

Training from T3SC

Could you or your group benefit from training?
If you can't find what you are looking for on our list of training activities then please get in touch and we can arrange training to suit your group's needs. Not sure what you need? Then we can do skills audit for you to help you highlight your strengths and gaps where you could benefit from training!

For more information, contact Naomi on
0161 339 4985 or email naomi.creed@t3sc.org



All T3SC training takes place at:

Tameside 3rd Sector

Coalition

St Michaels Court

Stamford Street

Ashton OL6 6XN

Telephone: 0161 339 4985,

Email: naomi.creed@t3sc.org

Website: www.t3sc.org

To book training email dawn.acton@t3sc.org



Registered Charity no: 1094744 Company Limited by Guarantee
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Joint Training Programme



Sept — Dec 09



Volunteer Centre
Tameside

September

Planning a marketing campaign

9 September, 10am-12pm

By the end of this session you will be able to see the different ways your group can market itself and produce a marketing campaign outline to use.

Measuring Quality— PQASSO

16 September, 12pm-2pm



How do you know that you are good at managing your organisation? Can you PROVE to funders that you are good at providing the service you said you would provide? There is a way to do this using a tool called PQASSO. Don't let the word PQASSO put you off coming to this two hour lunch and learn session. This is a good opportunity for you to find out about PQASSO and what the benefits may be to your organisation. PQASSO - Practical Quality Assurance System for Small Organisations.

Top tips on funding applications

23 September, 12am-2pm

(Lunch and learn)

A really useful session on how to write fantastic funding bids covering the key ingredients all funders want to know!

Recruitment and Motivation of Volunteers

Tuesday 10 and 17 November - 6pm - 9pm

Two evening workshops identifying different methods of recruiting volunteers and how best to ensure that volunteers are welcomed into your organisation. The trainer, Vashti, has a wealth of knowledge in this area and will share with you a varied range of ways to ensure that your organisation has enough volunteers to ensure that it achieves its aims and objectives.

Train the Trainer

Tuesday 25 November - 10am - 4pm

Develop your training skills, there will be lots of tips and hints to enable you to become a polished trainer. Inevitably there will be the opportunity to present in a safe environment.

Where?

Volunteer Centre Tameside, 95-97 Penny Meadow, Ashton-under-Lyne.

Booking

To book on any of the Volunteer Centre Tameside courses contact David or Riona on 0161 339 2345. The training is free to all voluntary and community sector groups.

Volunteer Centre Training



Volunteer Coordinator's Forum

Thursday 17 September - 11.30am - 2pm

David Fisher from NEARIS (Northern Education and Resettlement Information Services) will help us look at how ex-offenders can be involved in volunteering. We will have the opportunity to talk about barriers, fears, hopes and hear about success stories from volunteers.

Motivate and Retain Volunteers

Wednesday 7 October - 10am - 4pm

Are you concerned about how many volunteers your organisation loses? This training course will look at factors that affect motivation. The course will be a lively interactive session.

Managing Volunteers

Thursday 29 October - 10am - 4pm

An opportunity to look at many of the issues that surround Volunteer Management. This course is a great place to bring along any problems you have with volunteers and hopefully take away lots of ideas and suggestions. Importantly there will be the opportunity to network with other Volunteer Managers and develop useful contacts.

Create a leaflet

24 September, 10am-12pm

Are your leaflets looking old and too busy, do you find it hard to know where to start? This session will help you design a new leaflet for your group.

Keep calm and carry on

29 September, 9.30am-12.30pm

This session will get you started on a business continuity plan to help your organisation cope in a crisis and minimise the disruption to your users.

October

Writing a press release with Tameside Advertiser

7 October, 10am-12pm

The Editor of Tameside Advertiser will show you how to write a good press release and show examples of ones that have been successful. You will create a press release for your group. There will also be an opportunity to ask the Editor questions.

Business planning

15 October, 9.30am-2.30pm

Developing a business plan can be a daunting task – but more and more organisations need this to secure longer term funding. This course is a simple guide of where to start and how to structure the process with practical tools to help you this is a must for anyone who's new or looking for more ideas to help with business planning.

Basic Bookkeeping 20 October, 10am-2.30pm

Are you struggling with your bookkeeping? This free course covers all you



need to know to become a good treasurer for your organisation. If you know nothing about bookkeeping then this one day course is for you.



Radio tips training with Tameside Radio 21 October, 10am-12pm

Tameside Radio will help you think of how your group can get your story heard. and give Radio tips and advice. Your chance to learn from the experts.

November

Create a website 4 November, 10-12pm at Dukinfield Town Hall

By the end of this session you will have created a free website for your group including a homepage, about us and contact page.

Committee skills training 12 November, 10am-2.30pm

A one-day course covering the roles and responsibilities of a committees and how to run successful meetings. A great course for anyone who is new to committees or someone who wants refresher course and pick up new skills and tips!

Using social media 19 November, 10am-12pm at Dukinfield Town Hall

Do you know what social media is!? Here is your chance get to grips with what it means and see the best ways your group could use it.



December

Chairing meetings 2 December, 10am-12pm

Ever wondered how to chair a meeting? Want to improve your chairing skills? This training is for anybody wishing to learn knew chairing skills and find out how to deal with those difficult committee members or how to ensure your committee makes decisions.

Booking

To book on any of the T3SC courses contact Dawn Acton or another member of Support and Development Team on 0161 339 4985 or dawn.acton@t3sc.org