

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

			<i>evaluation, monitoring and reporting, booking systems, and AI grant writing. Hosted by Community Works.</i>			
	Thurs	4 th	Meet the Funders	10:00 – 12:00	Haywards Heath Town Council	Free
	Tues	9 th / 10 th	Good practice in volunteer management (2 x 0.5 days) by NCVO. <i>Course repeats on 13/08/24 and 10/09/24</i>	10:00 – 13:00	Online	Starting at £65 pp for NCVO members
	Wed	10 th	Self-Harm Learning Webinar 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	Online	Free
	Tues	16 th	Ask Lucy Anything About Fundraising! with Lucy Stone No Stone Unturned	13:00 – 14:30	Online	Free
	Fri	19 th	Impact and Improvement Programme - Intro to Monitoring & Evaluation , 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	Online	Free (with refundable £25 deposit)
	Fri	21 st	Impact and Improvement Programme - Youth Voice in Impact Evaluations , 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	Online	Free (with refundable £25 deposit)
	Thurs	25 th	MSVA Lunch & Learn: Getting Started with Canva	12:00 – 13:30	Online	Free
September	Thurs	5 th	Emergency First Aid at Work	09:30 – 16:30	Burgess Hill	£65.00
	Thurs	12 th	East Grinstead Networking MSVA event	09:30 – 11:30	East Grinstead	Free
	Wed	18 th	Volunteer Management Lunch & Learn MSVA event	12:30 – 14:30	Burgess Hill	Free
	Thurs	19 th	Untapped Fundraising Potential: How can you find	10:00 – 11:30	Online	Free

			new ways to raise funds? with Lucy Stone No Stone Unturned			
	Wed	25th	Eco Forum MSVA event	10:00 – 12:00	Haywards Heath	Free
October	Mon	7 th	Active Listening with The Samaritans	14:00 – 16:00	Burgess Hill	Free
	Tues 8 th & Thurs 10 th		Mental Health First Aider training – 2 day course Become an accredited Mental Health First Aider on this course by Jo Woodhams of Air Time CIC.	09:00 – 17:00	Burgess Hill	£140
	Wed	9 th	Older People’s Forum MSVA & Age UK event	10:00 – 12:00	Cuckfield	Free
	Tues	15 th	Managing your relationships with your donors and funders with Lucy Stone No Stone Unturned	10:00 – 11:30	Online	Free
	Wed	23 rd	Health Forum MSVA event	10:00 – 12:00	TBC	Free
	TBC		MSVA Lunch & Learn: Introduction to Co-Production	12:00 – 13:30	Online	Free
November	Trustees Week TBC: 4th – 8th					
	Wed	13th	Children, Young People & Families Forum MSVA event	10:00 – 12:00	TBC	Free
December	Thurs	3 rd	Emergency First Aid at Work	09:30 – 16:30	Burgess Hill	£65.00
February 2025			TBC			
March 2025			TBC			
Ongoing			Safeguarding Adults: Level 3 Training Course - NHS England via futurelearn.com	Complete within 3 weeks	Online	Free

Venue Information		
Burgess Hill	The Cherry Tree Centre, Fairfield Road, Burgess Hill, West Sussex, RH15 8QB Google Maps What3words	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.

East Grinstead	<p>Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead, RH19 3LT</p> <p>Google maps What3words</p>	<p>Free parking is available onsite. There are no facilities for purchasing food.</p>
Haywards Heath	<p>Haywards Heath Town Council, Upstairs Meeting Room, Town Council Building 40 Boltro Road Haywards Heath, RH16 1BA</p> <p>Google maps What3words</p>	<p>There is a limited amount of free parking in the council car park and time-restricted parking on the surrounding roads. The council offices are approximately a 10 minute walk from Haywards Heath train station.</p>
Cuckfield	<p>The Jacobean Room, The Old School, Church Street, Cuckfield, RH17 5JZ</p> <p>Google Maps What3words</p>	<p>There is a limited amount of free parking, street parking and MSDC disc parking nearby. Buses 271, 31 and 62 go through the village.</p>