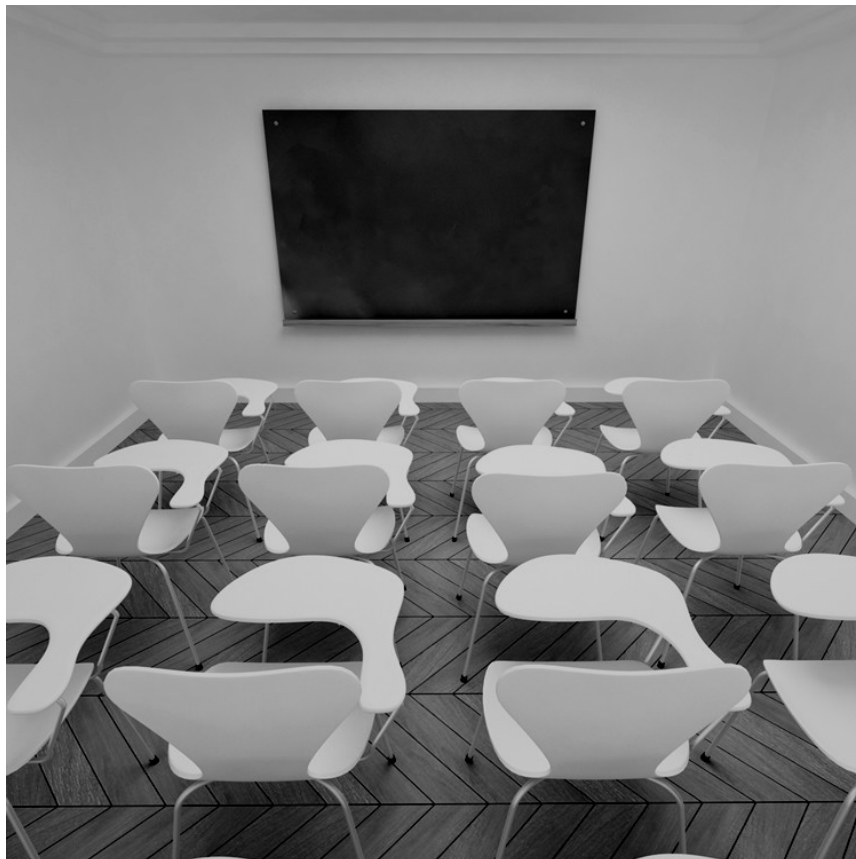




*“Co-ordinating VCS training  
throughout Tyne & Wear”*

# Workforce Development Training Prospectus January – March 2012



The Specialist Support Services project is funded through Big Lottery (Basis Round 2) and is a collaboration between a broad range of delivery partners (see back page). The project aims to increase both access and quality of workforce development training / activity to voluntary community sector groups throughout Tyne & Wear.

This prospectus will be circulated on a quarterly basis and is designed as an “at a glance” guide to what is available.

Only brief details of the sessions on offer are provided, more in-depth information such as price, availability, criteria, level etc can be obtained directly from the relevant provider (contact details are included within this prospectus).

If you have any comments or suggestions on how this prospectus can be improved please contact Rob Charlton on (0191) 565 1566 or [rob.charlton@vcasunderland.org.uk](mailto:rob.charlton@vcasunderland.org.uk)



The Shiremoor Centre, Earsdon Road, Shiremoor, NE27 0HG  
(0191) 643 2626

<b>10/01/12</b>	Problem Solving in Volunteering
<b>17 &amp; 18/01/12</b>	Train the Trainer
<b>19/01/12</b>	Managing Absence at Work
<b>02/02/12</b>	Redundancy & Restructuring
<b>21/02/12</b>	Employment Law Update
<b>15/03/12</b>	The A-Z of Work



Cross House, Westgate Road, Newcastle-Upon-Tyne, NE1 4XX  
(0191) 269 6020 (VODA)

	See VODA
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21 Frederick Street, Sunderland, SR1 1LT  
(0191) 565 1566

<b>19/01/12</b>	Basic Project Finance
<b>27/01/02</b>	Redundancy & Restructuring (ACAS)
<b>02/02/12</b>	Effective Minutes & Agendas (OCN Level 2)
<b>07/02/12</b>	Dealing with Difficult Volunteers & Situations (Volunteer Centre Sunderland)
<b>15/02/12</b>	Introduction to Community Development
<b>28/02/11</b>	Keeping It Legal—Fundraising & the Law (GVOC)
<b>29/02/11)</b>	Discipline & Grievance (ACAS)
<b>06/03/11</b>	Managing Change



John Haswell House, 8/9 Gladstone Terrace, Gateshead, NE8 4DT  
(0191) 478 4103

11/01/12	Health & Safety
18/01/12	First Aid
27/01/12	Managing Money
14/02/12	Management Committee Skills
29/02/12	Minute Taking Skills
07/03/12	Train the Trainer
14/03/12	Safeguarding Vulnerable Adults
21/03/12	Safeguarding Children



Design Works, William Street, Felling, NE10 0JP  
(0191) 438 7999

Flexible	Management & Leadership (VRQ - Level 6)
Flexible	CMI / ILM Management of Volunteers
Flexible	Introduction to Management
Flexible	Level 3 NVQ Certificate in Management
Flexible	Level 3 NVQ in Management of Volunteers
Flexible	Level 3 Qualification in First Line Management (VRQ)
Flexible	Level 4 NVQ in Management of Volunteers
Flexible	Level 4 Qualification in Management & Leadership (VRQ)
Flexible	Level 5 NVQ Diploma in Management
Flexible	Level 5 NVQ in Management of Volunteers
Flexible	Level 5 Qualification in Management & Leadership (VRQ)
Flexible	Level 7 NVQ Diploma in Management
Flexible	Level 7 Qualification in Strategic Management & Leadership (VRQ)
Flexible	Managing Conflict & Dealing with Difficult Behaviour
Flexible	Managing Volunteers
Flexible	Marketing & Promotion
Flexible	Personal & Professional Development
Flexible	Professional Coaching
Flexible	Project Management
Flexible	Recruitment & Selection
Flexible	Stress Management
Flexible	Teambuilding
Flexible	Time Management



C/O GVOC, John Haswell House, 8/9 Gladstone Terrace, Gateshead, NE8 4DY  
(0191) 477 1253

#### What we offer

Funding Information North East offer a range of training for funding advisors / development workers throughout the Region. For more information contact FINE (number above)



MEA House, Ellison Place, Newcastle-Upon-Tyne, NE1 8XS  
(0191) 232 7445

08/02/12	Volunteering & the Law
16/02/12	Are you getting the support you need?
21/02/12	Need, Outcomes, Monitoring & Impact
23/02/12	Time Management
13/03/12	Supporting & supervising staff
13/03/12	Your role as a Management Committee Member
15/03/12	Minute Taking Skills
28/03/12	Writing better funding application



Unit 22, North East Business & Innovation Centre (North East BIC), Wearfield,  
Sunderland Enterprise Park (East), Sunderland, SR5 2TA

Flexible	Valuing Volunteers (NCFE Level 2)
Flexible	Working in Your Community (City & Guilds Level 2)
Flexible	A Taste of Enterprise (NCFE Level 2)



C/O VODA, The Shiremoor Centre, Earsdon Road, Shiremoor, NE27 0JH  
(0191) 643 2625

<b>What we offer</b>	<p><b>Enterprising Charities events</b> Enterprising Charities events aim to help Tyne and Wear's third sector consider social enterprise and trading as a sustainable way to generate unrestricted income. Interested organisations will be referred to work with our partners, SES, who will help them develop their enterprise ideas.</p> <p><b>Business Plus events</b> Business Plus events usually take place on the first Thursday of the month and are designed to share information, initiate partnerships and raise the business skills of the sector, with a view to encouraging the collaborative delivery of public service contracts.</p> <p>As well as the networking and partnership opportunities on offer, each event will feature either a chance to <b>meet commissioners</b> to discuss how the sector can work in partnership to deliver public services <b>or</b> a presentation from an expert on a <b>topical business-related subject</b> to help the sector gear up for the challenges of contracting and public service delivery.</p> <p>All Pentagon Partnership events are free to third sector organisations that work in Tyne and Wear; for up to date information visit <a href="http://www.pentagonpartnership.org.uk">www.pentagonpartnership.org.uk</a> or call Jon Goodwin on 0191 200 8516.</p>
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Hendon Co-operative Centre, 44 Mowbray Road, Hendon, Sunderland,  
SR2 8EL (0191) 565 0476

### What we offer

SES are working across the region to provide a range of business development advice and host a number of awareness raising workshops which promote the benefits of enterprise and encourage social entrepreneurial activity within the voluntary and community sector.

## The Best of the Rest



27/02/12 - Equality & Diversity  
01/02/12 -First Aid at Work (3 days - 01,02,03/02/12)  
21/03/12 - Appraisals Explained  
22/03/12 - Safeguarding Adults



Flexible - Level 2 Health & Safety in the Workplace  
Flexible - Level 2 Principles of COSHH  
Flexible - Level 2 Principles of Risk Assessment  
Flexible - Level 3 Environmental Management



Flexible—Managing Groups Money  
Flexible—Chairing Skills  
Flexible—Building Partnerships  
Flexible—Personal Safety (Lone Workers)



09/01/12 - Paediatric 1st Aid Level 2 (4 weeks)  
10/01/12 - Mentoring for Volunteers Level 2 (10 weeks)  
13/01/12 - New You - Confidence Building (11 weeks)  
22/02/12 - Understanding Stress (5 weeks)



Flexible—First Aid for your PC  
Flexible—IT Policy Development  
Flexible—Crisis Avoidance—Making your backups more effective  
Flexible—Securing your Internet Access

**NECA Training Ltd**  
**Groundwork North East**  
**SkillShare North East**  
**Bridge**  
**CITA**

**(0191) 414 6116**  
**(0191) 384 2233**  
**(01429) 868 353**  
**(0191) 417 2445**  
**(0191) 256 5015**

<b>ACAS</b>	(0191) 269 6020 <a href="http://www.acas.org.uk">www.acas.org.uk</a>
<b>Education Business Connections</b>	(0191) 516 6411 <a href="http://www.ebcltd.org.uk">www.ebcltd.org.uk</a>
<b>FINE</b>	(0191) 477 1253 <a href="http://www.fine.org.uk">www.fine.org.uk</a>
<b>GVOC</b>	(0191) 478 4103 <a href="http://www.gvoc.org.uk">www.gvoc.org.uk</a>
<b>Newcastle CVS</b>	(0191) 232 7445 <a href="http://www.cvsnewcastle.org.uk">www.cvsnewcastle.org.uk</a>
<b>PNE Development</b>	(0191) 438 7999 <a href="http://www.pne-development.org">www.pne-development.org</a>
<b>SES</b>	(0191) 565 0476 <a href="http://www.ses.coop">www.ses.coop</a>
<b>Voluntary Community Action Sunderland</b>	(0191) 565 1566 <a href="http://www.VCAsunderland.org.uk">www.VCAsunderland.org.uk</a>
<b>VODA</b>	(0191) 643 2626 <a href="http://www.voda.org.uk">www.voda.org.uk</a>
<b>Pentagon Partnership</b>	(0191) 643 2625 <a href="http://www.pentagonpartnership.org.uk">www.pentagonpartnership.org.uk</a>
<b>South Tyneside CVS</b>	(0191) 456 9551 <a href="http://www.southtynesidecvs.org.uk">www.southtynesidecvs.org.uk</a>

*Please note information was correct at time of publishing*

