



Training and events

September 2013 – March 2014

**Find funding. Run campaigns.
Influence decision-makers. Manage people.
Build your organisation. Develop yourself.**

If you work or volunteer in the third sector, this training programme has been designed with you in mind.

Our courses, events and seminars will improve your skills in the fundamentals of running a third sector organisation.

The programme also offers you the opportunity to look at fresh ways to develop your organisation, and get to grips with the emerging key issues that will affect the third sector in Wales.

Training and events September 2013 – March 2014

Finding funding

Certificate in fundraising

NEW

18, 19, 20 and 21 November 2013 Cardiff



Gift Aid registration surgery

Beginner, ½ day

5 February 2014 (am) Carmarthen
13 February 2014 (pm) Wrexham
18 February 2014 (pm) Newport

Introduction to legacy fundraising

Beginner, ½ day

26 November 2013 (am) Aberystwyth
27 November 2013 (pm) Rhyl
4 December 2013 (pm) Cardiff

Introduction to payroll giving

Beginner

4 October 2013 Cardiff
24 October 2013 Rhyl
4 March 2014 Llandrindod Wells
12 March 2014 Llandudno
19 March 2014 Bridgend

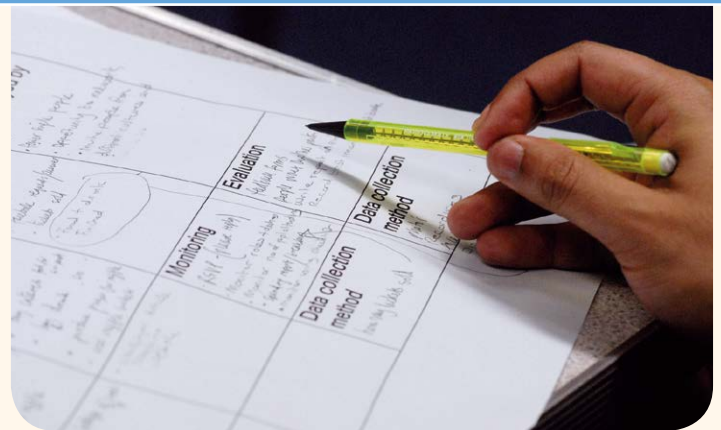
Trust fundraising

Beginner

19 September 2013 Wrexham
26 September 2013 Cardiff

Intermediate **NEW**

22 November 2013 Rhyl
29 November 2013 Carmarthen
5 December 2013 Cardiff



Master classes

The inner and outer game

NEW

How to position yourself to have more influence

Intermediate, ½ day

3 October 2013 (am) Llandrindod Wells
5 November 2013 (am) Cardiff
13 November 2013 (am) Rhyl

Social investment and how it could work for you

NEW

Intermediate, ½ day

26 November 2013 (am) Rhyl
3 December 2013 (am) Cardiff

What funders want – Big Lottery Fund

Intermediate, ½ day

17 September 2013 (am) **FULL** Merthyr Tydfil
17 September 2013 (pm) Merthyr Tydfil

Better Bids

The Better Bids team provides support for applicants to the Big Lottery Fund's People and Places grant programme. The service, funded by Big Lottery Fund, operates on a referral basis and offers flexible tailored support which includes 1 to 1 support, training and a dedicated website.

For further information about the service please visit www.betterbids.org.uk or email help@betterbids.org.uk



To view full course information, including prices and places available, please click course date or contact our Helpdesk 0800 2888 329 or training@wcva.org.uk

Managing funding

Getting publicity for your EU funded project*

Beginner

26 November 2013	Cardiff
20 March 2014	Wrexham
21 May 2014	Newport

How to tender*

Beginner/Intermediate

16 and 17 October 2013	Rhyl
22 and 23 October 2013	Cardiff
12 and 13 November 2013	Llandrindod Wells

Lean and quality assurance*

Beginner, ½ day

17 September 2013 (am)	Rhyl
22 January 2014 (am)	Cardiff
11 June 2014 (am)	Bangor

Managing risk across your organisation*

Beginner, ½ day

15 October 2013 (am)	Newport
19 February 2014 (am)	Rhyl
30 April 2014 (am)	Bridgend

Measuring soft outcomes*

Beginner

24 September 2013	Cardiff
4 December 2013	Carmarthen
30 January 2014	Rhyl
25 March 2014	Newport
15 May 2014	Aberystwyth

Project management basics for EU funded projects*

Beginner

12 November 2013	Rhyl
12 February 2014	Newport
9 April 2014	Carmarthen
26 June 2014	Rhyl

European 3-SET training

*3-SET training courses are FREE to attend for staff and volunteers of third sector organisations that can demonstrate they are involved in the development and/or delivery of European Structural Funds projects in Wales.

Essential HR skills for third sector managers

Being delivered in partnership with Hugh James



Employment tribunal process

½ day

7 November 2013 (am)	Rhyl
20 November 2013 (am)	Cardiff
29 January 2013 (am)	Carmarthen

Dealing with disciplinaries and grievances

½ day

7 November 2013 (pm)	Rhyl
3 December 2013 (am)	Carmarthen
18 March 2014 (am)	Cardiff

Discrimination in the workplace: your rights and responsibilities

½ day

9 October 2013 (am)	Carmarthen
20 November 2013 (pm)	Cardiff

Managing organisational change

½ day

22 October 2013 (am)	Carmarthen
11 December 2013 (am)	Cardiff

Learn online @wcva • <http://sfclearningzone.org.uk>

Training and events September 2013 – March 2014



Campaigning and influencing

Influencing Welsh legislation

24 October 2013 Cardiff

Using social media to influence policy **NEW**

6 February 2014 Cardiff

Writing efficient briefings **NEW**

6 March 2014 Cardiff

Management development

Customer service for managers

20 February 2014 Cardiff

Marketing planning for managers

14 November 2013 Cardiff
11 February 2014 Rhyl

Staff supervision, support and development ILM endorsed

3 day course

2, 3 and 16 October 2013 Llandrindod Wells
12, 13 and 27 March 2014 Cardiff



Recognised Provider

Personal development

Training skills

Accredited by Agored Cymru

3 day course

25, 26 September and 17 October 2013 Cardiff
5, 6 and 26 March 2014 Rhyl



Using the Volunteer Impact Assessment Toolkit

14 November 2013 Rhyl
20 March 2014 Cardiff



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Participation Cymru

Advanced social media for e-participation

19 March 2014 Cardiff
3 July 2014 Llandrindod Wells

Audio editing

6 March 2014 Cardiff

Designing and running effective surveys

3 December 2013 Llandudno

Effective facilitation skills Accredited by Agored Cymru

3 day course
28, 29 January and 13 March 2014 Swansea



Effective partnerships working Accredited by Agored Cymru

3 day course
23, 24 October and 21 November 2013 Cardiff



Engaging with seldom heard individuals and communities

30 September 2013 Cardiff
4 February 2014 Wrexham

Evaluating and monitoring outcomes

12 November 2013 Swansea
23 January 2014 Rhyl



Introduction to e-participation and new social media

12 November 2013 Bridgend
20 May 2014 Llandrindod Wells

Introduction to storytelling in organisations

17 October 2013 Cardiff
27 March 2014 Aberystwyth

Note taking

½ day
15 October 2013 (pm) Rhyl

Practical participatory tools for public engagement

12 December 2013 Carmarthen

Staff engagement

21 January 2014 Swansea

Supporting community groups to engage with service providers

NEW

23 September 2013 Bangor
25 September 2013 Carmarthen
2 October 2013 Cardiff

Learn online @wcva • <http://sfclearningzone.org.uk>

Participation
Cymru

givingwales

Events

18 September • Venue Cymru, Llandudno
WCVA volunteering conference



Volunteering without limits

8 October • Cardiff City Stadium
Wales third sector funding conference



Unlocking the secrets
to fundraising success

A date for your diary

28 November 2013
WCVA annual conference
Venue Cymru, Llandudno

Trustee seminars

Charity trading: know the ropes

11 September 2013	Rhyl
12 September 2013	Llandrindod Wells
16 September 2013	Swansea

Tendering for trustees

NEW

17 September 2013	Rhyl
24 September 2013	Aberystwyth
1 October 2013	Cardiff

Fundraising – getting the most from your board

NEW

7 November 2013	Llandudno
14 November 2013	Aberystwyth
21 November 2013	Newport

Participation Cymru Seminars

Engaging through pictures

22 October 2013 (am)	Swansea
13 February 2014 (pm)	Wrexham

Writing an engagement strategy

3 December 2014 (am)	Merthyr
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Setting up a network

11 March 2014 (am)	Carmarthen
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