Tandridge Voluntary Action
Training/Event Schedule

All courses to take place at
Tandridge Voluntary Action, Community Hub,
1st Floor Library Building, 14 Gresham Road, Oxted RH8 0BQ
unless otherwise stated
Our Trainers

Our trainers come with lots of experience and knowledge.

New to us this season are sessions run by MJ Plumridge Training and Facilitation.

**MJ Plumridge Training & Facilitation**

**Course Tutor – Matthew Plumridge**

Matthew Plumridge has worked in the charitable sector for over 25 years in roles such as volunteer co-ordinator, project manager and Board member working with small, medium and large UK and international charities. He is a former Trustee of Volunteering England, Disability Initiative, Toc H and Positive Action (an HIV Charity). Matthew has interviewed over 5,000 prospective volunteers in his time, managed two volunteer centres in Surrey and managed 2,500 volunteers on 60 + community projects.

**Marie Kelly Computer Training** - Marie has over 22 years' training experience in the IT industry across the healthcare, finance, pharmaceutical, retail and charity sectors and is expert in all the popular Microsoft products, Excel, Word, PowerPoint, Project and Outlook.

Her unique and personable style ensures that any course is both fun as well as informational, an approach that has kept her in demand amongst her regular clients, large and small. Adapting course content to suit the backgrounds and skills level of delegates, she ensures each individual gets the most from the course.

**British Red Cross** - Claire works and volunteers with the British Red Cross, in Surrey. The First Aid sessions she runs are relaxed and informal – they are ideal for everyone whether you are refreshing existing knowledge or thinking about how you could help in an emergency for the first time. Claire’s aim is to build community resilience – she covers a range of easy to learn skills that will give you the confidence to support older or more vulnerable people at times of crisis.

**WEA Adult Learning Within Reach**

Founded in 1903, the Workers’ Educational Association (WEA) is a charity dedicated to bringing high-quality, professional education into the heart of communities. With the support of nearly 3,000 volunteers, 2,000 tutors and over 10,000 members, they deliver friendly, accessible and enjoyable courses for adults from all walks of life. Assessed ‘Good’ by Ofsted in 2018.

**Dementia Friends**

Anita Campbell has worked for the Alzheimer’s Society for 17 years, she wanted to work for them as a close relative was diagnosed with Alzheimer’s and she realised that she knew nothing about dementia. Starting as an office assistant Anita gradually worked towards her present role as a Dementia Navigator. The role involves meeting people with dementia and those that care for them at home, discussing any difficulties and helping them to understand what the diagnosis means and supporting them into the future. The Dementia Friends sessions are a perfect way to introduce people to dementia and help them to understand what someone with dementia maybe experiencing, promoting the Alzheimer’s Society’s message that although there is no disputing there are challenges it is possible to live well with dementia.
Volunteering and the Law - understand the legal requirements for your charity, and reduce your risks – Thursday 19 September.

Run by Matthew Plumridge

Thursday 19 September, 10.00 – 4.15pm at St John’s Church, Church Way, Oxted RH8 9EA

Course Cost
The course costs £40 to members of TVA and £55 to non-members including lunch. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

Course Outline
The legal aspects of working with volunteers is wide ranging and relatively complex. A lack of relevant knowledge can lead to simple mistakes being made which could have significant consequences for your organisation. This course helps you to review certain aspects of volunteering in order to reduce your potential risks.

Course Aims
- Understand the legal status of volunteers
- Recognise ways to reduce associated risks and potential legal challenges
- Develop good volunteering practice specific to your organisation

Course Objectives
- Identify a definition of volunteering (Compact Code and Government wording)
- Compare the status of volunteers to employment and identify the difference in ‘rights’
- Establish common organisational safety and security requirements
- Review basic guidelines when using specific types of volunteers i.e. from overseas, asylum seekers, the young etc

Course Programme
- Volunteers and employment rights
- Definition of Volunteering
- Volunteer status (reducing risks)
- Contract / agreement
- Job description / role description
- Payments / perks / benefits
- Case Studies
- Safety & Security
- Duty of Care
- Health & Safety
- Insurance
- Safeguarding
- Data Protection
- Copyright
- Specific Volunteering
- Young Volunteers and Adults at Risk
- Ex-offenders
- Volunteer on State Benefits
- Volunteers from Oversees
- Volunteer Drivers
Course Duration
Up to 6.25 hours 10am to 4:15 pm including breaks and 45 minutes for lunch which will be provided.

Trustee Training – roles and responsibilities of a trustee

Tuesday 24 September
Run by Matthew Plumridge

Tuesday 24 September, 10.00 – 4.15pm at St John’s Church, Church Way, Oxted RH8 9EA

Course Cost
The course costs £40 to members of TVA and £55 to non-members including lunch. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

Course Outline
This one-day course is designed for those thinking about becoming a trustee and for new and existing trustees who could benefit from some formal training around their roles, particularly identifying trustee responsibilities and liabilities.

Course Aims
- Define the legal status of Trustees
- Recognise ways to reduce associated risks and potential legal challenges
- Develop good practice specific to your organisation

Course Objectives
Establish who can and who can’t be a trustee, summarise trustee roles, responsibilities and liabilities

- Identify the 3 strands of governance
- Review your role and responsibility for good financial management

Course Programme
- Welcomes and Housekeeping
- Participant Introductions
- What is a trustee?
- Who can be a trustee?
- Roles, responsibilities and liabilities
- Governance
  - Governing without managing
  - Corporate / fiduciary
  - Strategic
  - Impact
• Relationship with chair and chief executive
• Understanding finance

Course Duration
Up to 6.25 hours 10am to 4:15 pm including breaks and 45 minutes for lunch which will be provided.

Excel Module - Working with Multiple Worksheets and Workbooks - 1 October
Run by Marie Kelly
Thursday 1 October, 10 - 1pm

Course Cost
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book 3 courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

• Revision on simple calculations
• Using Basic functions
• Absolute cell reference
• Working with multiple worksheets
• Calculating across workbooks
• Auditing tools

Getting to know your iPad/Tablet – 2 October
Run by WEA

Free course on Wednesday 2 October, 10 - 1pm

• Understanding your settings - connecting to WiFi
• sleep time
• voice recognition
• Taking, organising and sharing photos
• Using cloud storage (Dropbox)
• Downloading apps from the internet
• SKYPE/Facetime

Dementia Friends Session – 9 October
Run by the Alzheimer’s Society

Free course on Wednesday 9 October 10.30-12.30

The session will cover:

• Raising awareness
• Learning more about dementia
• The small ways you can help and support people to live well in the community with dementia
• Help you to understand how someone with dementia might perceive the world
• Help you to have a better understanding of why they might be doing and saying things we don’t understand.
Excel Intermediate – 10 October
Run by Marie Kelly

Thursday 10 October, 10 - 1pm

Course Cost
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Review of Basics
- Working with Worksheet and Workbooks
- File linking
- Customising Excel
- Managing Data

Excel Module - Managing Data within Workbooks - 15 October
Run by Marie Kelly

Thursday 15 October, 10 - 1pm

Course Cost
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Conditional formatting
- Sorting and filtering data
- Format as Table
- Subtotals
- Pass wording worksheets and books

Volunteer Management - how to manage and reduce turnover of volunteers
Tuesday 22 October
Run by Matthew Plumridge

Course Cost
The course costs £40 to members of TVA and £55 to non-members including lunch. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

Course Aims
- Establish key principles of volunteer management
- Identify good practice
- Increase motivation and loyalty
- Value and reward your volunteers
Course Objectives
• Demonstrate the concept of the ‘Volunteering Culture’ (person centred approach)
• Examine the status of volunteers and ways of reducing associated risks
• Discuss ways to manage common issues with volunteers (including personal & professional boundaries)
• Consider why people volunteer and why they don’t (establish simple ways to retain them)

Course Programme
Introductions and housekeeping
Welcome everybody, basic housekeeping rules, trainer’s background and course programme

Participant introductions
Participants introduce themselves and reasons for coming / what they hope to gain from the course

Volunteering Culture
Participants will explore the significance of establishing a ‘Volunteering Culture’ within their organisation and with new and existing volunteers

Volunteer status
This exercise is designed to get participants thinking about how volunteers fit into your organisation legally, what status they have and how to reduce your risks of legal action

‘Pro’s and Con’s’ of working with volunteers
This session will help participants to recognise the pro’s and con’s of using volunteers and be a good opportunity to raise particular issues, affecting them

Personal & professional boundaries
Through handouts and discussion, the group will identify the importance of personal and professional boundaries when working with volunteers and the possible consequences for staff and organisation, should things go wrong

Support and supervision
A ‘free-thinking’ session exploring ‘what to do’, re: support and supervision of volunteers

Managing problems
A large group exercise identifying some of the most common issues facing managers which will help focus participants on problem-solving through shared experiences and opinion

Management - good practice
A review of good management practice within the voluntary sector and the complaints procedure

Suspension of volunteers
A short session identifying a number of situations that would constitute gross misconduct leading to the suspension of volunteers

Volunteer retention
This session helps attendees to understand why retaining volunteers is so important and identifies simple ways to retain them by identifying why volunteers leave.

Course Duration
Up to 6.25 hours 10am to 4:15 pm including breaks and 45 minutes for lunch which will be provided.
Safeguarding – supporting your work with vulnerable adults at risk.

Wednesday 23 October
Run by the WEA

Free course on 23 October, 10 – 1pm

Do you work with or around ‘vulnerable adults’? Would you recognise the signs if a person you knew was being abused? If you suspected abuse, what would your responsibility towards the ‘adult at risk’ be? What would be your role in preventing or minimising abuse?”

On the course you will be able to:

- Explain what is meant by the term ‘vulnerable adult’
- List the forms abuse may take
- Recognise signs and symptoms of abuse
- Understand how to respond appropriately to disclosures of abuse
- Recognise we all have a critical role

Excel Module - Pivot tables - 5 November
Run by Marie Kelly

Tuesday 5 November, 10 - 1pm

Course Cost
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- What is a Pivot table?
- Creating a Pivot table
- Formatting
- Managing your table
- Working with dates
- Creating Pivot table charts
- Inserting a slicer and timeline
- Charts

Everyday First Aid Training – 6 November
Run by the British Red Cross

Free course on Wednesday 6 November, 10.00 – 1.00pm

The course is tailored to cover the emergencies that you may be more likely to come across such as:

- Seizures
- Bleeding
- Head injury
- Burn
- Unresponsive and breathing
Unresponsive and not breathing

This course is designed to increase knowledge and confidence with applying first aid skills in an emergency.

**Excel Module - Creating a basic chart - 20 Nov**  
Run by Marie Kelly

Wednesday 20 November, 10 - 1pm

**Course Cost**  
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Overview of chart types
- Editing and formatting charts
- Change the chart type
- Adding labels
- Working with X and Y axis
- Working with chart titles

**Excel Advanced - 28 November**  
Run by Marie Kelly

Thursday 28 November, 10 - 1pm

**Course Cost**  
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Review of Intermediate Excel Course
- Working with Advanced Functions
- Text functions
- Date functions
- Logical functions – if and or
- Lookup functions – match index if error
- Auditing a workbook
- Checking data for errors
- Tracing
- Revealing function and formulas
- Data Validation
- Setting up data validation
- Selecting and changing validation
- Removing validation
Excel Module on Advanced Functions - 3 December  
Run by Marie Kelly

Tuesday 3 December, 10 - 1pm

Course Cost  
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Named ranges  
- Working with text functions  
- Date functions  
- Logical functions  
- Lookup functions  
- Data validation (if time)

Everyday First Aid Training – 10 December  
Run by the British Red Cross

Free course on Tuesday 10 December, 10.00 – 1.00pm

The course is tailored to cover the emergencies that you may be more likely to come across such as:

- Seizures  
- Bleeding  
- Head injury  
- Burn  
- Unresponsive and breathing  
- Unresponsive and not breathing

This course is designed to increase knowledge and confidence with applying first aid skills in an emergency.
Events

Network Lunches (12 noon – 2.30pm)

Thursday 26 September with AGM – Oxted Community Hall (with a speaker from the National Council for Voluntary Organisations, NCVO)

Thursday 14 November - St John’s Church, Oxted (details to be confirmed)

Befriending Scheme Drop in

Thursday 26 September with AGM – Oxted Community Hall 10am to 12 noon (before the Network Lunch)

Trustees Network

East Surrey Network - Thursday 10 October – Oxted Community Hall 6.30pm – 8.30pm (details to follow)

Funding Fair

Thursday 28 November - Nutfield Lodge 10am – 1pm

To book a place on any event please contact Stella Clare on info@tva.org.uk or book via the website www.tva.org.uk/tva-events