

RedbridgeCVS

Inspiring everyone to play a part in a caring, vibrant community



Autumn 2020 training workshops

Helping community groups respond to the pandemic

All courses are free

All training is provided online using Zoom

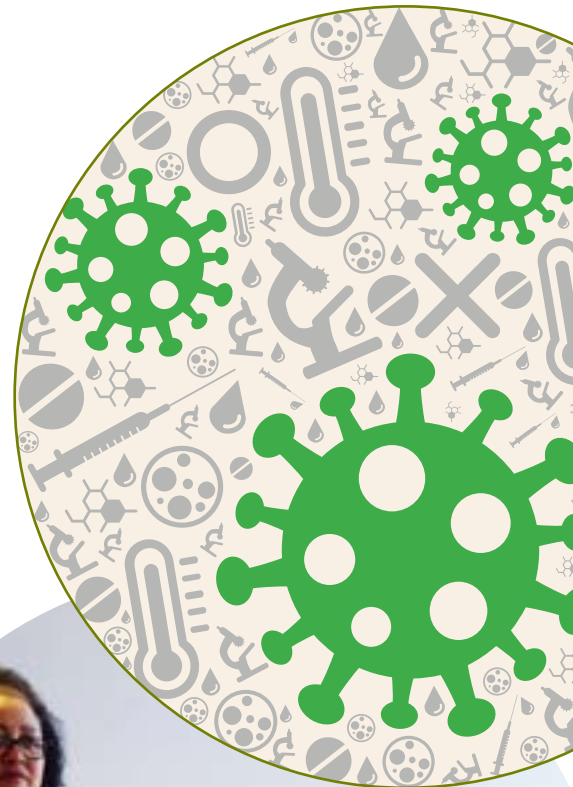
Safeguarding

Helping your organisation work better

Helping your people cope and work effectively

Health and safety

Keeping in touch with the communities and people you support



Helping your organisation through the pandemic

Community groups and charities are living through challenging times. We've responded by putting together a training programme on topics that will help you get through the pandemic and still provide the services which are vital to Redbridge's diverse communities.

To help you do that, all our training this autumn is FREE.

Zoom Coffee Morning

All our training is available via Zoom. If you've never used Zoom before, why not join our Zoom Basics coffee morning?

Zoom Basics Coffee Morning

Have a cuppa and a chat while getting used to Zoom

Time and date

9.10-9.40am, Monday 2 November

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Our courses

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Keeping in touch with the communities and people you support page 8



Our funding and certification

SUPPORTED BY
MAYOR OF LONDON



Education & Skills
Funding Agency



All courses
are now free

Safeguarding

Safeguarding adults

Safeguarding is everybody's responsibility, and your organisation has a legal duty to safeguard people who use your services

Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect is fundamental to your organisation's long term success.

What you'll learn

- Understand about the Care Act and the 6 safeguarding principles
- Be able to recognise the signs of abuse
- Know what to do in cases of suspected abuse

Who should attend

Useful for trustees, staff, volunteers

Time and date

10am-2pm, Tuesday 10 November – includes a lunch break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Domestic abuse awareness

Domestic abuse affects 1 in 3 women and 1 in 6 men. Don't let victims suffer in silence.

Domestic Abuse has become more prevalent with people being cooped indoors during this pandemic. It's important for everyone to be aware of the signs and what to do about it.

What you'll learn

- ▶ Understand the legislation around Domestic abuse
- ▶ Be able to recognise the types and signs of Domestic abuse
- ▶ Know where to signpost for support

Who should attend

Useful for trustees, staff, volunteers, service-users

Time and date

10am-2pm, Wednesday 25 November – includes a lunch break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>

**16
Days of
Action against
Domestic
Violence:
25 November to
10 December**

Safeguarding

Safeguarding adults

Safeguarding is everybody's responsibility, and your organisation has a legal duty to safeguard people who use your services

Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect is fundamental to your organisation's long term success.

What you'll learn

- ▶ Understand about the Care Act and the 6 safeguarding principles
- ▶ Be able to recognise the signs of abuse
- ▶ Know what to do in cases of suspected abuse

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-2pm, Wednesday 9 December – includes a lunch break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



All courses
are now free

Helping your organisation work better

Managing volunteers for mutual success

Over a third of volunteers feel things could be much better organised, and nearly a quarter feel like their volunteering is becoming too much like paid work.

Volunteers are the life-blood of the voluntary and community sector; without them many charities couldn't do their important work. Avoiding high turnover is crucial.

What you'll learn

- ▶ Know how to develop the right foundations for volunteer involvement
- ▶ Understand how to avoid potential pitfalls
- ▶ Appreciate the volunteer/volunteer involving relationship

Who should attend?

Useful for trustees, staff, lead volunteers

Time and date

10am-2pm, Wednesday 11 November – includes a lunch break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Preparing your project for grant monitoring

83% of charities say access to funding is most important for their organisation's sustainability, yet access to funding has never been tighter.

Ensuring you have the right evidence to back up your projects, with easy access to this information for those perfect but time-limited grant offers, is essential

What you'll learn

- ▶ Understand what funders are looking for
- ▶ Be able to plan for success
- ▶ Develop ways of collecting vital evidence

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-2pm, Monday 23 November – includes a lunch break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Helping your people work effectively

All courses
are now free

Managing day-to-day anxiety

Levels of anxiety, depression and stress are all higher than pre-pandemic levels, and many charities are worried about the health of staff, volunteers and service users.

Are you worried about going out or what the future holds? It is natural to have increased anxiety at a time like this, but don't let it weigh you down.

What you'll learn

- ▶ Understand the nature of day to day anxiety
- ▶ Explore anxiety in the context of Covid-19
- ▶ Learn tips and techniques to help break through

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-12.30pm, Monday 2 November – includes a comfort break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



**National
Stress
Awareness
Day**

Confidence and assertiveness skills

Are you new to volunteering? Or has your confidence been dented since Covid started?

Your role is important to your group or your family, and your voice matters. Be fully involved and make a difference to what matters to you

What you'll learn

- ▶ Appreciate the impact of different styles of communication
- ▶ Identify appropriate strategies for acting on your feelings and opinions
- ▶ Feel confident about being assertive

Who should attend?

Useful for trustees, staff, volunteers, service-users

Time and date

10am-12.30pm, Monday 16 November – includes a comfort break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



**International
Day of
Tolerance**

All courses
are now free

Health and safety

Covid awareness and risk assessment for groups

Many charities are worried about their own and their service users' awareness and safety, particularly as the guidelines continue to change to combat this pandemic

Your organisation has a responsibility to keep service users, volunteers and staff safe - make sure your activities are "covid secure"

What you'll learn

- ▶ Understand how coronavirus spreads and what to look out for
- ▶ Be clear about government guidelines
- ▶ Learn how to risk assess in a variety of situations

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-12.30pm, Wednesday 18 November – includes a comfort break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Keeping safe online

Using online services for everything from banking to buying groceries has become more common in the pandemic, and many people are using online systems as they work from home. But the pandemic has also seen a rise in cybercrime, so how do you stay safe?

This session helps you understand the risks with the online systems millions of us use everyday, and how to avoid risks like fraud or identity theft, and keep data about service users confidential.

What you'll learn

- ▶ Key security risks from email and websites
- ▶ Actions you can take now to stay safe in future
- ▶ Everything is explained in a non-technical way in plain English

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-2pm, Monday 30 November – includes a lunch break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>

Computer
Security
Awareness
Day

All courses
are now free

Keeping in touch with the communities and people you support

Using Zoom for community engagement and training

Charities are concerned they will struggle to remain visible, and need to find new ways to engage with their volunteers and service users.

Does the idea of presenting information or face-to-face interaction online you keep you up at night? Are you stressing about this 'new normal' way of reaching people?

What you'll learn

- ▶ Understand the difference between engaging online and in person
- ▶ Learn how to use a variety of Zoom tools to your advantage
- ▶ Explore ways to boost sessions with quizzes, group work and more

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-12.30pm, Tuesday 3 November – includes a comfort break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Organise and promote your work with Facebook pages and groups

Around 3 out of 4 people in Britain use Facebook. It provides an accessible way to promote your work to the public and to discuss and organise activities among those involved.

This session explains the basics of the newsfeed, pages and groups in non-technical language.

What you'll learn

- ▶ Facebook basics: friends, posts, audiences, sharing and likes
- ▶ Pages: what they are and how you can promote your work
- ▶ Groups: spaces for discussion and organisation

Who should attend?

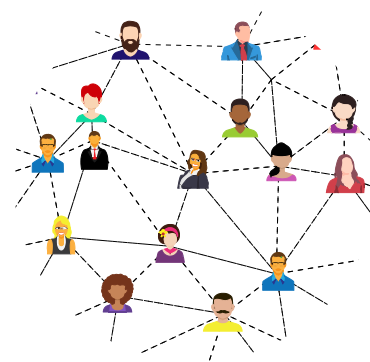
Useful for trustees, staff, volunteers

Time and date

10am-12.30pm, Thursday 5 November – includes a comfort break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



All courses
are now free

Keeping in touch with the communities and people you support

Use Mailchimp to keep in touch with your members and users

Manage your mailing lists with the Mailchimp website. Create great-looking emails. Find out how many people actually open your mailings, and how you can increase those numbers.

Email newsletters are a key part of how many groups relate to members, stakeholders and supporters. This session explains how the free Mailchimp site lets you make best use of them .

What you'll learn

- ▶ Managing your mailing list
- ▶ Creating newsletters people want to read
- ▶ Get feedback and increase engagement

Who should attend?

Useful for trustees, staff, volunteers

Time and date

10am-12.30pm, Thursday 19 November – includes a comfort break

Via Zoom

Joining instructions will be sent once you've registered – in the meantime please open a free Zoom account at <https://zoom.us/signup>



Other learning opportunities

Redbridge Institute

Rated "outstanding" by Ofsted, Redbridge Institute of Adult Education provides over 400 courses, including English, maths, digital skills, community interpreting, accounting and much more.

[For more information see their 2020-21 Course Guide.](#)

Redbridge Safeguarding Children Partnership

Free courses about all aspects of safeguarding, including particular issues and communities, and how to implement safeguarding effectively in your organisation.

[For more information see their 2020-21 Training Programme.](#)

