

# Training Update

## Community Action Bradford & District & Voluntary Action Leeds

June 2019

### Designated Safeguarding Officer Training

*Date: Tuesday 18<sup>th</sup> June*

*Time: 10.00-16.00*

*Venue: Manningham Mills*

*Cost: £70/£90/£160*

*Trainer: Taye Training*

This highly popular course clarifies the role of designated safeguarding officers, for voluntary and community organisations within Bradford District, who are working with children and young people. Last chance to book!!

<http://bit.ly/DSOjune2019>

Additional dates available.

This course can be offered in-house please contact for more information

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

### Introduction to Community Development

"Community development is a process where people come together to take action on what's important to them"

*Date: Tuesday 25<sup>th</sup> June*

*Time: 10.00-16.00*

*Venue: Manningham Mills*

*Cost: £70/£90/£160*

*Trainer: Sally Deith*

During this session you will learn: The Community Development Role - what it is and what it isn't as well as:

Definitions and examples of communities. Different models of community development. The Community Development **National Occupational Standards** (briefly) and the values underpinning these. Supporting communities to have their voices heard and supporting community members to work together.

<http://bit.ly/ICDjune19>

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

### Professional Boundaries

Do you know the values and importance of Professional Boundaries in the workplace?

*Date: Wednesday 3<sup>rd</sup> July*

*Time: 10.00-13.00*

*Venue: Manningham Mills*

*Cost: £48/£60/£120*

*Trainer: Neil Lee*

The aims of this course will:

Examine our own views, concerns and expectations in relation to professional boundaries and understand the meaning of 'Professional Boundaries'

Help adopting clear working practices that establish professional boundaries in the workplace.

<http://bit.ly/profB3jul19>

### First Aid Courses June 2019



First Aid Requalification 2 days – 3<sup>rd</sup>-4<sup>th</sup> June

<http://bit.ly/FArequalJune19>

First Aid Annual Skills Update – 6<sup>th</sup> June <http://bit.ly/FAASU6june>

Emergency First Aid at Work – 13<sup>th</sup> June <http://bit.ly/EFA13june>

First Aid at Work – 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> June <http://bit.ly/FAWjune19>

View our Training calendar for courses up to December [HERE](#)

## Roles and Responsibilities of Trustees (Evening Session)

Date: Thursday 4<sup>th</sup> July

Time: 6pm-9pm

Venue: Bread and Roses

Cost: £48/£60/£120

Trainer: Alex Peel

This session will help charity trustees to fully understand what they need to know and what they need to do.

The session will cover:

An Overview of charitable status and what this means for trustees. Legal Duties of Trustees. Understanding collective responsibility and conflict of interest. Good practice and working effectively. & Where to go for help and advice.

<http://bit.ly/RandRjuly19>

## \*\*FREE Cyber Security Training\*\* (Evening Session)

Date: Wednesday 10<sup>th</sup> July

Time: 5.30pm-8pm

Venue: Cardigan House, Bingley

FREE

Trainer: Sarah Moss – VOSO for CABAD

Do you know how to protect your organisation against a cyber-attack?

Have you thought about the risks to your business if you were hacked, phished or your online presence crashed? We will help you understand the content through real life examples, videos and most importantly by removing the jargon that can make cyber security seem difficult to understand.

[Book Online](#) and secure your place!!

## Quickbooks Online Training

Date: Thursday 18<sup>th</sup> July

Time: 10.00-16.00

Venue: Manningham Mills

Cost: £70/£90/£160

Trainer: WYCAS

Thinking of setting up using Online QuickBooks?

OR are you starting in a role using the system, this course will provide the perfect introduction:

It will cover:

How to set up the organisation. How to record receipts and payments. How to reconcile to a bank statement & How to run simple reports & more!!

Feedback from previous course

"Relaxed atmosphere, plenty of opportunity to ask questions" [Book Online Here](#)

## \*\*FREE Starting from Scratch\*\*

Date: Wednesday 17<sup>th</sup> July

Time: 10.00am-12noon

Venue: Manningham Mills

FREE

Trainer: Chris Barker – VOSO for CABAD

FREE course for groups that are starting up and based in the Bradford District.

The session will help new groups to:

Look at the things they need to do to get started. This includes drawing up a set of rules (called the constitution). Opening a bank account in the name of the Group and where to go to get help with accounts & funding. We will also cover basic policies you will need, and how to find out about other groups in the area. [Book Online Here](#)

## 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?

Do you know we can offer all our courses in-house at your venue at a very competitive rate?

Get in touch and let us discuss options with you.