

Tailored Training

by Voluntary
Sector
Training



VST TAILORED TRAINING BRINGING THE TRAINING TO YOU

Voluntary Sector Training is part of Community360 and is a specialist, not-for-profit training provider. Our goal is to help you work more efficiently, improve skills and knowledge and deliver even better services to your clients.

Our tailored training provision helps you to address all your organisation's training needs. Our trainers have a wide range of experience, knowledge and specialisms, and are passionate about what they do and working in the voluntary sector. There's not much we can't do: short or long courses; accredited or not; suites or single courses.

As well as offering tailored training, we run an open training programme. Half day and full day courses are available to support you whether you are based in Essex or beyond.

Find out more at <https://vst.community360.org.uk>

Enquiries can be made at information@community360.org.uk or on 01206 505250.

Supporting the development of a strong, effective and diverse voluntary and community sector is at the heart of what we do.

Together we thrive.

Contents

Introduction	2
Why book with us	3
Induction Courses	4
Management and Organisation Courses	5
People Management and Support Courses	6
Practical Courses	7
Finance Courses	8
Wellbeing Courses	9
IT and Social Media Courses	10
Communication Courses	11
Contact information	back cover

Introduction

We take our role of developing skills and knowledge very seriously. That's why our courses are tailored towards meeting your needs, and are designed to be accessible to all your staff, volunteers, trustees and committee members. We are ourselves set up as a charity and operate on a not-for-profit basis.

Our experience and links in the community enable us to develop high quality, cost effective training courses. We update our training courses in line with the latest legislation and trends so that you don't have to worry about being up-to-date and staying legal.

It's important to choose the course that's right for you so we provide free, impartial advice to help you make your choice: whether it's finding out more detail about the

content or arranging a conversation with the course trainer.

Our courses can be delivered as single courses over a day or half day (dependent on course content) or as a suite over a number of sessions. Simply add or take whatever you need and we can adjust our courses to meet your requirements.

For further details on each course, please request a course outline which will contain a course description, the overall aim and objectives of the course and the timings for the course. If the outline doesn't quite fit the bill, then it can be changed to suit your needs.

And remember, this brochure provides just a taste of what we can do.

*Be the first to know about the latest courses
- visit vst.community360.org.uk and sign up for
our training newsletter*

If you can't see what you want, just ask!

Why Book With Us

This year, 95% of our delegates rated our trainers as 'excellent' or 'good'.

"All of the information that we received was extremely interesting and helpful - I now feel I can confidently put what I learnt to use to improve our email marketing at our organisation." *Email Marketing and Newsletters delegate*

"This course has enabled me to refresh my knowledge in supporting volunteers recruited to our organisation." *Supporting, Developing and Managing Volunteers delegate*

"Excellent training - engaging, enjoyable - would definitely recommend." *Emergency First Aid delegate*

"A great course for people starting out in fundraising or for those who want a back to basics courses." *Fundraising Tips and Tricks delegate*

"The course has helped to highlight room for improvement in my work and has given me a new sense of confidence. I thoroughly enjoyed the course and content and found the trainer very encouraging and engaging." *Train the Trainer delegate*



Induction Courses



Do you have new staff? Let us help you to cover your induction training.

Examples of Single Courses:

- Equality and Diversity
- Fire Safety
- GDPR
- Introduction to the Voluntary Sector
- Safeguarding
- Volunteer Induction Overview

Examples Suites:

- Introduction to Equality and Diversity + What is Community Development
- Working Safely + Equality and Diversity + Introduction to the Voluntary Sector

Management and Organisational Courses



People Management and Support Courses



Whether you are new to management or the voluntary sector or an experienced leader who just needs a refresher, these courses can help.

Examples of Single Courses:

- Trustee Roles and Responsibilities
- Writing Policies and Procedures
- Writing a Business Plan
- Tender Bid Writing
- Project Management
- Customer Care
- Change Management
- Publicity and Marketing

Example Suites:

- Writing Policies and Procedures + Writing a Business Plan
- Introduction to Management + Publicity and Marketing
- Change Management + Supervision Skills

People who work in the voluntary sector are a very special bunch who need specialist skills when working with customers. Our courses can help them to be the best they can be.

Examples of Single Courses:

Accredited Volunteer Management Qualification

- Volunteer Recruitment
- Supporting, Developing and Managing Volunteers

Accredited Mentoring Qualification

- Understanding Mentoring
- Mentoring

- Train the Trainer
- Safety for Lone Workers
- De-escalation training

Example Suites:

- Train the Trainer + Coaching
- Dealing with Difficult Behaviours + How Groups Work

Practical Courses



There are certain things that are essential in any industry or walk of life.

Examples of Single Courses:

- CPR
- Fire Safety
- Work Safety
- First Aid Lite
- Breakaway training
- Non- or Accredited Health and Safety
- Non- or Accredited Manual Handling
- Accredited Emergency First Aid at Work

Example Suites:

- Manual Handling + First Aid
- Health and Safety + Risk Assessment

Finance Courses



Every organisation needs to be on top of their finances, and these courses can help.

Examples of Single Courses:

- Managing your Finances
- Finance Made Easy
- Using Quickbooks
- Full Cost Recovery
- Fundraising Tips and Tricks
- Introduction to Crowdfunding
- Online Accounting for Free

Example Suites:

- Full Cost Recovery + Using Quickbooks
- Fundraising Tips and Tricks + Introduction to Crowd Funding
- Managing your Finances + Online Accounting for Free



Wellbeing Courses

Staff are your most valuable commodity and their wellbeing needs to be protected and nurtured.

Examples of Single Courses:

- Time Management
- Stress Management
- Mental Health First Aid
- Introduction to Counselling
- Neuro-Linguistic Programming
- Managing Mental Health in the Workplace

Example Suites:

- Stress Management + Neuro-Linguistic Programming
- Stress Management + Introduction to Counselling



IT and Social Media Courses

Harness the power of your computer!

Examples of Single Courses:

- Computers for Beginners
- Build Your Own Website
- Promote your Organisation via Facebook
- Email Marketing
- IT for Smarter Working
- Blogging

Example Suites:

- Promote your Organisation via Facebook + Email Marketing
- Promote Your Organisation via Facebook + Blogging
- Build your own Website + IT for Smarter Working

Communication Courses



Communicating in a way that is appropriate to your audience and engaging can make or break an organisation.

Examples of Single Courses:

- Influence and Persuasion
- Confidence and Assertiveness
- Professional Writing Skills
- Report Writing
- Develop Telephone Skills
- Presentation Skills
- Facilitation Skills
- Handling Difficult Conversations
- Taking Minutes

Example Suites:

- Presentation Skills + Facilitation Skills
- Assertiveness Skills + Handling Difficult Conversations



How to contact us

Call us: 01206 505250

Email us: training@community360.org.uk

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