation to changing drinking behaviours
- Identify signs and symptoms of alcohol use in the over-50s
- Demonstrate an ability to screen for alcohol
- Demonstrate an ability to deliver an alcohol brief intervention

If you are interested in booking a place please contact the trainer on:
jamie.bradbourne@drinkwiseagewell.org.uk

Date:	11 April 2019
Time:	9.30am - 4.30pm
Venue:	The Conference Centre, University of South Wales Off Llantwit Road, Treforest, Pontypridd CF37 1DL
Cost:	FREE
Facilitator:	Jamie Bradbourne - Drink Wise Age Well

May

Enhanced Alcohol Awareness and Brief Interventions - Working with the over-50s

After undergoing this course participants should be able to:

- Accurately calculate the units in specific measures of alcohol
- Consider the reasons why the over-50s are at risk from increased drinking
- Recognise the impact alcohol can have on the over-50s
- Understand the physiological effects of alcohol on the over-50s
- Understand the development of alcohol dependency and ARBD (Alcohol Related Brain Damage)
- Consider stages of readiness in relation to changing drinking behaviours
- Identify signs and symptoms of alcohol use in the over-50s
- Demonstrate an ability to screen for alcohol
- Demonstrate an ability to deliver an alcohol brief intervention

**If you are interested in booking a place please contact the trainer on:
jamie.bradbourne@drinkwiseagewell.org.uk**

Date:	9 May 2019 or 23 May 2019
Time:	9.30am - 4.30pm
Venue:	The Conference Centre, University of South Wales Off Llantwit Road, Treforest, Pontypridd CF37 1DL
Cost:	FREE
Facilitator:	Jamie Bradbourne - Drink Wise Age Well

Accounts for the non-accountant - the basics

The course takes you through the accounts using plain English and no jargon. The Balance Sheet, Statement of Financial Activities and reserves are discussed as well as some double entry examples with plenty of time for questions.

Date:	13 May 2019
Time:	2.00pm - 4.00pm
Venue:	Interlink
Cost:	FREE
Facilitator:	Claire Thompson from Broomfield and Alexander

May

Dementia Friends

This session is designed for anyone with an interest in dementia. Delegates should come away from the session understanding what dementia is, how to manage it and with a greater awareness.

Date:	15 May 2019
Time:	11.00am - 2.00pm
Venue:	Interlink
Cost:	Members £20 Non-members £40
Facilitator:	Jen Edwards

Fit for Funding - Better Bids

This course is for community groups and organisations and will help you apply for funding, a half day course which covers:

- What funders are looking for from you
- Show funders you are competent
- What you need to put in place before applying
- How you evidence the need for your project
- What a good application looks like

Date:	16 May 2019
Time:	1.30pm - 4.30pm
Venue:	Interlink
Cost:	Members £20 Non-members £40
Facilitator:	Meriel Gough - Interlink

June

First Aid (Certified)

This one day appointed person course is designed to give people the minimum knowledge required in carrying out emergency first aid. It meets the care standard requirements of an appointed person.

Course content will include:

- Incident Management
- Recovery Position
- CPR
- How to deal with bleeding
- How to deal with burns
- How to deal with heart attacks and strokes

Date:	5 June 2019
Time:	9.00am - 4.00pm
Venue:	Interlink
Cost:	Members £50 Non-Members £100
Facilitator:	Lifesavers

Measuring your Impact

This course will give you a practical grounding in monitoring and evaluation. You will learn how to define and measure outcomes and also begin to develop your own monitoring and evaluation framework, which you can start using straight away.

Date:	27 June 2019
Time:	9.30am - 4.30pm
Venue:	Wales Council for Deaf People
Cost:	Members £40 Non-members £80
Facilitator:	Ken Moon and Meriel Gough - Interlink

July

Planning Using Outcomes

This Training is for Trustees, Staff and Volunteers who are involved in the monitoring and evaluation of your organisations' impact.

You may know what your organisation does but do you know what difference it makes? And can you prove it? As more and more funders and commissioners ask about your impact, Third Sector Support Wales has been developing training on 'the theory of change' to help you to develop a monitoring and evaluation framework as part of your organisations delivery strategy.

It is intended to show how you expect to delivery your outcomes over the short, medium and longer term as a result of your work.

'The development process, and the thinking involved, is as important as the diagram or narrative you produce.' NCVO

Date:	3 July 2019
Time:	10.00am - 4.00pm
Venue:	Wales Council for Deaf People
Cost:	Members £20 Non-members £40
Facilitator:	Ken Moon

Who Does What in Mental Health

This course will give you an undersanding of mental health services in Cwm Taf, their different teams and what they do. It also provides signposting information to support people who use your service.

Date:	11 July 2019
Time:	12.30pm - 3.30pm
Venue:	Wales Council for Deaf People
Cost:	Members £20 Non-members £40
Facilitator:	Sharon Phillips

September

Essential training for trustees

This course explains the key duties of all trustees/directors of organisations in the voluntary sector, and what trustees need to do to carry out these duties competently. Trustees have legal responsibility for a charity's management and administration. They play an essential role.

Being aware of the duties and responsibilities covered in this training will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements of the law.

Date:	5 September 2019
Time:	6.00pm - 8.00pm
Venue:	TBA
Cost:	Members £20 Non-members £40
Facilitator:	Ken Moon

Getting Ready for Commissioning

This course is a basic/beginners introduction to tendering.

You will be asked to complete a short survey monkey questionnaire on booking so that course can be designed to suit needs.

Date:	12 September 2019
Time:	1.00pm - 4.00pm
Venue:	Wales Council for Deaf People
Cost:	£50
Facilitator:	Sam Edwards

September

Safeguarding Children and Young People

This is a level 2 awareness raising session will increase your confidence in identifying and referring safeguarding issues.

Participants will:

- Develop a basic understanding of child protection and abuse
- Gain knowledge of child protection terms
- Consider how to report/respond as an individual

This course is aimed at those with a limited knowledge of safeguarding issues who are looking to set up, or review safeguarding policies and procedures within their organisation.

Date:	25 September 2019
Time:	9.30am - 12.30pm
Venue:	Wales Council for Deaf People
Cost:	FREE
Facilitator:	TBA

Safeguarding - Adults at Risk

This is a level 2 awareness raising session which will include:

- The background to legislation
- Definitions and indicators of abuse
- Current trends in adult protection in Cwm Taf

This course is aimed at those with a limited knowledge of safeguarding issues who are looking to set up, or review safeguarding policies and procedures within their organisation.

Date:	25 September 2019
Time:	1.30pm - 4.30pm
Venue:	Wales Coouncil for Deaf People
Cost:	FREE
Facilitator:	Maria Abson

Other Training

Managing Volunteers Training

We can offer volunteering courses containing elements from the following modules:

- Introduction to Volunteering
- Preparing for Volunteers and Volunteer Recruitment
- Volunteer Selection and Induction
- Getting the Best from your Volunteers

For more information email: tcrockett@interlinkrct.org.uk

Other training available:

WCVA

Time management for the third sector

This course will equip you with the tools and techniques for getting the most out of your time.

Delivered through the medium of English

14 May 2019 in Cardiff

For more courses visit www.wcva.org.uk/training



TSSW

For more information visit www.thirdsectorsupport.wales



Voluntary Action Merthyr Tydfil

For more information visit www.vamt.net



WE ARE MOVING OFFICES

All training courses between April and June will be based in Interlink's office in Upper Boat, courses from July will be in our new office in Glenview House, Courthouse Street, Pontypridd CF37 1JY (above Wales Council For Deaf People Office)

6 Melin Corrwg, Upper Boat

By Road

From Merthyr and the North

Exit the A470 at junction signposted Rhydyfelin, Gellihirion Ind. Est. Take the 5th exit onto the A4054 signposted Hawthorn passing the Upper Boat pub on your left and Dewis CIL on your right. Continue for approx. half a mile and Interlink, 6 Melin Corrwg is on your left.

From Cardiff and the South

Exit the A470 at junction signposted Rhydyfelin, Gellihirion Ind. Est. Take the 3rd exit on to the A4054 signposted Hawthorn, passing the Upper Boat pub on your left and Dewis CIL on your right. Continue for approx. half a mile and Interlink, 6 Melin Corrwg is on you left.

Parking: We have limited parking in our car park adjacent to the building, spaces numbered 5/1 - 5/12 only. Additional parking is available opposite the office in Dynea Road.

By Train: The nearest station is Treforest Industrial Estate Railway Station which is a 20 minute walk away with 2 trains an hour.

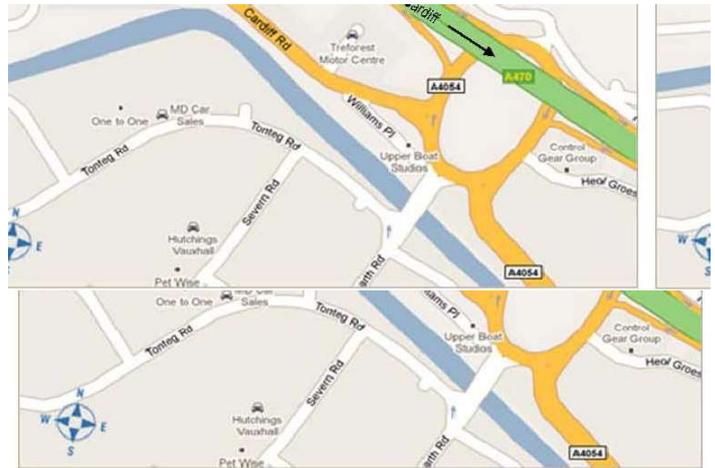
By Bus: Both the 120 (Rhondda Fawr – Caerphilly) and the 132 (Maerdy to Cardiff) buses from Pontypridd Bus station stop at the Foundry Hill bust stop directly opposite Interlink's Office.

Interlink, 6 Melin Corrwg, Cardiff Road, Upper Boat, Pontypridd CF37 5BE

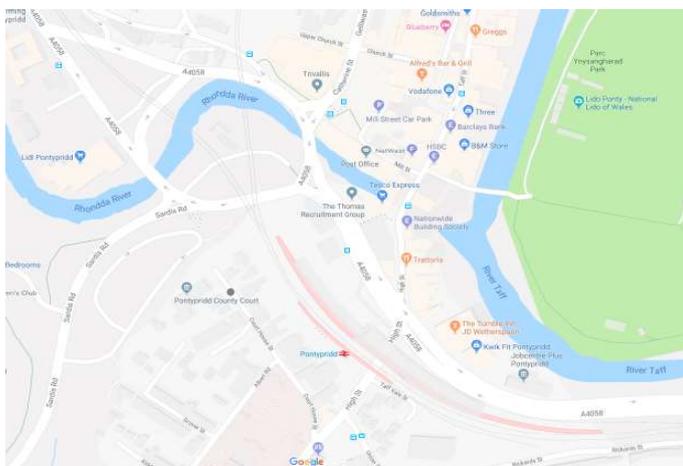
01443 846200

cjordan-evans@interlinkrct.org.uk

www.interlinkrct.org.uk



New offices at Courthouse Street



We are situated in the heart of Pontypridd behind Pontypridd Train station.

Pontypridd is approximately 15 minutes drive to Cardiff and the M4.

Due to limited parking spaces, all visitors are requested to park in the nearby parking facilities with CCTV in Sardis Road just 2 minutes walk from us. (Access to A1 Conference centre, Courthouse St is gained via the steps on right hand side of car park.)

Glenview House, Courthouse Street, Pontypridd CF37 1JY



Cefnogi Trydydd
Sector Cymru
Third Sector
Support Wales



Registered Charity Number :1141143
Company Limited by Guarantee Number: 07549533



Llywodraeth Cymru
Welsh Government