

# JANUARY 2022

## Events calendar

### W/C 3rd January

Sat 8 January  
10:00AM - 1:00PM.  
Working with Young People:  
Communication Skills  
(Face to face) **NEW FREE**

Sat 8 January  
2:00PM - 4:30PM.  
Understanding young people: Self-Esteem  
(Face to face) **NEW FREE**

### For more information and to book

Go to our Events Calendar page, click on the event you want to attend for more details and to register

<https://www.communityactionsuffolk.org.uk/events/>

### W/C 10th January

Tues 11 January  
6:00PM - 9:30PM.  
Introduction to detached youth work for groups in Ipswich Session 1 of 2  
(Zoom) **NEW FREE**

Weds 12 January  
1:30PM - 4:30PM.  
Writing good policies and procedures  
(Zoom) **NEW FREE**

Weds 12 January  
10:00AM - 1:00PM.  
Introduction to Volunteer Management Part 1: Plan and Include.  
(Zoom)

Weds 12 January  
6:00PM - 9:30PM.  
Introduction to detached youth work for groups in West Suffolk Session 1 of 2  
(Zoom) **NEW FREE**

Thurs 13 January  
10:30AM - 12:00PM.  
Buddy Up Training for Volunteers  
(Zoom) **FREE**

Thurs 13 January  
7:00PM - 8:30PM.  
Buddy Up Training for Volunteers  
(Zoom) **FREE**

Fri 14 January  
9:00AM - 1:30PM.  
Suffolk Needs Met (for Youth Work)  
(Zoom) **FREE**

Fri 14 January  
10:00AM - 11:30am.  
'Meet the experts: Understanding the requirements of becoming a CIC'  
(Zoom) **NEW FREE**

### W/C 17th January

Tues 18 January  
10:00AM - 12:30PM.  
Being social, not Doing social - Simple ways to get the best out of Social Media  
(Zoom)

Tues 18 January  
10:00AM - 12:30PM.  
Introduction to Safeguarding  
(Zoom)

Tues 18 January  
2:00PM - 4:30PM.  
Youth Mental Health First Aid Training session 1 of 4  
(Zoom) **FREE**

Tues 18 January  
6:00PM - 9:30PM.  
Introduction to detached youth work for groups in Ipswich Session 2 of 2  
(Zoom) **NEW FREE**

Weds 19 January  
6:00PM - 9:30PM.  
Introduction to detached youth work for groups in West Suffolk Session 2 of 2  
(Zoom) **NEW FREE**

Thurs 20 January  
9:30AM - 1:00PM.  
SFA Lite (Suicide First Aid)  
(Zoom) **NEW FREE**

Thurs 20 January  
10:00AM - 12:30PM.  
How to write a successful grant application  
(Zoom)

Thurs 20 January  
6:00PM - 7:30PM.  
Monitoring and Evaluation for Beginners  
(Zoom)

### W/C 24th January

Tues 25 January  
10:00AM - 1:00PM.  
Introduction to Volunteer Management Part 2: Support and Celebrate  
(Zoom)

Tues 25 January  
2:00PM - 4:30PM.  
Youth Mental Health First Aid Training session 2 of 4  
(Zoom) **FREE**

Weds 26 January  
11:00AM - 12:30PM.  
Get It Together Speed Networking event  
(Zoom) **FREE**

Weds 26 January  
9:30AM - 12:30PM.  
Designated Safeguarding Lead: Referral and what happens next  
(Zoom)

Weds 26 January  
11:00AM - 12:30PM.  
Youth Mental Health AWARE  
(Zoom) **FREE**

### W/C 31st January

## FAQ

### How do I book?

Go to our events calendar on our website. Locate the event on the relevant date or by searching via event category. Each event has its own booking link at the bottom of the course description.

<https://www.communityactionsuffolk.org.uk/events/>

### What does VCSE mean?

It stands for Voluntary, Community and Social Enterprise. The term also includes Charities.

### Can you run a course just for our organisation?

Yes we can. All of our courses can be run solely for your organisation in their current form or adapted to meet your needs.

## Spotlight on ...

### Partnerships

At Community Action Suffolk we partner with a number of organisations to bring you new and exciting opportunities to help develop your knowledge and support your organisation.

Below are some of our current Partnership training courses and events:

#### Get it Together

A free virtual networking event connecting businesses, charities and community groups.

Are you a VCSE organisation looking for an opportunity to engage with businesses more effectively? Are you a business keen to align your values and provide meaningful support to your local community?

Join us for a chance to create partnerships and opportunities between businesses and charitable organisations and community groups. Hear from existing companies on their involvement with the community and get to know other businesses, community groups and charities to develop ideas for mutual benefit.

#### VCSE Strategic Problem Solving Sessions

Join three business experts who are part of Suffolk ProHelp to explore current strategic issues you are facing.

These interactive sessions are aimed at CEOs of charities, community groups and social enterprises in Suffolk to look at business transformation, problem solving, process improvement, financial and strategic development.

#### Support Staffordshire Courses

We are running a number of new courses and events in partnership with Support Staffordshire:

Income Generation and funding  
Support and Supervision of Staff  
Writing Good Policies and Procedures  
Health & Safety and Premises Management  
Business Planning Tools and Techniques

Meet the experts: Understanding the pros and cons of becoming a CIC

## What people have said about our training

This has helped to give me more confidence that I am doing what I should be doing and, if a referral was necessary, that I would understand the terminology used.

[Designated safeguarding lead Training: Referrals and what happens next \(Sept 2021\)](#)

Very useful course with lots of interesting facts and information, excellent content, useful policies and examples of positive and negative pitfalls.

[Being Social, not Doing Social \(Sept 2021\)](#)

Very good course with practical applications and suggestions that I will put into use.

[Dealing with challenging volunteer situations \(Nov 2021\)](#)

## Coming up in February

Business Planning Tools and Techniques

Introduction to Trustee Roles and Responsibilities

Youth Work: Working with conflict and challenging behaviour

Dealing with Challenging Volunteer Situations

NOCN Level 2 Theory of Youth Work

Income Generation and Funding

Youth Mental Health Aware

Buddy Up Training

Finance essentials for Treasurers and Trustees

Working with Young People: Communication Skills

Understanding Young People: Stress

Support and Supervision of Staff

Introduction to Safeguarding

## Special Offers

### Youth Work courses

Our Youth courses are currently funded by Suffolk Youth Focus so that we can offer you places for free. Places on these courses would usually cost between £40-£55.

### We can fund your training!

As part of the Suffolk Community Restart project, we may be able to fund your place on any of our training courses, where you can demonstrate a clear need for the course.

You can request a funded place by completing this form: <https://forms.office.com/r/aWQK9jhHQg>

## 1-1 Surgeries

We offer FREE 1-1 surgeries with our officers on a variety of subjects:

- Funding & Sustainability
- Marketing
- Governance
- HR

To book a 1-1 please visit our 1-1 calendar: <https://www.communityactionsuffolk.org.uk/organisation-support/traininganddevelopment/1-to-1-surgeries/>