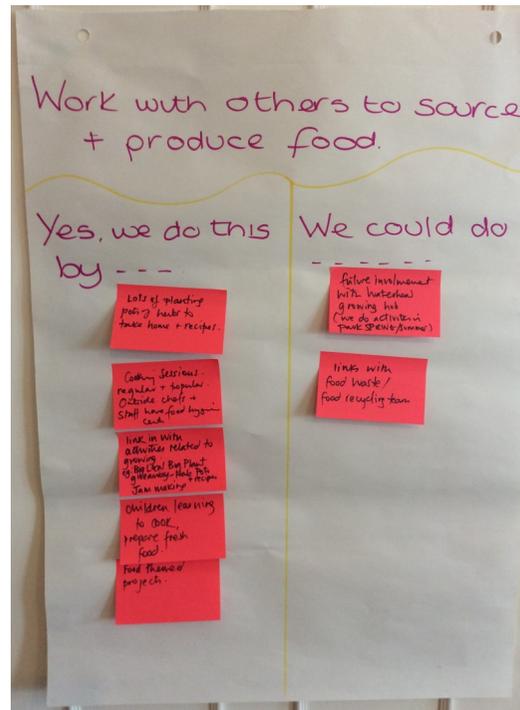


action together

Training programme September–December 2017



Courses—Safeguarding

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: 10 October
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 September
Time: 6pm-9pm

Venue: Action Together,
Manchester Chambers,
Oldham

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: 25 October
Time: 6pm-9pm

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 November
Time: 6pm-9pm

Venue: Action Together,
Manchester Chambers,
Oldham

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: 7 December
Time: 6pm-9pm

Venue: Action Together,
Penny Meadow, Tameside

Coming soon.....Level 1 Vulnerable Adults Awareness Training

Providing an understanding of the legislation regarding safeguarding adults and an awareness of responsibilities to support vulnerable adults in a way that lets them make their own choices about their lives

Date and time to be confirmed.

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

Courses—Volunteering

Website Information Session 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: 14 Sept/16 Nov
Time: 10am-12noon

Venue: Action Together,
Penny Meadow, Tameside

Volunteers and the Law

This course examines the legal framework that covers volunteers when volunteering.

We will look at the difference between law and best practice, health and safety legislation, the benefits system and lots more.

You will have the chance to examine your own organisations practice and make sure that you are not putting yourself or your trustees at risk.

Date: 17 October
Time: 10am—4pm

Venue: Action Together,
Manchester Chambers,
Oldham

Website Information Session 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: 12 Oct and 14 Dec
Time: 6pm-9pm

Venue: Action Together,
Manchester Chambers,
Oldham

COMING SOON...

Keep watching our website for details on other courses including:

- Volunteering Magnet
- Managing and Supporting Volunteers

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: 19 September
Time: 10am-12noon

Venue: Action Together,
Manchester Chambers,
Oldham

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: 5 October
Time: 12noon–1.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

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: 19 October
Time: 1pm-4pm

Venue: Honeywell Centre,
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: 24 October
Time: 9.30am–12.30pm

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: 21 November
Time: 10am–12.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

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: 21 Sept / 23 Jan
Time: 10am–12.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

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: 4 October
Time: 9.30am–12.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

Creating a Community Group

This session covers all the basics of how to start and run a community group well.

We will provide you with useful tools and guidance to help your group set off in the right direction, or bring you back on track if you've lost your way!

Date: 11 Oct / 16 January
Time: 10am–12.30pm /
1pm–3.30pm

Venue: Action Together,
Penny Meadow, Tameside

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 November
Time: 1pm–3.30pm

Venue: Action Together,
Penny Meadow, Tameside

Creating a Community Group

This session covers all the basics of how to start and run a community group well.

We will provide you with useful tools and guidance to help your group set off in the right direction, or bring you back on track if you've lost your way!

Date: 16 November
Time: 10am–12.30pm

Venue: Action Together,
Manchester Chambers,
Oldham

Introduction to ABCD Development

Traditionally we've always asked what the needs are in the community and then provided the service we think is appropriate.

ABCD turns this way of working on its head. At the end of this workshop you will be able to identify and describe what community development is.

You'll be able to give examples of community development work in your area and list local community assets.

Date: 18 January
Time: 10am–3.30pm

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 Paypal or you can pay later by invoice / cheque.

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.