



Volunteer Centre

Southwark

Active Citizens Hub Training Programme

May 2008 – October 2008

For more information, or to book any of these courses you can contact us on:

Email: info@volunteercentres.org.uk

Website: www.volunteercentres.org.uk

Telephone: 020 7403 2936

Fax: 020 7403 5961

Course Title: Introduction to Volunteering and Being Active

Course Length: 2 hours – 2pm-4pm

Upcoming Dates: 14th May, 3rd June, 22nd July, 13th August 10th September, 16 October

Course Outline: This session looks at what volunteering and active citizenship is. At the end of the session you will be able to take away information about volunteering opportunities of interest to you.

Participants will learn:

- Awareness of the diversity of opportunities on offer
- How to find the right opportunity, and how to make it work
- To recognise the different ways in which people can become involved in their community, and the support and opportunities available.

Who is the course for:

- Anyone that wants to learn more about volunteering or is thinking about volunteering or making a change in the community.
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Course Title: Community Cohesion

Course Length: One day – 10am-4pm

Upcoming Dates: 17th June and 8th September (TBC)

Course Outline: This session defines what community cohesion is, and demonstrates how participants can assist in developing community cohesion.

Participants will learn:

- Appreciation of the diverse nature of community groups in Southwark
- What legislations and policies are in place to ensure equal opportunities
- How to build good relationships between people, whatever their background.

Who is the course for:

Anyone that wants to know more about Southwark's diverse community and equality legislation.

Course Title: Effective Media Skills

Course Length: Half day

Upcoming Dates: 16th June (2pm-4:30pm), 27th September (2pm-4pm)

Course Outline: Led by a public relations expert with experience of media relations for non-profit organisations, this course covers relations with the press including writing a press release. It is ideal for anyone who would like to learn more about how to work with the media.

Participants will learn:

- How to use technicalities like writing news and supplying photographs
- The use of plain English

Pre-course work required.

Who is the course for:

Anyone that wants to know how to use media to communicate their issue effectively.

Course Title: Introduction to Being a Magistrate

Course Length: Half day – 1pm-4pm

Upcoming Dates: 3rd September

Course Outline: This interactive session aims to provide a general understanding of the role of a magistrate and the application process. It is ideal for anyone who ever wondered what a magistrate does, or is interested in applying.

Participants will learn:

- The role of the magistrate, what they do and how they do it
- How to apply the law using real life case studies.

Who is the course for:

Anyone that wants to learn more about the role of a magistrate and how to apply.

Course Title: Introduction to Being a Trustee

Course Length: 2 hours – 6pm-8pm

Upcoming Dates: 3rd June and 9th September

Course Outline: This session provides an introduction to the role of a trustee, the rights and responsibilities involved and the support and training that is available in Southwark. It is great for anyone thinking about becoming a trustee or committee member.

Participants will learn:

- An understanding of Good Practice Guidelines
- Enhancing the organisation's public image
- An understanding and how to respect the relationship between the board and staff
- Finding a trustee role, and where to get more information.

Who is the course for:

Anyone that wants to find out about the roles and responsibilities of a trustee or management committee.

Course Title: How to Develop Resident Networks

Course Length: half day - 10am-1pm

Upcoming Dates: 28th October

Course Outline: This course is aimed at identifying and developing the methods and tools in setting up and running resident's networks.

Participants will learn:

- The basics in setting up residents networks.
- How to develop a resident network in the local area.
- Identifying potential stakeholders and partners.

Who is the course for:

Anyone interested in developing a local resident or other informal network/group.

Course Title: Skills for Active Citizens

Course Length: 2.5 days – 10am-1pm and 10am – 4pm

Upcoming Dates: 25th June, 2nd July and 9th July

Course Outline: This course will be held over three sessions covering: Time Management, Public Speaking, and Presentation skills. Participants should be able to attend all three workshops on dates above.

Time Management

This session will cover how good time management can be used to reduce stress and increase effectiveness, covering issues such as planning, prioritisation, delegation and developing an appropriate working environment.

Public Speaking

This interactive session will build confidence and capability in speaking to groups of people in public. The session involves use of a series of exercises looking at how to structure a talk, dealing with nerves, and how to get your point across with confidence and clarity.

Presentation Skills:

This interactive session will provide you with tips on preparing and delivering effective presentations. It is designed for anyone who would like to build up their skills around giving formal and informal presentations and is the perfect follow-up from our Public Speaking course.

Participants will learn:

- What to do in advance of a presentation
- How to get your point across.
- How to deliver a presentation effectively.
- Different communication styles.
- To develop their speaking skills
- The process of preparing a good speech.
- The meaning of body language and its effect on the audience.
- Debating skills.

Who is the course for:

Anyone that wants to learn about giving presentations and improve their skills, how to manage their time effectively and wants to develop their public speaking or debating skills.

Course Title: How Southwark Works – Understanding Public Services

Course Length: half day – 10am-1pm

Upcoming Dates: 12th June

Course Outline: This course will look at the roles of the different departments within Southwark, and how to access the services they provide. It will also give an overview of local democracy and how it works.

Participants will learn:

- The different departments and services within Southwark.
- How democracy works locally
- What they can do to make a difference.

Who is the course for:

Anyone that would like to find out more about how local government works, how public services are delivered and how local people can influence service design and delivery.

Course Title: Sources of Advice in Southwark

Course Length: half day –Time (TBC)

Upcoming Dates: 23rd October

Course Outline: This course will provide information on the different sources of advice in Southwark. Explaining what's out there, contact details, opening times and accessibility.

Participants will learn:

- Know the contact details of the advice centres in Southwark
- Get an overview of the work they do and the clients they see.
- Know what to expect from advice centres/sessions and what is expected of clients seeking advice.

Who is the course for:

Anyone that would like to find out about the various advice centres in Southwark. Or Members of strategic organisations wanting to make referrals or work in partnerships with other centres.

Course Title: Developing a Project - from Idea to Proposal

Course Length: One-day -10am-1pm

Upcoming Dates: 14th October

Course Outline: The aim of this course is to increase participants' skills & confidence in developing an idea into a project.

Participants will learn:

- Understand the process of developing a project from an idea to reality
- Have an overview of budgeting process as it relates to a project.
- Familiarise themselves with the different stages in project management.
- Know what is involved in closing a project and the different types of closures.

Who is the course for:

Those who are new to the process of developing and managing a project by turning an idea into something tangible.

Course Title: Effective Networking

Course Length: 2 hrs –Time (TBC)

Upcoming Dates: Dates (TBC)

Course Outline: This course will give tips and techniques on networking. Giving you the confidence to network effectively.

Participants will learn:

- Get the vision and motivation of a brilliant networker.
- Learn the art of networking conversation
- Successfully build and maintain your network.

Who is the course for:

Anyone that wants to know more about networking and learn skills and techniques to doing it effectively. |

Course Title: **Communications and Public Life (OCN Accredited)**

Course Length: 3.5 hrs per week (4 consecutive weeks)

Upcoming Dates: September (TBC)

Course Outline: This course will give tips on delivering effective presentations to get your message across.

Participants will:

- Learn how to communicate effectively
- Understand the role of written material in public life.
- Learn more about the different roles in a meeting e.g. scribe, chair etc

People who successfully complete the course will be awarded an accredited certificate.

Who is the course for:

Anyone who is interested in putting their message across in public.

Anyone involved in campaigning or is thinking of campaigning and wants to learn how to communicate effectively on behalf of the campaign.

Do you have your own ideas for improving Southwark?

Then get in touch with the Active Citizens Hub.

We are here to help and support anyone wanting to make a change, have a say in decision making, or get involved in their community.

Are you involved in a campaign or a local forum?

Do you want to have your say in matters of health, crime or education?

Need to write to your local councillor?

Would you like to improve the state of the streets in your neighbourhood?

Or do you just want to get more involved in your community?

If you've answered yes to anyone of these then why not contact us.

We can help you with:

- One to one advice and support
 - Publicising your cause
 - Understanding and accessing local services
- As well as provide FREE training.

For more information get in touch with the Hub Team on:

Tel: 0800 018 5692

Email:getactive@volunteercentres.org.uk