

Autumn 2020 training workshops

# Helping community groups respond to the pandemic

All courses are free

All training is provided online using Zoom

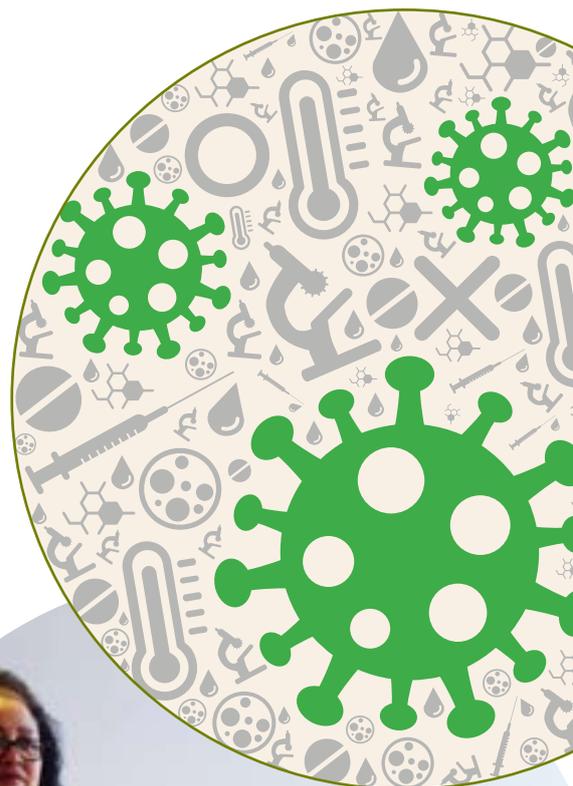
**Safeguarding**

**Helping your organisation work better**

**Helping your people cope and work effectively**

**Health and safety**

**Keeping in touch with the communities and people you support**



# Helping your organisation through the pandemic

Community groups and charities are living through challenging times. We've responded by putting together a training programme on topics that will help you get through the pandemic and still provide the services which are vital to Redbridge's diverse communities.

**To help you do that, all our training this autumn is FREE.**

## Zoom Coffee Morning

All our training is available via Zoom. If you've never used Zoom before, why not join our Zoom Basics coffee morning?

### Zoom Basics Coffee Morning

Have a cuppa and a chat while getting used to Zoom

#### Time and date

9.10-9.40am, Monday 2 November

#### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



## Our courses

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## Our funding and certification

SUPPORTED BY

MAYOR OF LONDON



Book at [www.redbridgecvs.net/booktraining](http://www.redbridgecvs.net/booktraining)

More info from 07494 898 892 or [ola@redbridgecvs.net](mailto:ola@redbridgecvs.net)

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All courses  
are now free

## Safeguarding

# Safeguarding adults

**Safeguarding is everybody's responsibility, and your organisation has a legal duty to safeguard people who use your services**

Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect is fundamental to your organisation's long term success.

### What you'll learn

- Understand about the Care Act and the 6 safeguarding principles
- Be able to recognise the signs of abuse
- Know what to do in cases of suspected abuse

### Who should attend

Useful for trustees, staff, volunteers

### Time and date

10am-2pm, Tuesday 10 November – includes a lunch break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



# Domestic abuse awareness

**Domestic abuse affects 1 in 3 women and 1 in 6 men. Don't let victims suffer in silence.**

Domestic Abuse has become more prevalent with people being cooped indoors during this pandemic. It's important for everyone to be aware of the signs and what to do about it.

### What you'll learn

- ▶ Understand the legislation around Domestic abuse
- ▶ Be able to recognise the types and signs of Domestic abuse
- ▶ Know where to signpost for support

### Who should attend

Useful for trustees, staff, volunteers, service-users

### Time and date

10am-2pm, Wednesday 25 November – includes a lunch break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>

**16  
Days of  
Action against  
Domestic  
Violence:  
25 November to  
10 December**

# Safeguarding

## Safeguarding adults

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What you'll learn

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- ▶ Be able to recognise the signs of abuse
- ▶ Know what to do in cases of suspected abuse

### **Who should attend?**

Useful for trustees, staff, volunteers

### **Time and date**

10am-2pm, Wednesday 9 December – includes a lunch break

### **Via Zoom**

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>

A blue circular logo with white text that reads "U.N. Human Rights Day".

**U.N.  
Human  
Rights Day**

All courses  
are now free

## Helping your organisation work better

# Managing volunteers for mutual success

**Over a third of volunteers feel things could be much better organised, and nearly a quarter feel like their volunteering is becoming too much like paid work.**

Volunteers are the life-blood of the voluntary and community sector; without them many charities couldn't do their important work. Avoiding high turnover is crucial.

### What you'll learn

- ▶ Know how to develop the right foundations for volunteer involvement
- ▶ Understand how to avoid potential pitfalls
- ▶ Appreciate the volunteer/volunteer involving relationship

### Who should attend?

Useful for trustees, staff, lead volunteers

### Time and date

10am-2pm, Wednesday 11 November – includes a lunch break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



# Preparing your project for grant monitoring

**83% of charities say access to funding is most important for their organisation's sustainability, yet access to funding has never been tighter.**

Ensuring you have the right evidence to back up your projects, with easy access to this information for those perfect but time-limited grant offers, is essential

### What you'll learn

- ▶ Understand what funders are looking for
- ▶ Be able to plan for success
- ▶ Develop ways of collecting vital evidence

### Who should attend?

Useful for trustees, staff, volunteers

### Time and date

10am-2pm, Monday 23 November – includes a lunch break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



# Helping your people work effectively

All courses  
are now free

## Managing day-to-day anxiety

**Levels of anxiety, depression and stress are all higher than pre-pandemic levels, and many charities are worried about the health of staff, volunteers and service users.**

Are you worried about going out or what the future holds? It is natural to have increased anxiety at a time like this, but don't let it weigh you down.

### What you'll learn

- ▶ Understand the nature of day to day anxiety
- ▶ Explore anxiety in the context of Covid-19
- ▶ Learn tips and techniques to help break through

### Who should attend?

Useful for trustees, staff, volunteers

### Time and date

10am-12.30pm, Monday 2 November – includes a comfort break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



**National  
Stress  
Awareness  
Day**

## Confidence and assertiveness skills

**Are you new to volunteering? Or has your confidence been dented since Covid started?**

Your role is important to your group or your family, and your voice matters. Be fully involved and make a difference to what matters to you

### What you'll learn

- ▶ Appreciate the impact of different styles of communication
- ▶ Identify appropriate strategies for acting on your feelings and opinions
- ▶ Feel confident about being assertive

### Who should attend?

Useful for trustees, staff, volunteers, service-users

### Time and date

10am-12.30pm, Monday 16 November – includes a comfort break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



**International  
Day of  
Tolerance**

All courses  
are now free

## Health and safety

# Covid awareness and risk assessment for groups

**Many charities are worried about their own and their service users' awareness and safety, particularly as the guidelines continue to change to combat this pandemic**

Your organisation has a responsibility to keep service users, volunteers and staff safe - make sure your activities are "covid secure"

### What you'll learn

- ▶ Understand how coronavirus spreads and what to look out for
- ▶ Be clear about government guidelines
- ▶ Learn how to risk assess in a variety of situations

### Who should attend?

Useful for trustees, staff, volunteers

### Time and date

10am-12.30pm, Wednesday 18 November – includes a comfort break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



# Keeping safe online

**Using online services for everything from banking to buying groceries has become more common in the pandemic, and many people are using online systems as they work from home. But the pandemic has also seen a rise in cybercrime, so how do you stay safe?**

This session helps you understand the risks with the online systems millions of us use everyday, and how to avoid risks like fraud or identity theft, and keep data about service users confidential.

### What you'll learn

- ▶ Key security risks from email and websites
- ▶ Actions you can take now to stay safe in future
- ▶ Everything is explained in a non-technical way in plain English

### Who should attend?

Useful for trustees, staff, volunteers

### Time and date

10am-2pm, Monday 30 November – includes a lunch break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>

**Computer  
Security  
Awareness  
Day**

All courses  
are now free

## Keeping in touch with the communities and people you support

# Using Zoom for community engagement and training

**Charities are concerned they will struggle to remain visible, and need to find new ways to engage with their volunteers and service users.**

Does the idea of presenting information or face-to-face interaction online you keep you up at night? Are you stressing about this 'new normal' way of reaching people?

### What you'll learn

- ▶ Understand the difference between engaging online and in person
- ▶ Learn how to use a variety of Zoom tools to your advantage
- ▶ Explore ways to boost sessions with quizzes, group work and more

### Who should attend?

Useful for trustees, staff, volunteers

### Time and date

10am-12.30pm, Tuesday 3 November – includes a comfort break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



# Organise and promote your work with Facebook pages and groups

**Around 3 out of 4 people in Britain use Facebook. It provides an accessible way to promote your work to the public and to discuss and organise activities among those involved.**

This session explains the basics of the newsfeed, pages and groups in non-technical language.

### What you'll learn

- ▶ Facebook basics: friends, posts, audiences, sharing and likes
- ▶ Pages: what they are and how you can promote your work
- ▶ Groups: spaces for discussion and organisation

### Who should attend?

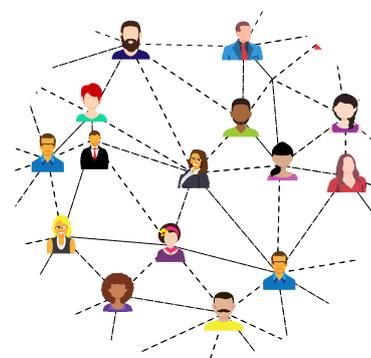
Useful for trustees, staff, volunteers

### Time and date

10am-12.30pm, Thursday 5 November – includes a comfort break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



All courses  
are now free

## Keeping in touch with the communities and people you support

# Use Mailchimp to keep in touch with your members and users

**Manage your mailing lists with the Mailchimp website. Create great-looking emails. Find out how many people actually open your mailings, and how you can increase those numbers.**

Email newsletters are a key part of how many groups relate to members, stakeholders and supporters. This session explains how the free Mailchimp site lets you make best use of them .

### What you'll learn

- ▶ Managing your mailing list
- ▶ Creating newsletters people want to read
- ▶ Get feedback and increase engagement

### Who should attend?

Useful for trustees, staff, volunteers

### Time and date

10am-12.30pm, Thursday 19 November – includes a comfort break

### Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



## Other learning opportunities

### Redbridge Institute

Rated "outstanding" by Ofsted, Redbridge Institute of Adult Education provides over 400 courses, including English, maths, digital skills, community interpreting, accounting and much more.

[For more information see their 2020-21 Course Guide.](#)

### Redbridge Safeguarding Children Partnership

Free courses about all aspects of safeguarding, including particular issues and communities, and how to implement safeguarding effectively in your organisation.

[For more information see their 2020-21 Training Programme.](#)

