

## Surrey Frontline Community Development Workers Network Events Programme - January to March 2009

### Events at a Glance...

#### **21 January 2009: PROVING YOUR WORTH**

How best to evaluate your existing projects to make the case for continued funding

#### **25 February 2009: ORGANISING EVENTS AND RISK ASSESSMENT**

#### **Also in February: WE COME TO YOU:**

A consultant will come to your workplace to help you to evaluate your projects

#### **23 March 2009: PLANNING A SUCCESSFUL COMMUNITY PROJECT**



*Above: iCoCo community cohesion workshop, Guildford, November 2008*

- ◆ Attendance at all training events is **FREE OF CHARGE** and lunch and refreshments are provided at full day training events, but numbers are limited and booking is essential.
- ◆ Priority will be given to members of Surrey Frontline Community Development Workers Network who book before the dates specified. Any places remaining after the specified dates will be offered more widely.
- ◆ **Booking forms** are available from Network Coordinator, Helen Thomas: telephone 01483 487000 or email [hthomas@surreyllp.org.uk](mailto:hthomas@surreyllp.org.uk)

Are we meeting your needs? Are you looking for training or support that we might be able to organise for you? Get in touch with Helen Thomas by telephone (01483) 487000 or email [hthomas@surreyllp.org.uk](mailto:hthomas@surreyllp.org.uk)

## Find out more...

### **PROVING YOUR WORTH: how best to evaluate your existing projects**

Venue: YMCA Guildford

Date: 21 January 2009

Time: 9.30am to 4.30pm

Trainer: David Hazeldine, Comsult



#### **About Comsult:**

Comsult delivers training, mentoring and consultancy projects in community development. Its director, David Hazeldine, is experienced as a local authority community development officer with a long history in youth and voluntary work; he is also used to multi-faith and charitable settings, and is qualified to deliver training through City and Guilds. In his own time he has set up and is actively involved in running two of his own community projects. Currently he is delivering a 3 year community development contract in Hackney, London in a faith based environment.

#### **About the event:**

You and your manager need to make the case for continued funding, but it can be difficult to evaluate community development projects as they do not always provide quantitative data. Evaluation activities should reflect the nature of community work processes, and funders should be encouraged to accept qualitative approaches to evaluation. David Hazeldine will guide you through the principles and practicalities.

#### **Free follow-up activity:**

Community development workers attending this event will be offered a free personalised follow-on session. Consultant David Hazeldine will spend two hours with you in your own workplace to help you to look in detail at your project evaluation. Your line manager and anybody else involved can also attend this session.

NB This offer is limited to the first twelve applicants registering for and attending the training session in January.

**Priority booking for frontline community development workers open until 7 January 2009**

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## **ORGANISING EVENTS AND RISK ASSESSMENT**

Venue: Leatherhead Theatre

Date: 25 February

Time: 9.30am to 4.30pm

Trainer: Keith Allen, Allen-Drake Management



### **About Allen-Drake Management:**

Keith Allen has been an event organiser for over 25 years and is currently the Managing Director of a company specialising in events at outdoor historic sites and other sensitive venues. Keith has worked with government agencies, local authorities and many community organisations over the years and gained considerable experience in the planning and management of event venues.

He is a Technician Member of the Institution of Occupational Safety and Health and sits on the General Council of the National Outdoor Events Association.

### **About the event:**

Are you new to organising events, or have you had some experience but would like to approach the task in a more organised and professional way? Are you frightened by risk assessments?

This session will provide you with a framework for carrying out risk assessments that should make the task much less daunting, and will guide you through the process of planning events. Keith will also attempt to answer some specific queries related to minimising risk when organising children's activities in open spaces.

In the afternoon it's time to put what you have learnt into practice as you work in small teams to plan an event of your choice.

**Priority booking for frontline community development workers open until 23 January 2009**

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## PLANNING A SUCCESSFUL COMMUNITY PROJECT

Venue: Surrey History Centre, Woking

Date: 25 March

Time: 9.30am to 4.30pm

Trainer: David Hazeldine, Comsult



### About the event:

At the start of the new financial year many community development workers will be involved in setting up new projects. This training will enable you to understand the importance of planning and the necessary ingredients for a successful project.

Topics covered include vision statements, funding issues, building momentum, supporting volunteers, writing your plan, identifying success, and pre and post evaluation.

**Priority booking for frontline community development workers open until 20 February 2009**

### Are we meeting your needs?

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