



# Training Update

**Community Action Bradford & District  
& Voluntary Action Leeds**

**April 2019**

## **Disclosure Barring Service (DBS)**

*Date: Thursday 11<sup>th</sup> April*

*Time: 10.00-16.00*

*Venue: Manningham Mills*

*Cost: £70/£90/£160*

*Trainer: QED Training*

Does your community group/voluntary organisations run services for children and vulnerable adults?

This lively course gives information about how, and in what circumstances, you can request DBS checks for employees/volunteers, how to use the information, and in what circumstances you should share information or concerns about employees/volunteers with the DBS

<http://bit.ly/DBSapril2019>

## **\*\*Public Speaking Skills\*\***

*Date: Thursday 2<sup>nd</sup> May*

*Time: 10.00-13.00*

*Venue: Manningham Mills*

*Cost: £48/£60/£120*

*Trainer: Steve Dowson*

Explore the nature of public speaking and how to identify what type of public speaker everyone is. You cover a practical session in how to manage nerves and the keys to essential preparation to make any speech a success & learn how humans behave as tribes and how you can use that tribal nature to change attitudes and opinions. <http://bit.ly/PubSmay19>

## **Effective Leadership Skills**

*Date: Thursday 2<sup>nd</sup> May*

*Time: 13.30-16.30*

*Venue: Manningham Mills*

*Cost: £48/£60/£120*

*Trainer: Steve Dowson*

A key part of **Leadership Training** is enabling people to understand that they already have the skills to be great leaders and that leadership isn't something that is out of their reach. It focuses on their journey to leadership and how that journey has made them qualified to lead and create change.

<http://bit.ly/ELmay19>

## **\*\*NEW COURSE\*\***

### **Make More Impact with your Marketing and Website**

*Date: Wednesday 8<sup>th</sup> May*

*Time: 10.00-13.00*

*Venue: Manningham Mills*

*Cost: £10 \*Special Offer\**

*Trainer: Rich Sutcliffe*

Join us for this interactive workshop where you will learn how to focus your marketing efforts. Starting with the basics this session will give you the tools to build your own marketing strategy and how you can create more impact with what you do.

<http://bit.ly/impMandSmay19>

## **First Aid Courses April/May 2019**

Our competitively priced First Aid courses are delivered in partnership with [University of Bradford](http://www.universityofbradford.ac.uk) at their prestigious venue using experienced and professional trainers in a relaxed and enjoyable environment.

First Aid at Work – 8<sup>th</sup>-10<sup>th</sup> April <http://bit.ly/FAWapr19>

Emergency First Aid at Work – 7<sup>th</sup> May <http://bit.ly/EFAmay19>

First Aid at Work – 20<sup>th</sup>, 21<sup>st</sup> & 23<sup>rd</sup> May <http://bit.ly/EFAmay19>

First Aid Requalification – 3, 4 June [book online](#)

For additional dates up to December please look at our [First Aid page](#) on our Website

### **Introduction to Equality & Diversity**

*Date: Tuesday 14<sup>th</sup> May*

*Time: 10.00-13.00*

*Venue: Manningham Mills*

*Cost: £48/£60/£120*

*Trainer: Gary Blake*

This introductory course will look at The Equality Act 2010 and at our legal duties not to discriminate on grounds of 'protected characteristics.' It will explore the importance of language and look at the difference between direct and indirect discrimination. The training will be delivered in a very interactive way.

<http://bit.ly/introEandDmay19>

### **\*New Dates\* Accredited Volunteer Management 3 Day Course**

*Date: Wednesday 12<sup>th</sup>, 19<sup>th</sup> & 26<sup>th</sup> June*

*Time: 10.00-16.00*

*Venue: Manningham Mills*

*Cost: £70 \*Subsidised for Orgs from Bradford\**

*Trainer: Paul Stephens & Steve Blackman*

This very popular three day course which is based on the National Occupational Standards for Volunteer Managers and the Certa Volunteer Managers Award is ideal for existing staff to develop and consolidate their skills. It will also be an excellent starting point for those beginning a volunteer management role. **Book early!!**

<http://bit.ly/VolMan3day19>

### **Minute Taking Skills**

*Date: Wednesday 15<sup>th</sup> May*

*Time: 10.00-13.30*

*Venue: Manningham Mills*

*Cost: £48/£60/£120*

*Trainer: Christine Healey*

Minute-takers are often only noticed when minutes are inaccurate or unclear, yet this vital role requires quick thinking, assertiveness and expertise. It can also be a source of considerable stress to the person who undertakes it. This course promises that you will never again be unclear about your role or what to record in the minutes of a meeting.

[Online booking](#)

### **\*\*\*In-House Training\*\*\***

Does your organisation prefer in-house training in any of the following topics?

- Fire Safety
- First Aid
- Food Hygiene
- Governance
- Health and Safety
- Mental Health Awareness
- Risk Assessment
- Safeguarding Adults

We can deliver these courses in-house direct to your staff. Contact us for a competitive quote at [training@cabad.org.uk](mailto:training@cabad.org.uk)

### **Want more training information from Community Action Training?**

To receive our training news, head to [divabradford.org.uk](http://divabradford.org.uk) and sign up or email [briefingbradford@cabad.org.uk](mailto:briefingbradford@cabad.org.uk). Up to date courses will land in your inbox every Wednesday! You can also follow us on social media to hear about what we have coming up - [@wearecabad](https://twitter.com/wearecabad)

Call Cheryl or Diane on 07419 133797 for further information or email us on [training@cabad.org.uk](mailto:training@cabad.org.uk)

Not seen anything you like? Need training we are not offering at the moment? Let us know and we can discuss options with you.

For the Voluntary Action Leeds Courses please note that you will be redirected to [VAL Website \(Doing Good Leeds\)](http://VAL Website (Doing Good Leeds)) to book places on courses taking place in Leeds and charged at the VAL Essentials rate. Alternatively you can contact Alyson on 0113 297 7920 or [Alyson.parkin@val.org.uk](mailto:Alyson.parkin@val.org.uk)