



# CAVOS

## workshop programme

Spring 2010

### Contents

#### Front Page

- 'Group Health-Check'

#### Page 2

- Everything You Need to Know About Funding
- Good Governance
- Everything You Need to Know About Involving Volunteers
- Equality & Diversity
- CRB & the ISA

#### Page 3

- Mental Health Awareness
- Disability Awareness
- Child Protection
- First Aid - one day

#### Back page

- Booking information

## Get to know your group's needs

Considering what training to do can be difficult. You have time constraints and have to choose between what you *want* to do and what you *should* do. There is so much that has to be done just to run a small organisation that it can be a bit of a minefield and it is hard to know where to start.

We have a solution that may help you to decide what you need to know. After all, you don't know what you don't know!

The CAVOS 'Group Health-Check' is an easy guide to finding out what you *should* have, what you *do* have and what support you *need* to help you get to where you want to be. A 'Group Health-Check' is enclosed with this CAVOS workshop programme. We suggest that more than one person completes the form to give you a clearer picture of what your group has in place and what you need.

This simple step-by-step approach couldn't be easier!

This is a great way of prioritising the support and information you need, so make a start with the health-check and help us to help you.

If you complete your health-check, please send it back to us in the freepost envelope provided. Someone from CAVOS will then be in touch with you to discuss your needs further.

The courses in this training programme have been developed in line with what YOU have told us that you need.

Contact CAVOS to register your interest in attending a specific training course

**BOOKING ESSENTIAL**  
**for all workshops and courses**  
See back page for booking information

**Tel: 01388 811115 Fax: 01388 817772**

**Email: [enquiries@cavos.org.uk](mailto:enquiries@cavos.org.uk) [www.cavos.org.uk](http://www.cavos.org.uk)**

## **'Everything You Need To Know About Funding'**

This workshop covers everything in easy to understand terms.  
This workshop is for beginners and those wanting to refresh their knowledge.

**Tuesday 9th March @ Spennymoor (specific venue TBC) 5.30pm-8.30pm with light buffet**

**Friday 12th March @ Spennymoor (specific venue TBC) 9.30 - 12.30 with lunch**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

## **'Do You Run Your Group or Does Your Group Run You?'**

### **CAVOS Good Governance Training**

Governance is the systems and procedures that are put in place to manage a community group. This workshop will cover various aspects of effectively managing a community organisation.

**Tuesday 30th March @ Spennymoor (specific venue TBC) 5.30pm-8.30pm with light buffet**

**Wednesday 31st March @ Spennymoor (specific venue TBC) 9.30 - 12.30 with lunch**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

## **'Everything You Need To Know About Involving Volunteers'**

This new workshop covers everything in easy to understand terms and is for anyone from an organisation that works with volunteers. Whether you're new to working with volunteers or simply want to brush up on your knowledge, this workshop could be right up your street!

**Friday 19th March @ Spennymoor (specific venue TBC) 9.30 - 12.30 with lunch**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

## **Equality & Diversity**

This workshop will help you to find out more about how varied and different people can be and how important it is to accept peoples' differences and treat everyone equally.

**Tuesday 9th March @ Jubilee Fields Community Centre (Shildon) 9.30 - 12.30 with lunch**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

## **CRB & the ISA Briefing Session**

### **Criminal Records Bureau & the Independent Safeguarding Authority**

Keeping people safe is one of the main concerns of most groups and organisations. This workshop will give you the basics of what CRB checks are and who needs them. It will also cover the key points of the new ISA and how it affects you.

**Monday 22nd March @ Spennymoor Town Hall 9.30 - 1pm with lunch**

**Monday 22nd March @ Spennymoor (specific venue TBC) 5.30pm-8.30pm with light buffet**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

## Mental Health Awareness

One in four people suffers from a mental health problem. This workshop aims to increase your awareness of mental health issues and increase your understanding.

**Tuesday 23rd March @ Jubilee Fields Community Centre, Shildon**  
**9.30 - 11 followed by refreshments**

## Disability Awareness

This workshop aims to develop your awareness of disability. It will increase your understanding to be able to welcome and accommodate people with disabilities within your own group

**Tuesday 23rd March @ Jubilee Fields Community Centre, Shildon**  
**11.30 - 1 with refreshments served from 11am**

Individual Workshop costs: Band A £5 / Band B £10 / Band C £20 -see back page for breakdown

If you book to attend both: Band A £7.50 / Band B £15 / Band C £30 -see back page for breakdown

## Promoting Your Group

This workshop will cover the basics of how to promote your group. From using the press to promoting your group online, this workshop will help you to get your group out there!

**Thurs 25th March @ Spennymoor (specific venue TBC) 5.30pm-8.30pm with light buffet**  
**Friday 26th March @ Spennymoor Town Hall 9.30 - 1 with lunch**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

# CAVOS will also be running the following training courses:

## Child Protection Training

This course is aimed at anyone who comes into contact with children and young people during work, voluntary or leisure activities. The course aims to enhance awareness and encourage good practice.

**Wednesday 10th March @ Spennymoor Town Hall 9.30 - 3pm with lunch**

Workshop costs: Band A £10 Band B £20 Band C £30 - see back page for breakdown

## First Aid - Appointed Person 1 day course

This course aims to provide an introduction to first aid, help delegates make correct decisions & provide care in the workplace. This is the same as 'basic life savers' but subjects are covered in greater detail. This is an accredited course - certificates provided

**Wednesday 3rd March @ Spennymoor Town Hall 9.30 - 4.30 with lunch**

Workshop costs: Band A £30 Band B £40 Band C £50 - see back page for breakdown

# **BOOKING ESSENTIAL**

Costs apply for all workshops and courses

## **Band breakdown:**

**Band A:** 'Sedgefield Borough' Voluntary and Community Sector (VCS) groups

**Band B:** Countywide VCS organisations

**Band C:** All Statutory Organisations

## **Buy-one-get-one-free offer to Band A:**

All places on the workshops and Child Protection training course are buy-one-get-one-free within Band A only. **Prior booking is essential for all places (there is no option to turn up on the day)**

This buy-one-get-one-free offer does not apply to the First Aid training as this is an accredited course.

## **Cancellation Policy**

- More than 2 weeks prior notice - full refund.
- 5 days to 2 weeks notice - 50% refund.
- Less than 5 days notice - no refund will be offered.
- Refunds will only be offered in cheque form.

CAVOS will accept payment by cash or cheque.  
We can also invoice your organisation

**Contact CAVOS to book:  
01388 811115  
enquiries@cavos.org.uk**