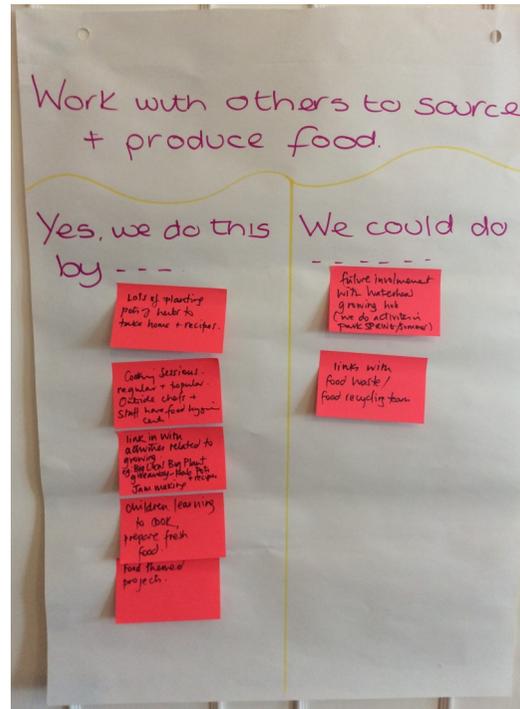




Training programme January–March 2018



Courses—Safeguarding

Level 1 Child Protection Awareness Training

An introduction to the issue of Child Protection

By the end of the session participants will:

- Identify safeguarding role
- Define abuse and neglect
- Know what to do if worried about a child

Date: 31 January
Time: 9.30am –12.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

Child Sexual Exploitation (CSE) Awareness Training

An introduction to the issue of Child Sexual Exploitation (CSE)

By the end of the session participants will:

- Understand what CSE is and how children can be vulnerable to it
- Recognise signs of CSE in children and young people
- Know how to respond appropriately to safeguard potential or actual victims.

Date: 6 February
Time: 6pm-8pm

Venue: Action Together,
Penny Meadow, Tameside

Level 1 Child Protection Awareness Training

An introduction to the issue of Child Protection

By the end of the session participants will:

- Identify safeguarding role
- Define abuse and neglect
- Know what to do if worried about a child
- Explore what is meant by safeguarding
- Be aware of safer caring practices

Date: 28 February
Time: 9.30am-12.30pm

Venue: Action Together,
Penny Meadow, Tameside

Child Sexual Exploitation (CSE) Awareness Training

An introduction to the issue of Child Sexual Exploitation (CSE)

By the end of the session participants will:

- Understand what CSE is and how children can be vulnerable to it
- Recognise signs of CSE in children and young people
- Know how to respond appropriately to safeguard potential or actual victims.

Date: 7 March
Time: 6pm-8pm

Venue: Action Together,
Penny Meadow, Tameside

Level 1 Child Protection Awareness Training

An introduction to the issue of Child Protection

By the end of the session participants will:

- Identify safeguarding role
- Define abuse and neglect
- Know what to do if worried about a child
- Explore what is meant by safeguarding
- Be aware of safer caring practices

Date: 29 March
Time: 6pm-9pm

Venue: Action Together,
Manchester Chambers,
Oldham

For other safeguarding training...

Oldham Local Safeguarding Children's Board training calendar www.oldham.gov.uk/lscb/info/3/training

Tameside Safeguarding Children's Board Training offer www.tamesidesafeguardingchildren.org.uk/professionals/trainingcourses.aspx

Book your place: www.actiontogether.org.uk/training

Courses—Volunteering

Website Information Sessions for Volunteer Managers

These **free** sessions will include a demonstration on how to use the Action Together website as a volunteer manager.

We will show you how to upload your volunteering opportunities directly to the website and to manage them, ensuring that potential volunteers get the most up-to-date information about your organisation.

There will be opportunity for you to ask any questions or raise any concerns.

Date: 11 Jan and 15 Mar

Time:

Venue: Action Together,
Penny Meadow

Volunteering Magnet

This workshop explores the top 10 things that attract and repel volunteers.

This is a great opportunity to explore new ways of attracting volunteers whilst taking an honest look at why volunteers leave.

Date: 30 January

Time: 10am to 4pm

Venue: Action Together,
Penny Meadow, Tameside

Website Information Sessions for Volunteer Managers

These **free** sessions will include a demonstration on how to use the Action Together website as a volunteer manager.

We will show you how to upload your volunteering opportunities directly to the website and to manage them, ensuring that potential volunteers get the most up-to-date information about your organisation.

There will be opportunity for you to ask any questions or raise any concerns.

Date: 15 February

Venue: Action Together,
Manchester Chambers,
Oldham

Managing and Supporting Volunteers

All the hard work that goes into recruiting and selecting volunteers is often lost due to poor management; on this course we look at how to manage and support volunteers.

We will use a variety of learning methods that will ensure that this is fun and informative.

Date: 13 March

Time: 10am to 4pm

Venue: Action Together,
Manchester Chambers,
Oldham

Book your place: www.actiontogether.org.uk/training

Courses—Planning

Exploring fundraising ideas

This course will help you make a start at evaluating your funding mix, working out how urgent the need for funding is, analysing current income streams and then making a plan of action. By the end of the session you will:

- Understand the range of opportunities for fundraising; and
- learn how to develop a fundraising strategy

Date: 25 January
Time: 1pm to 3.30pm

Venue: Action Together,
Penny Meadow, Tameside

Crowdfunding

Anne Strachan from CrowdfundUK will be explaining more about Crowdfunding.

A new way of raising funds and allows you to source money for a project by asking a large number of contributors to donate a small amount and asking a small number of contributors to donate a large amount. In return, backers may receive token rewards that increase in prestige as the size of the donation increases.

Date: 27 February
Time: 1pm-4pm

Venue: Action Together,
Manchester Chambers,
Oldham

Planning your Finances

- Understand how to prepare a budget
- Learn how to develop a cash flow forecast for you organisation
- Learn about the benefits of financial planning

Date: 22 January
Time: 10am—12.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

Simplifying Business Planning

Have you often wondered how to produce a business plan for your organisation?

This master class will ensure that you go away with a clear template for the plan and will give you the ability to be able to identify and understand how to express key areas.

Date: 8 March
Time: 9.30am—12.30pm

Venue: Action Together,
Penny Meadow, Tameside

Introduction to Quality in Action & Volunteering in Action Awards

Come and join us for these **free** lunch and learn all about our locally recognised awards 'Quality in Action' and 'Volunteering in Action'

This session will give you all the information you need to complete the awards for your organisation.

Date: 15 February
Time: 12noon—1.30pm

Venue: Action Together,
Penny Meadow, Tameside

Book your place: www.actiontogether.org.uk/training

Courses—Being the best

Social Media for Beginners

Learn all about social media and how you can use it to benefit your organisation.

Can't fathom facebook and think Twitter is a twaddle?

Feel like you might be missing a trick but don't know where to start?

Our guide will teach you about the world of social media and get you set up with your own organisations accounts.

Date: 23 January
Time: 1pm to 3pm

Venue: Action Together,
Penny Meadow, Tameside

Developing Funding Applications

This beginner's course is for those with little or no experience of writing funding applications for small pots of money (up to £5000).

This course aims to improve your skills and confidence in writing funding applications.

It will assist you to recognise how to match your project activities to appropriate Funder's priorities and guidelines.

Date: 7 February
Time: 9.30am to 12.30pm

Venue: Action Together,
Penny Meadow, Tameside

Information Governance and Data Protection

All organisations are required to comply with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) from May 2018.

This training course has been co-written by GM Connect (GMCA) and 10GM to help organisations of all sizes to understand what Information Governance means and how the legislation could affect them.

Date: 20 February
Time: 9.30am to 12.30pm

Venue: Honeywell Centre,
Hadfield Street, Oldham

Advanced Social Media

This advanced course will empower you to deliver and measure engaging social media campaigns.

Content includes:

- Researching your audience
- Developing engaging marketing content
- Creating simple but impressive social media reports
- And much more

Date: 22 March
Time: 9.30am to 12pm

Venue: Action Together,
Manchester Chambers,
Oldham

Book your place: www.actiontogether.org.uk/training



Action Together can deliver in-house training direct to your organisation.

If you have a number of people requiring the same training or development it can often be more affordable to arrange a workshop at your own premises.

Benefits of in-house training:

- Meets the needs of your organisation and can be tailored to your requirements
- Takes place on your premises at a convenient date and time
- Offers cost savings
- Provides team building opportunities

With a team of over 15 different trainers with specialisms in a diverse range of topics if you are looking for a specific course or a facilitation workshop that will help strengthen your organisation, then please contact us to discuss your requirements.

Prices vary - if you are interested in discussing your organisations training needs please contact Adele Thomson on 0161 339 2345 or email: development@actiontogether.org.uk.



Action Together's training programme offers a wide range of high-quality training and development opportunities to help both individuals to learn new skills and for voluntary community and social enterprise groups to develop the skills and expertise of their workforce.

Who is our training for? Our training is open to individuals and members of voluntary community and social enterprise sector organisations within the Oldham and Tameside areas. Any persons who fall outside of this remit may apply for a place however priority will be given to Oldham and Tameside groups.

How much will it cost? Unless specified as 'free' or states a set cost all training workshops will incur a charge as follows: Payment can be made by cheque or you can pay later by invoice.

Details	Up to 1/2 day course	Full day course
Voluntary, Community and Faith organisations with an income under £25,000 per annum.	£0	£0
Voluntary, Community and Faith organisations with an income over £25,000 per annum.	£20	£40
Public, private sector and non- Tameside/Oldham based organisations	£30	£60

Cancellation policy: An administrative charge of £20 + VAT will be made for cancellation less than 5 days before the training and/or non-attendance after booking. We will accept the substitution of another delegate to cover emergencies, such as sickness; in this case you will not be charged a cancellation fee.



Your needs: We are all committed to removing barriers to enable people to access our services. If you have any support needs, including: information in different languages or formats (audio, large print, etc); interpreters, hearing loop system; transport; childcare/carers cover, etc, please contact us so we can arrange the necessary support to allow you to fully benefit from our services. We always endeavour to make sure training and events are held in accessible venues. You will be asked if you have any support needs when you book on a course but please do let us know how we can best assist you.

Booking Information: All of our workshops offer an online registration process (www.actiontogether.org.uk/training). We can also take bookings over the phone for those who are unable to book online.

Our venues: All the venues we use are accessible and close to public transport routes.

Catering: Refreshments will be provided at all of our workshops however participants are required to provide their own lunch on any full day courses. There are a number of cafés and shops close to all the venues we use.