

ENVIRONMENTAL TRAINING NETWORK



2011/12 PROGRAMME June 11 - March 12

The ETN training programme is run by BTCV's Training Programmes Unit.

The programme initiative is based on active networking and co-operation. Your assistance in supporting the programme and in making others aware of the events is very important and greatly appreciated.

Future editions of the programme will be incorporated under 'BTCV Natural Talent', as part of the wider range of training available from offered by BTCV. More details will be provided in due course.

The ETN training programme has been running since 1994, and is aimed at encouraging contact and networking amongst participants and their organisations as well as providing quality training at reasonable cost to voluntary, public and statutory organisations.

WILD AND WONDERFUL ENVIRONMENTAL GAMES - to capture the imagination

Environmental games are a wonderful way of enabling learning about concepts such as food chains, adaptation, habitat loss. You are guaranteed a fun, enjoyable day where you will experience environmental games that you can use immediately.

Tuesday 14 June 2011 Sheffield

INTRODUCTION TO FUNDRAISING

VERY POPULAR - EARLY BOOKING RECOMMENDED
A sound introduction to the principles of fundraising from statutory and non-statutory sources, the tools for understanding key donors and what you need to develop a successful fundraising strategy.

Wednesday 15 June 2011 Bristol

INTRODUCTION TO PRESENTATION SKILLS

This enjoyable event will provide the opportunity and supportive atmosphere in which to develop your skills and confidence in making presentations. It is aimed at those who are nervous at giving presentations or who want to develop their presentation style.

Wednesday 22 June 2011 Birmingham

FACILITATING DISCUSSIONS, EVENTS AND WORKSHOPS

VERY POPULAR - EARLY BOOKING RECOMMENDED
A lively, fun event packed with hints and tips on the skills of facilitation, particularly for running workshops, conferences and consultation events, but also for use within meetings and teams.

Thursday 23 June 2011 Birmingham

CONTACT: Jacki or Helen on 0121 359 2113 (fax 0121 359 2114) or Email ETN@btcv.org.uk

Book online at <http://shop.btcv.org.uk/etn>

INVOLVING COMMUNITIES THROUGH CONSULTATION

A look at which consultation processes work well and which don't, in helping people make a meaningful contribution to decision making, identifying under-represented stakeholders and helping their views to be heard.

Tuesday 5 July 2011 Doncaster

MENTORING SKILLS - for supporting individuals and groups

The skills, responsibilities, methods, benefits and pitfalls involved in this effective, powerful process for supporting people to enable them to develop themselves, build new skills and fulfil their potential.

Wednesday 13 July 2011 Birmingham

WORKING WITH THE MEDIA

Learn how to work with the media to gain the free coverage you, your group or your organisation wants, how to give a good media interview, and how to develop a positive long-term relationship with your local media.

Tuesday 21 July 2011 Doncaster

DESIGNING YOUR OWN TRAINING COURSES

A practical day looking at all aspects of designing training courses from scratch, making them appropriate to your audience and - where applicable - to accrediting body requirements.

Wednesday 3 August 2011 York

COURSE FEES: for 1-day events: voluntary organisations £114 + VAT; local authorities, statutory organisations and other non-voluntary organisations £168 + VAT. Fees for 2-day events are shown against the event details. (All course fees include lunch and refreshments)

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BECOME AN INSPIRATIONAL TRAINER

A practical and lively event for those already developing and delivering training, who want to improve their performance, develop their skills in delivery and make their training memorable.

Thursday 4 August 2011

York

FACILITATING DISCUSSIONS, EVENTS AND WORKSHOPS

VERY POPULAR - EARLY BOOKING RECOMMENDED

A lively, fun event packed with hints and tips on the skills of facilitation, particularly for running workshops, conferences and consultation events, but also for use within meetings and teams.

Tuesday 23 August 2011

Manchester

NEGOTIATION AND INFLUENCING SKILLS

An interactive event giving a sound understanding of negotiation theory and practice, including principles, skills and techniques for developing your own practices for successful negotiation, particularly in situations of power imbalance, such as in discussions with managers or funders.

Wednesday 24 August 2011

Manchester

FACILITATING OPEN SPACE EVENTS

Find out how to facilitate 'Open Space' - a dynamic meeting technique that allows participants (from 6 to thousands) to have the conversations that are most important to them.

Thursday 1 September 2011

Birmingham

LINKING ENVIRONMENTAL EDUCATION ACTIVITIES TO THE NATIONAL CURRICULUM

Creative ways to bring your environmental work more in line with the National Curriculum and the needs of schools, including where to start and how to develop and link activities together.

Tuesday 6 September 2011

Leeds

INTRODUCING ENVIRONMENTAL GAMES AND ACTIVITIES

Introducing a range of activities and games, suitable for Foundation stage, Key Stages 1/2, to achieve a variety of different outcomes and atmospheres, and blending activities together to ensure coherence.

Wednesday 7 September 2011

Leeds

GREENING YOUR WORKFORCE

BACK BY POPULAR DEMAND

UK workplaces generate millions of tonnes of carbon emissions but waste nearly a third of the energy they buy. Do you want to encourage and motivate your employees to save energy and reduce waste at work? If so then this workshop is for you!

Thursday 8 September 2011

Doncaster

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(fax 0121 359 2114) or Email ETN@btcv.org.uk

Book online at <http://shop.btcv.org.uk/etn>

INTRODUCTION TO MANAGEMENT

REPEATED DUE TO POPULAR DEMAND

An introduction to management, covering the purpose and scope of management, styles and principles, understanding power in organisations, managing change, overcoming common problems, and skills in managing people.

Mon/Tue 12/13 September 2011

York

Fees £180/£270+VAT (2 day, non-residential)

DEVELOP YOUR WORK WITH ETHNIC MINORITY GROUPS

Practical tools and knowledge for those already working with black and minority ethnic groups on environmental projects, looking at good practice examples and focusing on strategies for overcoming challenges and apathy.

Thursday 15 September 2011

Birmingham

SENSORY ENVIRONMENTAL EXPLORATION FOR EARLY YEARS

REPEATED DUE TO POPULAR DEMAND

For early years practitioners, simple and effective ways to help your small people enjoy their environment, including innovative use of the senses, colours, shapes, numbers, seasons, and exciting and imaginative craft activities.

Thursday 15 September 2011

Manchester

EDUCATION OUTSIDE THE CLASSROOM

Looking at the scope and benefits of 'Education Outside the Classroom', tackling barriers and issues such as child welfare and safety, the partnership opportunities, and links with other government initiatives.

Tuesday 20 September 2011

Doncaster

GETTING LOCAL PEOPLE ACTIVE AND INVOLVED

REPEATED DUE TO POPULAR DEMAND

Methods for reaching local people and increasing their interest and involvement in environmental issues and the projects which you run, including easy ways for people to get active.

Wednesday 21 September 2011

London

OUTDOOR/ENVIRONMENTAL ACTIVITIES WITH SPECIAL NEEDS GROUPS

A very practical day offering simple, effective ways for working in the environment with children and young adults with special needs (behavioural, emotional and physical), encouraging group work, interaction and negotiation skills.

Tuesday 27 September 2011

Manchester

RECRUITING AND RETAINING YOUNG VOLUNTEERS

Strategies for recruiting volunteers aged 16 - 25 and encouraging them to stay with your organisation. The day will cover a range of topics from the teenage body clock to the law, insurance and safeguarding.

Wednesday 28 September 2011

Doncaster

INTRODUCTION TO ENVIRONMENTAL YOUTH WORK

For those new to environmental youth work, examining what motivates young people, outside the formal education system and how to involve them in environmental activities and initiatives.

Tuesday 4 October 2011

Stourport, Worcs

INTRODUCTION TO FUNDRAISING

VERY POPULAR - EARLY BOOKING RECOMMENDED

A sound introduction to the principles of fundraising from statutory and non-statutory sources, the tools for understanding key donors and what you need to develop a successful fundraising strategy.

Wednesday 5 October 2011

London

DEVELOP YOUR TRAINING SKILLS

This active, participative event will equip you to run training courses successfully. You will understand how to create an effective learning environment and practise the skills needed to deliver training and manage groups of learners.

Tuesday 11 October 2011

Bristol

MANAGING PILOT PROJECTS AND FEASIBILITY STUDIES

BACK BY POPULAR DEMAND

The essentials for creating and managing pilot projects or feasibility studies, including how to get established quickly, making the most of limited time, and demonstrating success that might lead to a follow-on project.

Tuesday 11 October 2011

Doncaster

PROJECT MANAGEMENT

REPEATED DUE TO POPULAR DEMAND

Aims to provide those new to project management with tools and techniques, encourage a systematic approach to project planning and delivery and recognise the importance of effective teamwork.

Wednesday 12 October 2011

Doncaster

URBAN PARKS - developing education and community use

Looking at research, perceptions and usage of urban parks, how to re-invigorate them as valuable resources, including consulting and involving local people, and potential funding sources. The event is aimed at park managers and rangers, project officers working on parks projects, community and education workers.

Thursday 13 October 2011

Birmingham

You can browse and book our
events ONLINE at
<http://shop.btcv.org.uk/etn>

COURSE FEES: for 1-day events: voluntary organisations £114 + VAT; local authorities, statutory organisations and other non-voluntary organisations £168 + VAT. Fees for 2-day events are shown against the event details.
(All course fees include lunch and refreshments)

MOTIVATING COMMUNITIES TO TAKE ACTION

Developing strategies, identifying and overcoming barriers, for engaging and motivating local communities to change attitudes and behaviour in areas such as regeneration, transport, recycling, healthy eating and home energy conservation.

Tuesday 18 October 2011 Manchester

SPEAKING WITH IMPACT - and with greater confidence

Learn how to make your presentations more dynamic, to make audiences sit up and listen. Suitable for those who are nervous about public speaking as well as those looking to improve their skills.

Wednesday 19 October 2011 Bristol

WORKING WITH DRIED WILLOW

A practical day giving you a whole experience of using dried willow (or withies). Will provide lots of tips on how to use withies, plus creating small 'take away' objects, lantern making, larger structures and simple weaving techniques.

Thursday 20 October 2011 Liverpool

TIME AND STRESS MANAGEMENT

An introduction to time and stress management, with the emphasis on examining your time usage, and managing your time and workload more efficiently in order to decrease your stress levels.

Tuesday 25 October 2011 Birmingham

ENHANCING SITES FOR NATURAL PLAY

Approaches to enhancing sites informally for children's free play in natural environments, whether in parks, school grounds, heritage sites, or other open spaces, including current research and involving children in the design process.

Wednesday 26 October 2011 Birmingham

CARBON FOOTPRINTING OF ORGANISATIONS

The background behind and methodologies for calculating carbon footprints, looking at how an organisation can work out its carbon footprint, use that information to set targets and make plans for reduction through behavioural change and technology.

Thursday 27 October 2011 Bristol

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LOW COST IDEAS FOR ENVIRONMENTAL INTERPRETATION

This lively hands-on event will introduce interpretative principles and techniques and show how they can be used to make innovative, stimulating short-term interactive exhibits at very low, or no cost. Use them to enliven permanent exhibits with seasonality, add interest for repeat visitors and spread your message at local events.

Monday 31 October 2011 Birmingham

INTRODUCTION TO COMMUNITY CARBON FOOTPRINTING

Find out what community carbon footprinting is, and how to carry one out, using case studies and including data gathering and methodologies for calculating a carbon footprint for communities or individuals.

Wednesday 2 November 2011 Birmingham

MANAGING VOLUNTEERS

How you can get the best from your regular volunteers, by offering them individual management, using supervision, work and training plans to maximise the benefits gained by them and by your organisation.

Wednesday 9 November 2011 Birmingham

WORKING WITH 'FRIENDS OF....' GROUPS

REPEATED DUE TO POPULAR DEMAND

Setting up and working with 'Friends of ...' groups, including the role of the support officer, constitutions, members' roles, action planning, immediate and long term support.

Wednesday 9 November 2011 Manchester

MORE EFFECTIVE MARKETING

How do you sell products and services? Gain some key tools and techniques to reduce wastage in your advertising budgets, refine your target audience, focus your promotions and set prices effectively.

Monday 14 November 2011 Birmingham

TECHNIQUES FOR CREATIVE THINKING

Do you need to find new solutions to old problems, or to help others think and work more creatively? This event explores creative thinking, including techniques for increasing creativity in individuals and organisations.

Tuesday 15 November 2011 Doncaster

RESOLVING CONFLICT

Conflict can have a huge effect on a project, team and ultimately an organisation. This event will provide an insight into why some people are difficult and explores the skills needed to create a positive change when conflict arises.

Wednesday 16 November 2011 Doncaster

WORKING WITH SCHOOLS ON SUSTAINABLE DEVELOPMENT EDUCATION

Working in partnership with schools and young people to develop understanding of sustainable development, including various approaches to SDE, planning and evaluation, the National Curriculum, information and resources available.

Thursday 17 November 2011 Manchester

NEW VOLUNTEERS - FINDERS, KEEPERS

Gain practical ideas for providing meaningful volunteering opportunities for groups of people under represented in your organisation - using experiences from the Mosaic project aimed at engaging black and ethnic minority communities with the countryside in England's National Parks.

Tuesday 22 November 2011 Bristol

PREPARING EFFECTIVE FUNDING APPLICATIONS

VERY POPULAR - EARLY BOOKING RECOMMENDED

Principles and aspects of preparing and writing effective funding bids and applications, for those with some experience, who are faced with preparing larger and more complex applications.

Wednesday 23 November 2011 Birmingham

TAKING ENVIRONMENTAL YOUTH WORK FURTHER

REPEATED DUE TO POPULAR DEMAND

For those with existing environmental youth work experience, looking at how to improve work practices, partnership working opportunities, making projects more effective in involving young people.

Wednesday 23 November 2011 Stourport

LEADERSHIP THAT MAKES A DIFFERENCE

BACK BY POPULAR DEMAND

This event looks at how you can become a skilled leader, able to inspire and motivate staff or volunteers, creating a loyal team, a successful project and an enjoyable work environment.

Thursday 24 November 2011 Bristol

SELLING YOUR ORGANISATION'S SKILLS

Instead of buying in skills, how about selling the ones you have? Find out how to generate new income by analysing in-house skill options, assessing the market, promoting, tendering, working with clients, delivering and managing the process.

Monday 28 November 2011 London

NEW INTRODUCTION TO STRATEGIC PLANNING

The logical approach to strategic planning, from corporate vision and mission through organisational/programme objectives to departmental, team and individual work plans, tying these to performance management, learning, monitoring and evaluation.

Thursday 1 December 2011 Birmingham

SETTING UP AN ALLOTMENT PROJECT

VERY POPULAR - EARLY BOOKING RECOMMENDED

Are you planning to set up a project on an allotment site? You may be working with schools, promoting healthy eating, be a social service or training provider, for example. This event will help get you started, covering gardening know-how and other aspects specific to allotment sites.

Monday 5 December 2011 London

INVOLVING DISABLED VOLUNTEERS

Practical ideas on how to make contact with and recruit volunteers with disabilities, understanding the issues, overcoming barriers and ensuring that your opportunities are open to people of all abilities.

Tuesday 6 December 2011 London

INTRODUCTION TO MANAGEMENT

REPEATED DUE TO POPULAR DEMAND

An introduction to management, covering the purpose and scope of management, styles and principles, understanding power in organisations, managing change, overcoming common problems, and skills in managing people.

Wed/Thu 7/8 December 2011 London

Fees £180/£270+VAT (2 day, non-residential)

HOW TO WRITE EXCELLENT REPORTS

Learn how to write outstanding reports for your funders, managers, colleagues, members or other stakeholders. Excellent report writing skills will save you time, help you get your message across and achieve your goals. This is a practical 'hands-on' workshop led by a professional writer and writing tutor.

Thursday 8 December 2011 Bristol

SKILLS FOR PRESENTING TO YOUNG PEOPLE

An interactive workshop designed for community and environmental education workers, to help develop your presentation skills for getting environmental messages across with young people, looking at different presentation styles and their appropriateness for your client group in terms of age, culture, setting, content etc.

Tuesday 13 December 2011 Manchester

WORKING WITH THE MEDIA

Learn how to work with the media to gain the free coverage you, your group or your organisation wants, how to give a good media interview, and how to develop a positive long-term relationship with your local media.

Wednesday 11 January 2012 Birmingham

COURSE FEES: for 1-day events: voluntary organisations £114 + VAT; local authorities, statutory organisations and other non-voluntary organisations £168 + VAT. Fees for 2-day events are shown against the event details. (All course fees include lunch and refreshments)

NEW SAFEGUARDING

A practical look at safeguarding, including the legislation concerning vulnerable groups, child protection and health & safety, identifying legally vulnerable people and how to plan for and manage the risk presented by working with them.

Thursday 12 January 2012 Birmingham

NEW MAXIMISE YOUR SALES

Understanding how to sell well to customers is vital if you are going to maximise sales opportunities with every contact. This event aims to take you from order taker to sales person.

Tuesday 17 January 2012 Birmingham

NEW GREAT CUSTOMER CARE

Providing a warm welcome enhances the customer experience, leading to client loyalty and increased repeat business. This event will get you thinking about ways to ensure everyone receives great customer care.

Wednesday 18 January 2012 Birmingham

NEGOTIATION AND INFLUENCING SKILLS

An interactive event giving a sound understanding of negotiation theory and practice, including principles, skills and techniques for developing your own practices for successful negotiation, particularly in situations of power imbalance, such as in discussions with managers or funders.

Thursday 19 January 2012 Cardiff

WRITING NEWSLETTERS THAT WORK!

Writing and editing techniques, advice and feedback from a professional writer and journalist, to help you write a newsletter that people will actually READ, not put aside to "look at later".

Tuesday 24 January 2012 Bristol

INTRODUCTION TO FUNDRAISING

VERY POPULAR - EARLY BOOKING RECOMMENDED

A sound introduction to the principles of fundraising from statutory and non-statutory sources, the tools for understanding key donors and what you need to develop a successful fundraising strategy.

Wednesday 25 January 2012 Doncaster

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ETN
BTCV
Radio House
Aston Road North
Birmingham
B6 4DA



RESOLVING CONFLICT

Conflict can have a huge effect on a project, team and ultimately an organisation. This event will provide an insight into why some people are difficult and explores the skills needed to create a positive change when conflict arises.

Thursday 26 January 2012 London

ARTS AND CRAFTS ACTIVITIES WITH AN ENVIRONMENTAL THEME

A day packed full of innovative ideas on how to lead art and craft activities with an environmental theme, to add to your clients' connection with and enjoyment of their outdoor spaces.

Tuesday 31 January 2012 Manchester

Events February - March 2012

- Managing change in groups and organisations (Doncaster) 1 Feb 12
- Managing teams (Doncaster) 2 Feb 12
- Coaching at work (Birmingham) 8 Feb 12
- Speaking with impact (Cardiff) 9 Feb 12
- Energy education with young people (Manchester) 14 Feb 12
- A creative approach to environmental education (Manchester) 16 Feb 12
- Project Management (London) 21 Feb 12
- Working with schools and communities on climate and energy (London) 22 Feb 12
- Using interpretation to limit vandalism (London) 27 Feb 12
- Working with green willow (Liverpool) 1 Mar 12
- Working with "Friends of..." groups (Doncaster) 6 Mar 12
- Running successful public events (Doncaster) 7 Mar 12
- Working with secondary schools through the National Curriculum (Manchester) 8 Mar 12
- Preparing effective funding applications (London) 14 Mar 12

Event Flyers with full details are available for all of the events -