

Welcome to the DACVS Learning
Development programme
September 2010 to June 2011

**For further information on any
of the courses listed please
see www.dacvs.org.uk or
contact your local CVS - details
overleaf.**

Half day courses:
£25 (CVS members)
£50 (non members)
One day courses:
£50 (CVS members)
£75 (non members)

**Concessions are available
please contact
your local CVS for details.**

Formed in 2004, DACVS brings together local Councils for Voluntary Service who work to support the voluntary and community sector (VCS) develop and improve its contribution to the lives of citizens in the county. The Partnership adopts the working principle of 'local focus, county voice.'

Your Local CVS

East Devon CVS

Ridgeway House, Ridgeway, Ottery St Mary EX11 1DT
01404 549045
Email: angie.garner@edvsa.org.uk
Website: www.edvsa.org.uk

Exeter CVS

Wat Tyler House, King William Street, Exeter EX4 6PD
01392 202055
Email: cvs@exetercvs.org.uk
Website: www.exetercvs.org.uk

Involve - Mid Devon CVS

Raymond Penny House, Phoenix Lane, Tiverton EX16 6LU
01884 255734
Email: duncan@involve-middevon.org.uk
Website: www.involve-middevon.org.uk

North Devon Voluntary Services

149 High Street, Ilfracombe, EX34 9EZ
01271 866300
E-mail: admin@ndvs.org.uk
Website: www.dacvs.org.uk/ndvs

South Hams CVS

The Cottage, Follaton House, Plymouth Road, Totnes TQ9
5NE
01803 862266
Email: cvs@southhamscvs.org.uk
Website: www.southhamscvs.org.uk

Teignbridge CVS

Forde House, Brunel Road, Newton Abbot TQ12 4XX
01626 215907
Email: office@teigncvs.org.uk
Website: www.teigncvs.org.uk

Torrige Voluntary Services

14 Bridgeland Street, Bideford EX39 2QE
01237 420 130
Email: administrator@torridgecvs.org.uk
Website: www.torridgecvs.org.uk

West Devon CVS

13 East Street, Okehampton EX20 1AS
01837 53392
Email: info@westdevoncvs.org.uk
Website: www.westdevoncvs.org.uk



Learning Programme 2010 / 2011

**Local training
for voluntary
and community
groups**

www.dacvs.org.uk

PRACTICAL & PERSONAL DEVELOPMENT SKILLS

Emergency First Aid at work **One day**
A practical course leading to the HSE recognised qualification which is valid for three years.

Mid Devon - 04/11/10
Exeter - 12/01/11 & 20/04/11
West Devon - 17/02/11
Teignbridge - 15/06/11

Paediatric First Aid **One day**
If you look after children, you need specialist skills to care for them in an emergency.

Exeter - 09/02/11

Manual Handling **Half day**
Poor lifting techniques can turn simple tasks into serious accidents. Make sure you/your staff are up to speed with the regulations.

Torrige - 27/11/10
Exeter - 28/04/11
Mid Devon - 18/05/11

Minute Taking **Half day**
Good minute taking will consolidate both formal and informal meetings. Learn how to record accurate notes in a clear and easy format.

East Devon - 30/11/10
South Hams - 19/01/11
Exeter - 26/01/11
Teignbridge - 23/02/11
Mid Devon - 19/04/11

Planning & Running Events **One day**
Learn How to plan and manage events both large and small. With the right preparation, the day can only go well.

South Hams - 24/02/11
Exeter - 06/04/11
North Devon - 11/05/11

Marketing your Group/Organisation **One day**
Increase your group's profile to attract more funding, support and volunteers.

Teignbridge - 14/10/10
Mid Devon - 27/01/11
Exeter - 02/03/11
Torrige - 17/05/11
South Hams - 14/06/11

Chairing Meetings **Half day**
Learn the skills to ensure your meetings run to time and encourage people to have their say.

There will be opportunities for discussion during the day.

Exeter - 26/01/11
Mid Devon - 19/04/11

Understanding Mental Health **One day**
One in four people are affected by mental illness at any one time - understanding and sensitivity to the effects of this will benefit you in work or social situations.

Exeter - 02/12/10
North Devon - 24/03/11 (Half Day)

TRUSTEES

Roles & Responsibilities of Trustees **One day**
No charity or voluntary organisation can operate without its Trustees. Learn how to develop clear relationships with your governing body.

Torrige - 24/11/10
West Devon - 20/01/11
Exeter - 09/03/11

Improving Funding Applications **One day**
Make sure your organisation doesn't miss out on the funding it deserves - learn to 'talk the talk' and ensure your applications are relevant and compelling.

Exeter - 03/11/10
West Devon - 27/01/11
Teignbridge - 02/03/11

VOLUNTEER MANAGEMENT

Volunteers and the Law **One day**
Understand the law as it relates to volunteers and develop a legal and ethical 'volunteer policy' for your organisation

Exeter - 2/11/10 & 16/02/11
North Devon - 08/03/11
South Hams - 09/03/11
West Devon - 06/04/11
Mid Devon - 22/06/11

Volunteer Recruitment **One day**
Recruit and keep the right volunteers by learning how to implement fair and appropriate advertising and recruitment policies.

Teignbridge - 16/11/10
Torrige - 23/02/11
Exeter - 30/03/11

Volunteer Management and Support **One day**

The indispensable course for third sector managers: learn how to effectively communicate, support, motivate and review your volunteers.

Teignbridge - 25/01/11
West Devon - 01/03/11 & 29/06/11
North Devon - 29/03/11
Exeter - 13/04/11

Supporting Volunteers with Support Needs **Half day**

Explore what constitutes 'support needs', how people with these needs can benefit from volunteering and how best to manage them.

East Devon - 25/01/11
Torrige - 15/03/11
South Hams - 22/03/11
Exeter - 18/05/11