**HVA 2020 Training and Events**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
|  | **HVA Open House – Tuesday 17 December 2019** |
|  | **Hastings Community Network event: Loneliness – Tuesday 21st January 2020** |
|  | **Hastings Community Network event: HBC Budget – Thursday 23rd January 2020** |
|  | Introduction to Child Protection (Daytime) – Friday 10th February 2020 |
|  | Equality, Diversity & Inclusion – Wednesday 29th January 2020 |
|  | **Volunteer Co-ordinators Forum – Wednesday 12th February 2020** |
|  | Basic First Aid – Thursday 20th February 2020 |
|  | Professional Boundaries for Volunteers – Tuesday 17th March 2020 |
|  | Mental Health First Aid – Wednesday 4th March & Wednesday 11th March 2020 |
|  | **Hastings Community Network event: Open Mic – Wednesday 8 April 2020** |
|  | Taking the Lead in Child Protection – Monday 20th April 2020 |
|  | Safeguarding Adults Awareness for Volunteers – Thursday 30th April 2020 |
|  | Introduction to Child Protection – Tuesday 9th June 2020 (Evening) |
|  | Communication Awareness & Aggressive Behaviour for Volunteers – Wednesday 17 June 2020 |
|  | Emotional Resilience – Tuesday 15th September 2020 |
|  | **HVA’s AGM & Conference 2020 – Friday 16 October 2020** |
|  | Mental Health Awareness – Tuesday 10 November 2020 |

**You can book yourself on to HVA training and events on our website:** [**www.hastingsvoluntaryaction.org.uk/events**](http://www.hastingsvoluntaryaction.org.uk/events)

**Please return this form to HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN**

**Or email:** **events@hastingsvoluntaryaction.org.uk**

 **Your Organisation’s Training Needs**

**At Hastings Voluntary Action, we are currently planning the rest of our training programme for 2020**

**– use this side of the form to indicate the sort of training that would be useful for your organisation.**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Email address(or other contact details) |  |

**Is there any training that members of your organisation would like to take part in?**

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| --- | --- | --- | --- |
| Committee roles and responsibilities |  | Providing evidence of need for funding, including statistics |  |
| Being a treasurer |  | Monitoring and evaluating the difference your group has made |  |
| Funding applications |  | Meeting quality standards |  |
| Crowdfunding |  | Social Enterprises – legal structures and generating income |  |
| Full cost recovery |  | Project planning |  |
| Pension auto enrolment |  | Safeguarding children  |  |
| Good practise in employing staff  |  | Safeguarding vulnerable adults |  |
| Recruiting and managing volunteers |  | Personal safety and lone working |  |
| Recruiting trustees |  | Dealing with difficult situations |  |
| Managing a team |  | Health & Safety |  |
| Equality, Diversity & Inclusion |  | Risk management |  |
| Representing your group and influencing policymakers |  | Emergency First Aid |  |
| Public speaking |  | Food Hygiene |  |
| Communication Skills |  | Emotional Resilience |  |
| Publicity and press releases |  | Mental Health Awareness |  |
| Social media |  | Data Protection (GDPR) issues |  |

**Please specify any other training needs:**

**Hand this form in to an HVA representative when you leave today, or send it to:**

**HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN. Thank you!**