

# Training News

In-work training opportunities for social enterprises and voluntary organisations

January 2009

## Introducing 'Skills for Midlothian Businesses'

Welcome to the first edition of **Training News**, a guide to developments in in-work training in Midlothian. This will be a monthly publication that features training issues of interest to social enterprises and voluntary organisations in Midlothian, as well as identifying sources of free and low cost training.

Training News is being provided as part of Skills for Midlothian Businesses (SFMB). SFMB is an exciting project, partially funded by European Structural



Funds. The purpose of the project is to support small to medium sized organisations in being competitive and profitable through staff development and by assisting with practical Human Resources support.

The project was inspired by an understanding that managers need to focus on achieving bottom line results and therefore it often becomes difficult to devote time & resources to forming effective personnel practices including pursuing staff development objectives.

### What can Skills for Midlothian Businesses offer to the social enterprise and voluntary sector?

- Free training for staff in social enterprises on a range of key skills;
- 1-2-1 support to staff on funding and finance issues;
- HR Business Advice from an HR specialist (based in new leaf);
- Dedicated professional staff development guidance and advice;
- Extra literacies support/training for staff in the workplace;
- Self directed study facilities for employees and out-of-work-hours on-line learning (through Midlothian Libraries Service).

For more information on any of this contact:  
Lesley Kelly at MVA on 0131 663 9471  
or at [Lesley.kelly@mvacvs.org.uk](mailto:Lesley.kelly@mvacvs.org.uk)



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## The business case for up-skilling staff

The focus of the 'Skills for Midlothian Businesses' project is to support businesses improve their performance and profitability through up-skilling their workers. However, in the current climate of funding restrictions and continual change it can be difficult to prioritise training. **So why bother?**

There's a clear business case for up-skilling staff:

- **Staying competitive:** In an increasingly competitive sector, having appropriately trained staff is crucial.
- **Staff turnover and absenteeism will be reduced:** because well planned training is an effective retention strategy, particularly for ambitious employees.
- **Client satisfaction will improve:** through better service provision and increased quality of output
- **Staff motivation will be high:** because providing learning opportunities to staff enables them to develop and achieve personal and career goals.

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## Return on investment

Training costs money. Even if the course is free, you need time out of work, time to assimilate information and practice new skills. But you should also get a payback - training has its own 'return on investment'.

### Expenditure

- Time off work (and cost of cover staff if applicable)
- Course fees
- Travel and accommodation expenses
- 'Immersion time' – time to practice new skills and follow up ideas and plans

### Income

- New skills and techniques learned
- New ideas developed
- New relationships formed outside the organisation
- Time saved in efficiency and effectiveness 'on the job'
- Increase in outputs and outcomes – getting more done across the organisation
- Money saved in recruitment costs (staff staying in the job)

*From [www.icknowledgebase.org.uk/trainingbenefits](http://www.icknowledgebase.org.uk/trainingbenefits)*

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## Training Providers

The rest of this bulletin provides information on in-work training opportunities. We have prioritised training that is provided free or at low cost. We will only include training by private providers if we are sure that a similar course is not being provided by a not-for-profit organisation.

See also the events calendar on the MVA website: [www.mvacvs.org.uk/calendar/](http://www.mvacvs.org.uk/calendar/)

## Midlothian Voluntary Action Training Programme for Social Enterprises

All of the following courses are **free** for individuals working in social enterprises in Midlothian.

### Writing Better Funding Applications

This session is based on the findings of a survey of funders about the common mistakes that applicants make in their funding applications. It aims to provide participants with the knowledge and skills to write successful bids.

Thursday 12 February, Dalkeith

### Negotiating Your Service Level Agreement

This informal session will look at the key principles of negotiation skills and will allow organisations a supportive environment to practice their skills.

Tuesday 24 February, Dalkeith

### Depression Awareness Training

This course aims to raise awareness of depression and its identification among members of the community who are likely to come into contact with people experiencing emotional distress.

Thursday 5 March, Dalkeith

### Discipline and Grievance: revised Regulations from 6 April 2009

The current statutory discipline and grievance procedures for handling workplace disputes will be repealed on 6 April 2009. This session updates managers on the new arrangements.

Thursday 26 March, Dalkeith

For more details see our website at [www.mvacvs.org.uk](http://www.mvacvs.org.uk) or contact the MVA offices on 0131 663 9471 to request a training brochure.

## Lothian Violence Against Women Training Consortium

### Level 1 Training

**Details:** Level 1 training events are introductory and designed to raise awareness and understanding of domestic abuse from a gendered perspective. The training focuses on the issues affecting women, children and young people experiencing domestic abuse and promotes best practice in service provision.

Date: 05<sup>th</sup> February 2009

Time: 9.15am – 4.00 pm

Venue: Newbattle Abbey College, Dalkeith.

Date: 01<sup>st</sup> April 2009

Time: 9.15am – 4.00 pm

Venue: Stair Arms, Pathhead.

### Domestic Abuse – Awareness & Understanding

#### Level 2 Training

**Details:** Level 2 domestic abuse training builds on the learning gained at Level 1. Level 2 training provides participants with the opportunities to further explore their subject area with a focus on developing deeper knowledge, skills and intervention techniques.

### Children, Young People and the Impact of Domestic Abuse

Date: 13<sup>th</sup> May 2009

Time: 9.15am– 4.00 pm

Venue: Newbattle Abbey College, Dalkeith

**Details:** This level 2 training event builds on the learning gained in Level 1 sessions. It is designed to put children's experiences foremost and to promote best practice in service provision for children and young people exposed to domestic abuse.

Participants are asked to attend Level 1 domestic abuse (or equivalent) training prior to Level 2 and specialist sessions.

To book a place on any of the above courses please complete a booking form, which can be requested from Nancy Ross at: [nancymwamid@aol.com](mailto:nancymwamid@aol.com). Telephone 0131 561 5804

To obtain further details about any of the courses on offer please contact Nasra Bibi on 07758512614



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**Lothian Health Promotion Service**  
**Building Capacity for Health Promotion in Lothian Training Programme**

All of the following courses are **free** for individuals working in Midlothian.

**Core Skills Training in Health Promotion Improving health: an Introduction**

**Aim:** To increase participants' skills and knowledge of health promotion concepts and practice with a view to applying them in their own work

**Course Length:** Two days 9.30am – 4.30pm

**Dates:** 17 & 18 March 2009

**Closing date for applications:** 17 February 2009

**Venue:** Gillis Centre, Edinburgh

**Groupwork skills**

**Aim:** To provide a practical introduction to the skills and knowledge involved in running successful groups.

**Course Length:** Two days 9.30am – 4.30pm

**Dates:** 25 & 26 February 2009

**Closing date for applications:** 28 January 2009

**Venue:** Gillis Centre, Edinburgh

**Community Development and Health** (accredited module Queen Margaret University)

Participation, equity, partnership working, empowerment and collective action - the key concepts which underpin the community development approach are intrinsic to addressing inequalities.

**Course length:** Five days in total. Four days taught 9.30 – 4.00 with one day for selfdirected study in the community

**Dates:** 5, 12, 19, 26 March, 2 April 2009

**Closing date for applications:** 5 February 2009

**Venue:** Gillis Centre, Edinburgh

**Poverty Awareness**

**Aim:** To increase participants' knowledge and understanding of the relationship between poverty and inequality; to enable participants to identify ways in which they can provide an effective service to people who experience poverty.

**Course length:** One day 9.30am - 4.30pm

**Dates:** 3 March 2009

**Closing date for applications:** 5 February 2009

**Venue:** Quaker Meeting House

**SHARE** (sexual health & relationships education)

**Aim:** To familiarise educators with the SHARE programme and with a range of methods for delivering SHARE to young people.

**Course Length:** Three days 9.00am – 4.30pm

**Dates:** 10, 11, 12 March 2009

**Closing date for applications:** 9 February 2009

**Venue:** Edinburgh

**Alcohol awareness – brief interventions** (Black and minority ethnic communities)

**Aim:** To increase practitioners' confidence to enable them to raise and respond to alcohol issues with their clients and patients, including delivering brief interventions to promote reducing alcohol consumption.

**Course length:** Two days 9.30am – 4.30pm

**Dates:** 10, 11 March 2009

**Closing date for applications:** 9 February 2009

**Venue:** The Engine Shed, Edinburgh

**Smoking cessation – brief interventions**

**Aim:** To provide participants with the basic knowledge and skills in order to raise the issue of smoking with patients and clients and to address smoking cessation in brief/opportunistic situations.

**Course length:** Half day 9.30 – 12.30 pm

**Dates:** 19 March 2009

**Closing date for applications:** 16 February 2009

**Venue:** The Quay, Musselburgh

**Promoting attendance at work**

**Aim:** To provide participants with an understanding of the benefits associated with the implementation of an effective system for recording absence.

**Course Length:** 11.30am – 2.00pm

**Date:** 11 March 2009

**Closing date for applications:** 9 February 2009

**Venue:** tbc

Contact Lesley Kelly for booking forms at [Lesley.kelly@mvacvs.org.uk](mailto:Lesley.kelly@mvacvs.org.uk)



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## MDAAT "FIRST STEPS" WORKSHOPS ON DRUGS AND ALCOHOL

### FIRST STEPS IN DRUG AWARENESS

17th February 2009 from 2pm-4.30pm in Greenhall Centre, Gorebridge (Room 6)  
A first look at drugs, their names, origins, effects, and how to recognise signs and symptoms of drug use. A course suitable for those wanting information out of interest, or who are new to the drug field. This workshop will enable participants to learn by sharing information and working practices with other workers.

### FIRST STEPS IN ALCOHOL AWARENESS

2nd March 2009 from 2pm-4.30pm in Greenhall Centre, Gorebridge (Room 6)  
A combination of the drug and alcohol workshops for those with no knowledge and who are wanting a short but informative journey to acquire basic information on the most commonly used, frequently abused and most misunderstood drug.

### FIRST STEPS APPROACH TO WORKING WITH DRUG AND ALCOHOL USERS

10th March 2009 from 9.00am-11.30am in Greenhall Centre, Gorebridge (Room 6)  
Looking at communication skills and strategies for working in the drug field. How to achieve better communication. How to maximise your time spent with clients. Can be applied to any one-to-one work..

### CHALLENGING ATTITUDES TO DRUGS AND ALCOHOL

16th March 2009 from 2pm-4.30pm in Greenhall Centre, Gorebridge (Room 6)  
Raising awareness of personal attitudes and prejudices and bringing them into consciousness. Where do they come from and how do they affect work practice?

### FIRST STEPS IN UNDERSTANDING WOMEN AND ALCOHOL ISSUES

26th March 2009 from 2pm-4.30pm in Greenhall Centre, Gorebridge (Room 6)  
A look at the effects of alcohol use and misuse on women of all ages in relation to health and relationships. Investigating effective ways of working with women who use alcohol.

### FIRST STEPS IN UNDERSTANDING ADDICTIVE BEHAVIOUR

1st April 2009 from 2pm-4.30pm in Greenhall Centre, Gorebridge (Room 6)  
A basic look at dependencies on drugs and alcohol and their impact. This workshop provides a broad overview of the issues and will not be suitable for experienced drug/alcohol practitioners.

If you would like to note your interest in any of the above workshops please contact Bernadette Stein, MDAAT Admin Assistant, Midlothian Council, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZH. Email: - [bernadette.stein@midlothian.gov.uk](mailto:bernadette.stein@midlothian.gov.uk). Telephone: - 0131 271 3643



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## Midlothian and East Lothian Chamber

### Networking Skills

Event Date: Thursday, 29th January 2009

Venue: Chamber Enterprise Centre, 42/3 Hardengreen Business Park, Dalkeith EH22 3NU

Time: 9am to 12

Cost: Members - FREE | Non-members: FREE

During the workshop you will create a strategy for establishing and maintaining stable business relationships, resulting in an increased business profile leading to new potential customers and suppliers.

### How to break the rules and close more sales!

Event Date: Friday, 6th February 2009

Venue: Chamber Enterprise Centre, 42/3 Hardengreen Business Park, Dalkeith EH22 3NU

Time: 9.30 - 11.30

Cost: Members - £10 | Non-members: £20

Does the thought of selling make your stomach churn? Is the idea of 'cold calling' prospects a personal nightmare? Do you believe that you should be winning more business than you currently do? If the answer is yes to any or all of these issues, you should attend one of Sandler Training's sales workshops which might just help to get to the bottom of what's going wrong with your sales process. If you don't enjoy selling, then you're probably doing something wrong!

### Marketing Your Business

Event Date: Thursday, 12th February 2009

Venue: Chamber Enterprise Centre, 42/3 Hardengreen Business Park, Dalkeith EH22 3NU

Time: 9am to 12

Cost: Members - FREE | Non-members: FREE

This workshop will help you create a realistic marketing plan designed to improve your marketing efforts and ultimately lead to more sales.

### Mastering Selling Skills

Event Date: Thursday, 26th February 2009

Venue: Chamber Enterprise Centre, 42/3 Hardengreen Business Park, Dalkeith EH22 3NU

Time: 9am to 12

Cost: Members - FREE | Non-members: FREE

This workshop will give you the knowledge and skills you need to improve your sales.

### Credit Control

Event Date: Thursday, 12th March 2009

**Venue:** Chamber Enterprise Centre, 42/3 Hardengreen Business Park, Dalkeith EH22 3NU

**Time:** 9am to 12

**Cost:** Members - FREE | Non-members: FREE

This course gives you the knowledge and skills to produce a credit control plan. It will help you to create an appropriate, workable and achievable credit control plan, reduce your exposure to debt and improve cash flow.

For more information and booking see the Events page at [www.melcc.org.uk](http://www.melcc.org.uk)