

# TRAINING PROGRAMME

April 2024 to March 2025

**Mid Sussex Voluntary Action (MSVA)** is pleased to offer a range of subsidised training opportunities for local voluntary and community groups. Courses are offered within the Mid Sussex District area with priority to member groups but will be open to all after.

We offer full and half day courses with professional trainers who work in the sector, and e-learning courses.

Also included in this list is a selection of training offered by other organisations in the sector which may be useful to local voluntary and community groups. These courses are indicated in italics.

## **Booking**

Places on full and half day subsidised training courses are limited to one place per organisation per course. However, we are happy to add anyone else to a waiting list and will offer them an available place after the closing date of each course. Some courses require a refundable deposit paid when the course is booked which will be refunded when the course is completed or if the booking is cancelled at least 48 hours before the training. There is no restriction on places per organisation on the e-learning courses.

## **To book your place/s:**

Please see our website for full details <https://www.msva.org.uk/training>

Courses will go live to book approximately 2 months prior to each date.  
Included in the costs are course materials and light refreshments.

## **Payment**

Payment will be taken when booking through [Eventbrite](#) or the [MSVA website](#).

## **Terms & Conditions**

MSVA reserves the right to alter any advertised dates, venues and/or trainers. We will endeavour to run all listed courses and will cancel a course only if absolutely necessary. If there are insufficient numbers to make the course viable you will be given as much notice as possible and the offer of a free transfer to another course of the same price (if available.) We regret that no refund can be made after the closing date, for whatever reason, although substitutions will be accepted if notified before the event. MSVA accepts no responsibility or liability for the content of links to other websites or the content, booking or payment for other training courses offered by other organisations.

By booking online you are agreeing to the above Terms & Conditions.

## MSVA Training Programme w/ referrals April 2024 – March 2025

Date			Course	Time	Location	Costs
April 2024	Wed	17 <sup>th</sup>	<b>Prospecting and Research: How do you find the right funders for you?</b> with Lucy Stone No Stone Unturned	10:00 - 11:30	Online	Free
May	Tues	7 <sup>th</sup>	<b>Emergency First Aid at Work</b>	09:30 – 16:30	Burgess Hill	£65.00
	Tues	14 <sup>th</sup>	<b>Measuring your Impact: Making the most of your evaluation and monitoring for your fundraising</b> with Lucy Stone No Stone Unturned	13:00- 14:30	Online	Free
June	Thurs	13 <sup>th</sup>	<b>Writing for Impact: How can you make your applications and letters to trusts and foundations stand out?</b> with Lucy Stone No Stone Unturned	10:00 – 11:30	<a href="#">Online</a>	Free
	<b><a href="#">Small Charities Week: 24<sup>th</sup> – 28<sup>th</sup></a></b> – click link for a full list of NCVO training during Small Charities Week					
	Mon	24 <sup>th</sup>	<b>Cyber playbook for small charities</b>	14:00 – 15:30	<a href="#">Online</a>	Free
	Tues	25 <sup>th</sup>	<b><a href="#">How you can use AI to unlock your charity's full potential</a></b>	09:45- 16:00	London N1 9RL (in-person)	Free
	Tues	25 <sup>th</sup>	<b>Digital and technology in charities: Your questions answered</b>	14:00 – 15:15	<a href="#">Online</a>	Free
	Wed	26 <sup>th</sup>	<b>Workshop: Introduction to bid writing</b>	10:00 – 11:00	<a href="#">Online</a>	Free
	Wed	26 <sup>th</sup>	<b>Webinar: Successful charity partnerships with corporates and local authorities</b>	14:00 – 15:00	<a href="#">Online</a>	Free
July	Tues	2 <sup>nd</sup>	<b>Recruiting Volunteers</b> by NCVO Live online course to develop skills and help you develop a marketing approach to recruiting volunteers. Course repeats on 08/08/24	10:00 – 15:00	<a href="#">Online</a>	Starting at £65 pp for NCVO members
	Wed	3 <sup>rd</sup>	<b>Plinth Demo - Community Data Platform:</b> a community online case management system, including data collection,	12:00 – 13:30	<a href="#">Online</a>	Free

			<i>evaluation, monitoring and reporting, booking systems, and AI grant writing. Hosted by Community Works.</i>			
	Thurs	4 <sup>th</sup>	<a href="#">Meet the Funders</a>	10:00 – 12:00	Haywards Heath Town Council	Free
	Tues	9 <sup>th</sup> / 10 <sup>th</sup>	<b>Good practice in volunteer management (2 x 0.5 days)</b> by NCVO. <i>Course repeats on 13/08/24 and 10/09/24</i>	10:00 – 13:00	<a href="#">Online</a>	<i>Starting at £65 pp for NCVO members</i>
	Wed	10 <sup>th</sup>	<b>Self-Harm Learning Webinar</b> provided by West Sussex Mind and YMCA Downslink <i>Course repeats on 16/09/24, 01/10/24 and 15/10/24.</i>	13:30 – 14:30	<a href="#">Online</a>	Free
	Tues	16 <sup>th</sup>	<b>Ask Lucy Anything About Fundraising!</b> with Lucy Stone No Stone Unturned	13:00 – 14:30	<a href="#">Online</a>	Free
	Fri	19 <sup>th</sup>	<b>Impact and Improvement Programme - Intro to Monitoring &amp; Evaluation</b> , specifically designed for informal and non-formal youth provision within the UK by YMCA George Williams College <i>Course repeated on 25/09/24</i>	10:00 – 16:00	<a href="#">Online</a>	<i>Free (with refundable £25 deposit)</i>
	Fri	21 <sup>st</sup>	<b>Impact and Improvement Programme - Youth Voice in Impact Evaluations</b> , specifically designed for informal and non-formal youth provision within the UK by YMCA George Williams College <i>Course repeated on 13/11/24 and 04/12/24</i>	09:30 – 15:30	<a href="#">Online</a>	<i>Free (with refundable £25 deposit)</i>
	Thurs	25 <sup>th</sup>	<b>MSVA Lunch &amp; Learn: Getting Started with Canva</b>	12:00 – 13:30	<a href="#">Online</a>	Free
<b>September</b>	Thurs	5 <sup>th</sup>	<a href="#">Emergency First Aid at Work</a>	09:30 – 16:30	Burgess Hill	£65.00
	Thurs	19 <sup>th</sup>	<b>Untapped Fundraising Potential: How can you find new ways to raise funds?</b> with Lucy Stone No Stone Unturned	10:00 – 11:30	<a href="#">Online</a>	Free
<b>October</b>	Mon	7 <sup>th</sup>	<b>Active Listening</b> with The Samaritans	14:00 – 16:00	Burgess Hill	Free

	Tues	15 <sup>th</sup>	<b>Managing your relationships with your donors and funders</b> with Lucy Stone No Stone Unturned	10:00 – 11:30	<a href="#">Online</a>	Free
			<b>MSVA Lunch &amp; Learn: Introduction to Co-Production</b>	12:00 – 13:30	Online	Free
<b>November</b>	<b>Trustees Week TBC: 4<sup>th</sup> – 8<sup>th</sup></b>					
<b>December</b>	Thurs	3 <sup>rd</sup>	<a href="#">Emergency First Aid at Work</a>	09:30 – 16:30	Burgess Hill	£65.00
<b>February 2025</b>			<b>TBC</b>	TBC	TBC	TBC
<b>March 2025</b>			<b>TBC</b>			
<b>Ongoing</b>			<b>Safeguarding Adults: Level 3 Training Course - NHS England</b> <i>via futurelearn.com</i>	<i>Complete within 3 weeks</i>	<a href="#">Online</a>	<i>Free</i>

<b>Venue Information</b>		
<b>Burgess Hill</b>	The Cherry Tree Centre, Fairfield Road, Burgess Hill, West Sussex, RH15 8QB <a href="#">Google Maps</a> <a href="#">What3words</a>	The venue is a 20-minute walk from Burgess Hill train station and is close to a main bus route. There is a free car park on site or on street parking in adjacent residential streets. Local shops selling food within walking distance.
<b>East Grinstead</b>	Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead, RH19 3LT <a href="#">Google maps</a> <a href="#">What3words</a>	Free parking is available onsite. There are no facilities for purchasing food.