



RedbridgeCVS

Inspiring everyone to play a part in a caring, vibrant community

Training Courses

2019-2020

**Delivered with Redbridge
Institute of Adult Education,
rated outstanding by Ofsted**

New half-day courses

**Affordable, friendly and
local training**



Welcome to our training courses for 2019-20

- thirty courses – more than ever before
- more half-day courses – easier to fit with other commitments
- more IT courses to help with this challenging but vital topic
- still delivered in partnership with Redbridge Institute, rated as **Outstanding** by Ofsted



RedbridgeCVS



Inspiring everyone to play a part in a caring, vibrant community



- quality guaranteed by an independent watchdog – our key courses are marked **E** and are accredited by the CPD Certification Service
- lower “early bird” prices – book more than 14 days in advance and get 15% off the fee
- lower prices for members – it’s free to join RedbridgeCVS and you can access all our services, including our newsletter and regular news about funding opportunities
- small and friendly groups of people – most sessions have ten trainees at the most

Course summary: page 5

Course calendar: page 7

Details of every course from page 8

Book at www.redbridgecvs.net/training

Queries? Ring Bimmy on 020 3874 4138

How to Book and Pay

You can book for any of the courses now at:

www.redbridgecvs.net/training

The cost includes all training materials, and also refreshments, but not lunch.

How and when to pay

After you book we will send you an invoice. We need to receive payment ten working days before the course.

If you can't afford to pay

If you are a not-for-profit group with an income of less than £10,000 a year and cannot afford our training fees, some bursaries are available – please contact Bimmy on 020 3874 4138 or at bimmy@redbridgecvs.net

Terms and conditions, refunds

By making a booking you accept our terms and conditions: these are available at www.redbridgecvs.net/trainingtermsconditions. We reserve the right to cancel a course if we don't get enough bookings for it. You can cancel your booking and get a full refund if you cancel ten working days or more before the course. If you cancel after this, you may receive a partial refund, or no refund at all.



Courses

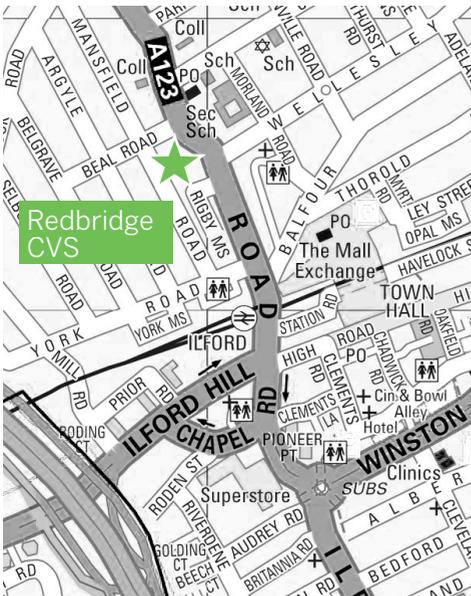
½ or 1 day	Course title	Date(s)	Page
Safeguarding			
1	Safeguarding Adults Level 1 E	Thurs 19 Sep Thurs 21 Nov Thurs 30 Jan Thurs 21 May	9
1	Safeguarding Children and Young People Level 1 E	Thurs 10 Oct Thurs 26 Mar Thurs 18 Jun	10
Developing your organisation			
1	Confidence Building Through Assertiveness	Thurs 14 Nov Thurs 23 Jan Thurs 30 Apr	12
1	Managing Volunteers in your Organisation E	Thurs 5 Dec Thurs 27 Feb Weds 3 Jun	13
1	Human Trafficking and Modern Slavery	Thurs 9 Jan	14
1	Policies and Procedures E	Thurs 5 Mar	16
1	Governance Roles and Responsibilities E	Thurs 7 Nov Thurs 16 Apr	17
1	Showing How Your Group Makes a Difference	Thurs 16 Jul	15
Information technology			
1	Taking Control of your IT	Thurs 12 Mar Thurs 2 Jul	19
½	Using Twitter to Promote your Organisation	Thurs 26 Sep Thurs 7 May	20
½	Using Trello to Manage your Casework	Thurs 28 Nov	21
½	Data Protection: Taking Care of Personal Information	Thurs 17 Oct Thurs 13 Feb	22
½	Using Mailchimp to Send Out Email Newsletters	Thurs 2 Apr	23
½	Using Google Forms for Surveys	Thurs 23 Apr	24
Fundraising			
½	Creating a Fundraising Strategy	Thurs 6 Feb	27
½	How to Write Successful Funding Applications	Tues 29 Oct Tues 16 Jun	28

How to Find Us

All the training sessions take place at

RedbridgeCVS
103 Cranbrook Road, Ilford IG1 4PU

- Our office is in central Ilford
- We're a few minutes' walk from Ilford station and served by lots of local buses: see www.tfl.gov.uk for transport details.
- There are paid car parks nearby, but no free parking. Bicycle racks are available on Ilford High Road and at Ilford Station.
- The office is wheelchair-accessible: please let us know if you have other access needs.



Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138

Course Calendar

½ or 1 day	Course title	Date(s)	Page
Autumn			
1	■ Safeguarding Adults Level 1 E	Thurs 19 Sep	9
½	■ Using Twitter to Promote your Organisation	Thurs 26 Sep	20
1	■ Safeguarding Children & Young People Level 1 E	Thurs 10 Oct	10
½	■ Data Protection: Taking Care of Personal Info	Thurs 17 Oct	22
½	■ How to Write Successful Funding Applications	Tues 29 Oct	28
1	■ Governance Roles and Responsibilities E	Thurs 7 Nov	17
1	■ Confidence Building Through Assertiveness	Thurs 14 Nov	12
1	■ Safeguarding Adults Level 1 E	Thurs 21 Nov	9
½	■ Using Trello to Manage your Casework	Thurs 28 Nov	21
1	■ Managing Volunteers in your Organisation E	Thurs 5 Dec	13
Spring			
1	■ Human Trafficking and Modern Slavery	Thurs 9 Jan	14
1	■ Confidence Building Through Assertiveness	Thurs 23 Jan	12
1	■ Safeguarding Adults Level 1 E	Thurs 30 Jan	9
½	■ Creating a Fundraising Strategy	Thurs 6 Feb	27
½	■ Data Protection: Taking Care of Personal Info	Thurs 13 Feb	22
1	■ Managing Volunteers in your Organisation E	Thurs 27 Feb	13
1	■ Policies and Procedures E	Thurs 5 Mar	16
1	■ Taking Control of your IT	Thurs 12 Mar	19
1	■ Safeguarding Children & Young People Level 1 E	Thurs 26 Mar	10
½	■ Using Mailchimp to Send Out Email Newsletters	Thurs 2 Apr	23
1	■ Governance Roles and Responsibilities E	Thurs 16 Apr	17
Summer			
½	■ Using Google Forms for Surveys	Thurs 23 Apr	24
1	■ Confidence Building Through Assertiveness	Thurs 30 Apr	12
½	■ Using Twitter to Promote your Organisation	Thurs 7 May	20
1	■ Safeguarding Adults Level 1 E	Thurs 21 May	9
1	■ Managing Volunteers in your Organisation E	Weds 3 Jun	13
½	■ How to Write Successful Funding Applications	Tues 16 Jun	28
1	■ Safeguarding Children & Young People Level 1 E	Thurs 18 Jun	10
1	■ Taking Control of your IT	Thurs 2 Jul	19
1	■ Showing How Your Group Makes a Difference	Thurs 16 Jul	15

Safeguarding



Safeguarding Adults, level 1



Your organisation is legally obliged to “safeguard” people who use your services – to protect their health, wellbeing and rights so they can live free from abuse and neglect.

You need to take all possible steps to safeguard service users, and ensure people working with them are safe to do so. Your organisation also needs to know how to deal with allegations of abuse: how can you distinguish between allegations resulting from real abuse and those reflecting misunderstandings? How do you cope with the distress an allegation can cause?

What you'll learn

- The background to adult protection and safeguarding adults
- How to identify adult abuse
- How to recognise the signs and symptoms of abuse
- What to do if you suspect abuse

Times, dates and fees: book early and save

9.30am-3pm, Thurs 19 Sept (reduced if you book before 22 Aug)

9.30am-3pm, Thurs 21 Nov (reduced if you book before 24 Oct)

9.30am-3pm, Thurs 30 Jan (reduced if you book before 2 Jan)

9.30am-3pm, Thurs 21 May (reduced if you book before 23 Apr)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

“ Bimmy was incredibly knowledgeable, really affirming of the group inputs and made safeguarding feel less legislative and bureaucratic. ”

Forest Farm Peace Garden

National Safeguarding Adults Week 18-22 November

- **Raise awareness**
- **Attend events**
- **Encourage discussion**

Book at www.redbridgecvs.net/training

Queries? Ring Bimmy on 020 3874 4138

Safeguarding Children, level 1



Everyone is responsible for children's welfare: staff and volunteers can often identify and respond to concerns about abuse or neglect.

Any staff member or volunteer may come across a child or young person at risk of abuse, or an adult who may be harming a child or young person.

What you'll learn

- What safeguarding is and how it differs from child protection
- Definitions, categories, signs and indicators of child abuse
- What to do if you have concerns
- What will happen once you've told someone about your concerns
- Basic information about the law regarding children's welfare
- The role of the Local Safeguarding Children Board (LSCB)

“ Liked being made to feel at ease in which learning can develop. ”

Vandome Cycles/B&D CC

**World Mental Health
Day
10 October 2019**

Times, dates and fees: book early and save

9.30am-3pm, Thurs 10 Oct (reduced if you book before 12 Sep)

9.30am-3pm, Thurs 26 Mar (reduced if you book before 27 Feb)

9.30am-3pm, Thurs 18 Jun (reduced if you book before 21 May)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Developing your organisation



Confidence Building Through Assertiveness

Learning to say “no” can greatly reduce the interpersonal conflicts in your life, making you feel more confident and benefitting the organisation you work with.

This course teaches you techniques and strategies that help you assert yourself, so that you don't feel “put upon” and resentful, but instead contribute confidently and constructively to your group.

“ I liked how interactive the session was and how much I learnt in a short amount of time. ”

RedbridgeCVS EaST team client

What you'll learn

- The meaning of assertiveness
- Recognising your rights
- Some basic assertiveness techniques
- How to communicate in a direct, clear, open and honest manner
- Appropriate strategies for identifying and acting on your needs, feelings and opinions while remaining respectful of others

Anti-Bullying Week
11-15 November

www.anti-bullyingalliance.org.uk

Times, dates and fees: book early and save

9.30am-3pm, Thurs 14 Nov (reduced if you book before 17 Oct)

9.30am-3pm, Thurs 23 Jan (reduced if you book before 26 Dec)

9.30am-3pm, Thurs 30 Apr (reduced if you book before 2 Apr)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138

Managing Volunteers in Your Organisation



This session covers the essentials and helps identify areas you could improve on, using a simple action plan.

Most organisations couldn't survive without volunteers. This course helps you establish good working relationships with your volunteers, adopting the volunteer management good practice principles.

“ I liked the structure and interaction and communication – it was brilliant. ”

London Vision

What you'll learn

- Be clear on why you want to involve volunteers
- How to ensure your volunteers undertake their roles safely
- Know what policies you need
- How to recruit and induct volunteers
- How to support, develop and reward your volunteers

**International
Volunteers Day**
5 December

Volunteers Week
1-7 June

Times, dates and fees: book early and save

9.30am-3pm, Thurs 5 Dec (reduced if you book before 7 Nov)

9.30am-3pm, Thurs 27 Feb (reduced if you book before 30 Jan)

9.30am-3pm, Weds 3 Jun (reduced if you book before 6 May)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Human Trafficking and Modern Slavery

Up to 20,000 men, women and children are coerced into crime, forced labour and sexual exploitation in the UK each year.

This workshop will help you to know how to identify someone who is either vulnerable to trafficking or has experienced exploitation, know how to support them and how to report concerns.

What you'll learn

- What modern slavery and human trafficking is, and the difference from people smuggling
- What good internal referral mechanisms look like
- How to identify and respond to potential cases of modern slavery and human trafficking
- Good practice models for multiagency work

National Human Trafficking Awareness Day

11 January 2020

Times, dates and fees: book early and save

9.30am-3pm, Thurs 9 Jan (reduced if you book before 12 Dec)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Showing How Your Group Makes a Difference

Most groups collect figures about what they do. But now funders want you to show that you bring about change in people's lives.

Groups often now need to go beyond recording what they do and with whom. This session provides you with ways of demonstrating the broader benefits or outcomes – the social impact – which your work achieves.

What you'll learn

- What an “outcome” is and isn't
- How to use an “outcomes model”
- The benefits of defining outcomes for managing your work
- Identifying outcome indicators
- Going beyond outcomes – measuring social value and impacts

“ Well structured, well delivered course – interactive and informative. Thank you! ”

Forest Farm Peace Garden

Times, dates and fees: book early and save

9.30am-3pm, Thurs 16 Jul (reduced if you book before 18 Jun)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Policies and Procedures



Clear policies and procedures are essential to a well-run organisation: they set out who can do what and how.

Clear policies and procedures lead to fewer misunderstandings, make it easier to decide what to do in difficult situations and help ensure your group makes decisions in a transparent and consistent way.

This session is aimed at new groups, people looking to form a group, or an existing group that wants to operate in a more professional way or to brush up its practice.

“ I will draft and review policies more effectively and confidently. ”

[Redbridge Faith Forum](#)

What you'll learn

- Which policies and procedures your group needs
- Areas and activities where policies would be appropriate
- How to develop the policies and procedures you need
- Where to get support with the process

Times, dates and fees: book early and save

9.30am-3pm, Thurs 5 Mar (reduced if you book before 6 Feb)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Governance Roles and Responsibilities

Board member, committee member, trustee – whatever word your group uses, make sure you understand your legal responsibilities.

Most charities and community groups are run by a board or a management committee, which has responsibility for setting strategy, upholding the organisation's values and making sure it delivers its goals.

“ I learnt a lot that will help me run the organisation properly . ”

Awaaz

What you'll learn

- Why it's important to have a management committee
- The roles and responsibilities of trustees and honorary officers, and the terminology used
- How to divide responsibilities between committee members, staff and other volunteers
- How to assess what training your committee members need

National Trustees' Week
4-8 November 2019

Times, dates and fees: book early and save

9.30am-3pm, Thurs 7 Nov (reduced if you book before 10 Oct)

9.30am-3pm, Thurs 16 Apr (reduced if you book before 15 Mar)

Group members (income under £10,000) £40 (£34 reduced)

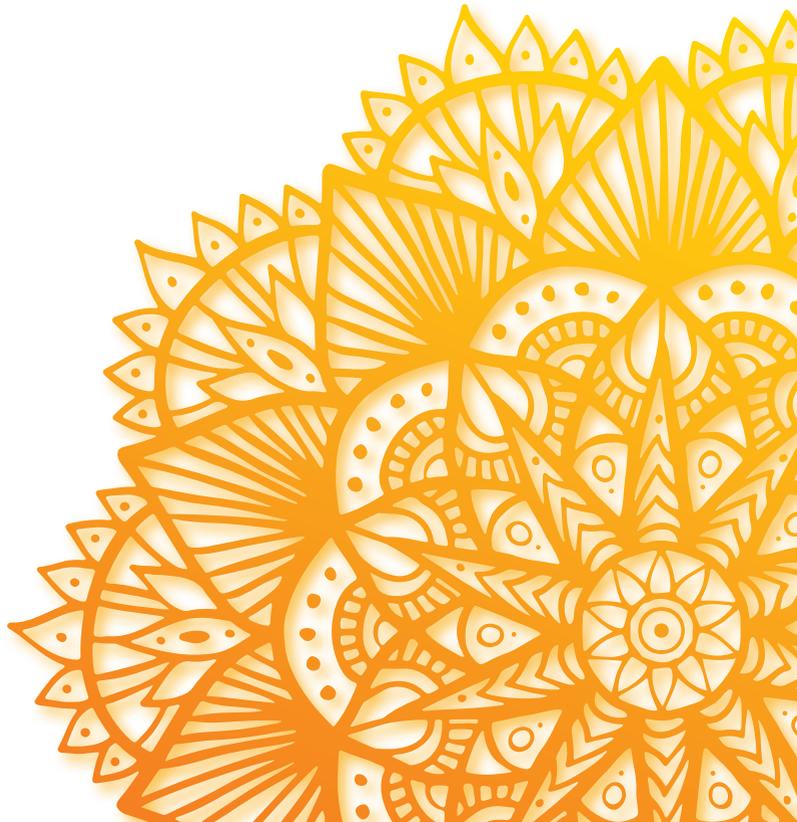
Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Information technology



Taking Control of Your IT

IT is complicated and can be costly. This session uses plain English instead of techie jargon to explain how you can make best use of computers and smartphones.

This course provides an overview of the issues staff, managers and board members need to tackle so as to manage IT. Courses on the following pages provide more detail on different topics.

What you'll learn

- How to keep secure from problems like viruses
- How to work out what to buy and plan your IT spending
- How do you get help when things go wrong
- A real-world guide to data protection
- Use email and social media to promote your work
- Make the best use of IT to monitor and report on what you do

NEW COURSE

Dates and fees: book early and save

9.30am-3pm, Thurs 12 Mar (reduced if you book before 13 Feb)

9.30am-3pm, Thurs 2 Jul (reduced if you book before 4 Jun)

Group members (income under £10,000) £40 (£34 reduced)

Group members, income over £10,000 £60 (£51 reduced)

Individual members and supporters £80 (£68 reduced)

Non-members £120 (£102 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Using Twitter to Promote Your Organisation

Learn how to use Twitter to get free publicity for what you do. The course explains how to use the software, and what kind of text and images are effective.

1 in 4 British people use Twitter. That includes key people for community groups like local MPs and councillors, public sector staff and funders, as well as other groups and people who use our services.

What you'll learn

- Basic Twitter concepts like following, liking, retweeting and hashtags
- Installing and setting up Twitter on your smartphone
- How to write an effective tweet
- Including photos in your tweets
- Taking photos that work on Twitter
- How do you know it's working? Monitoring what you do

NEW COURSE

Dates and fees: book early and save

9.30am-1pm, Thurs 26 Sep (reduced if you book before 29 Aug)

9.30am-1pm, Thurs 7 May (reduced if you book before 9 Apr)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Using Trello to Manage Your Casework

Trello is a simple way to share information about work with clients. Information is kept on the internet and accessed from computers or phones, so everyone can view and update information.

Many organisations need to keep track of their work with individuals, for example so they can report to funders. But that's tricky if volunteers, staff and/or board members need to share information, especially if you don't have an office. Trello is an easy-to-use tool that can help.

What you'll learn

- Installing Trello
- Basic concepts like boards, cards and columns
- Controlling who can access information
- Using labels to categorise clients
- Using searches, checklists, reminders and notifications to manage your work

NEW COURSE

Dates and fees: book early and save

9.30am-1pm, Thurs 28 Nov (reduced if you book before 31 Oct)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

Data Protection: Taking Care of Personal Information

The Data Protection Act was updated by the GDPR legislation in May 2018. This course provides a real-world guide to the action groups need to take to comply with the law.

Community organisations often hold sensitive information about people, and want to keep that information safe and use it properly. The law sets standards – and organisations that break the law face fines and embarrassment.

“ Open discussions, leading to ideas to take back to my organisation. ”

Redbridge Institute staff

What you'll learn

- The principles behind the GDPR
- How data protection works in practice
- What action you need to take

You'll leave with a checklist to help your organisation take action to comply with the law.

Dates and fees: book early and save

9.30am-1pm, Thurs 17 Oct (reduced if you book before 19 Sep)

9.30am-1pm, Thurs 13 Feb (reduced if you book before 16 Jan)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

Safer Internet Day 2020
Tuesday 11 February

Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138

Using Mailchimp to Send Out Email Newsletters

Keep in touch with members or supporters for free, access your mailing list from anywhere and improve your communications by finding out what really interests your audience.

This course explains how to write and design a newsletter using the free Mailchimp website to store your mailing list and send out your newsletters. What's more, you can see how many people open newsletters and click on links in them, so you have hard facts about how effective they are.

What you'll learn

- How to manage mailing lists to make sure you're sending messages to the right people
- How to design attractive newsletters
- Making sure your newsletter gets real-world results
- Measuring how effective your newsletter is and how to improve it

“ I liked the practical learning with Mailchimp online. ”

Redbridge Carers Support Service

Dates and fees: book early and save

9.30am-1pm, Thurs 2 Apr (reduced if you book before 5 Mar)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138

Using Google Forms for Surveys

Need to find out what people think? Your staff, volunteers, people who use your service, members of the public? Online surveys simplify the process from gathering information to analysing the results.

This session walks you through the whole process, dealing with the technicalities but also helping you think about what questions to ask and how.

What you'll learn

- Signing up and accessing Forms
- What questions will you ask and how?
- Designing your survey
- Making sense of the responses and exporting them to Word or Excel

NEW COURSE

Dates and fees: book early and save

9.30am-1pm, Thurs 23 Apr (reduced if you book before 26 Mar)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

IT Training from Redbridge Institute



Redbridge Institute offers courses for both beginners and improvers – and they have been rated “Outstanding” by Ofsted.

Courses

- **Beginners:** you can learn basics like basic word processing. You also learn how to search for information on the internet.
- **Improvers:** increase your computer skills and gain a qualification. Create, edit and format different kinds of documents and learn to manage files.
- **Internet and email:** learn how to search the internet for information and set up and use an email account.
- **iPad:** use your Apple tablet to its full potential.

Dates, times and locations

Courses last ten weeks, starting in late August 2019, January 2020 and April 2020. Sessions last two hours each, and start at different times in the morning and afternoon. Sessions finish by 3pm at the latest. Courses are available in Hainault, Ilford and Gants Hill. Most courses are available at all locations, but the course on using your iPad is only available in Hainault.

Enrolment and eligibility

- You must have lived in the UK or EU for 3 years or more and be 19 or over.
- You must pay the fee when you join a course. Fees cannot be refunded.
- You can only enrol for a course on certain dates
- To join a course in Ilford, you need to attend an interview.

Other courses

Many other IT courses are available, from beginners to level 2. Topics include Word, Excel, PowerPoint, Sage, eBay, social media and business admin.

Find out more from Redbridge Institute on 020 8550 2398, at enquiries@redbridge-iae.ac.uk, or see their website at www.redbridge-iae.ac.uk

Fundraising



Creating a Fundraising Strategy

This half day workshop will cover the key components you need to design a fundraising strategy that works for you.

What you'll learn

- What areas to think about when planning your fundraising strategy and where it fits with other organisational plans
- How to identify different fundraising options and opportunities that are suitable for the organisation including short term and long term needs
- How to prepare a strategy which sets out for each funding area, targets, activities, timescales and resource requirements.

“ I will share the learning with our team and use the resources given to start on our project. ”

Gearies Primary School

**National
Apprenticeship Week
3-7 February 2020**

Dates and fees: book early and save

9.30am-1pm, Thurs 6 Feb (reduced if you book before 9 Jan)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

**Book at www.redbridgecvs.net/training
Queries? Ring Bimmy on 020 3874 4138**

How to Write Successful Funding Applications

How can you increase your chances of success, and get funding to deliver the work your service users need?

Applying for grants is a tough and competitive business. This workshop will help your board members, staff and volunteers increase your chances of success. The workshop is meant for small voluntary and community groups based in Redbridge.

What you'll learn

- How to identify the real difference a grant will make for your service users
- How to capture a funder's interest
- Setting out your project budget
- Key do's and don'ts for your application – the mistakes that many groups make, and how to avoid them

“ I learned a lot of new strategies. ”

Redbridge Panjabi Centre

Small Charity Week

17-22 June 2020

Dates and fees: book early and save

9.30am-1pm, Tues 29 Oct (reduced if you book before 1 Oct)

9.30am-1pm, Tues 16 Jun (reduced if you book before 19 May)

Group members (income under £10,000) £20 (£17 reduced)

Group members, income over £10,000 £30 (£25 reduced)

Individual members and supporters £40 (£34 reduced)

Non-members £60 (£51 reduced)

Book at www.redbridgecvs.net/training

Queries? Ring Bimmy on 020 3874 4138

Custom-built courses on your premises

RedbridgeCVS can arrange in-house training at very affordable prices

Our in-house training is very popular – last year we delivered to RAMFEL, Redbridge Carers Support Service, London Vision and RedbridgeCVS Employment and Skills Team participants.

Prices from £15 per person

For voluntary groups, a half-day session for 12 people can start from £180 including all handouts and materials. That's £15 per person!

Choose from over 40 courses

To view a list of unaccredited and accredited training that we could deliver just for your organisation, see <http://bit.ly/rcvsinhouse>.

Courses available include:

- Training the Trainer
- Organising your AGM
- Safeguarding Adults
- Safeguarding Children and Young People
- Working with your Management Committee

**Find out more:
contact Bimmy at
bimmy@redbridgecvs.net
or on 020 3874 4138**

“You gave us a lot of very useful information yet made the learning both practical and enjoyable.”

North Meets South



Are you thinking of volunteering?

If you've not done it before, and aren't sure what it involves, training from Volunteer Centre Redbridge can help.

Volunteer Centre Redbridge runs **Introduction to Volunteering** workshops fortnightly on Monday mornings. These friendly and informative workshops are specially designed for people who have not volunteered before and cover:

- what it means to be a volunteer
- how to go about finding the most appropriate volunteering opportunity
- what to expect from the volunteer recruitment process

You can ask any questions you might have about volunteering and the sort of roles that are available locally. You can also book an individual advice session to discuss your interest in volunteering in more detail.

To book a place at a workshop, contact Volunteer Centre Redbridge on 020 8514 9624 or at volunteeringbroker@redbridgecvs.net



Volunteer Centre
Redbridge



Other RedbridgeCVS services

We are the umbrella body for voluntary and community groups in Redbridge. We invite all such groups to become our members, free of charge. For contact details, see the back cover.

Our services include:

- **Website and weekly email bulletin**
Online news, diary and resources for community organisations
- **Community magazine**
Monthly magazine for and about Redbridge voluntary organisations
- **Photocopying**
Colour and black-and-white copies from 3p each.
- **Fundraising**
Helping groups raise funds and apply for grants
- **Volunteer Centre**
Helping people volunteer and supporting organisations working with volunteers
- **Representing the voluntary sector**
Working in many forums, with the Council and with Redbridge CCG
- **EaST (Employment and Skills Team)**
Helping local people get into work
- **Health partnerships**
Liaison between the voluntary sector and Redbridge CCG
- **Fit for Fun**
Working with community groups to get people taking exercise
- **Health and wellbeing buddies**
Raising awareness of health and wellbeing issues in different communities
- **Social prescribing**
Connecting people with local community groups that can support them
- **Children and Young People's Network**
Supporting local groups working with young people from birth to age 25

RedbridgeCVS



Inspiring everyone to play a part in a caring, vibrant community

020 8553 1004

info@redbridgecvs.net

www.redbridgecvs.net

103 Cranbrook Rd, Ilford IG1 4PU

in partnership with:



Funding and certification by:



European Union
European Social Fund
Investing in jobs and skills

SUPPORTED BY

MAYOR OF LONDON



**Education & Skills
Funding Agency**

