



Hertfordshire Training & Development Consortium

Workforce Development for the Voluntary & Community Sector

SKILLS ADVICE
TRAINING COURSES

Skills Advice for Voluntary Sector Organisations

HTDC is providing a free skills advice service for voluntary and community sector organisations in Hertfordshire. Our Skills Advisor is Nemore Hook, formerly a community development worker with Herts Mind Network. This enables HTDC to provide an outreach service across the county to support organisations in the training and development of their staff and volunteers. And with a better understanding of the needs of the sector and any gaps in provision, it will allow us to further improve our workforce development programmes.

Here are a few words from Nemore to explain her role:



“ I am the HTDC Voluntary and Community Sector Skills Advisor. My role involves working with voluntary groups and organisations to identify learning and training needs for their paid staff and volunteers. I can suggest possible solutions which will benefit not only the individuals undergoing training, but also the organisations concerned as their workforce skills are developed in line with their needs, allowing them to be better equipped to meet the increasing demands facing the sector in today’s challenging environment.

This is a fantastic opportunity for an advisor to work with you to identify training needs and skills gaps. Once learning and development needs have been identified, I will explore the wealth of training opportunities on offer to ensure your organisation becomes aware of the most appropriate and relevant training available.

Training is available for paid staff and volunteers across a wide variety of topics, and much of this is fully funded or highly subsidised. I can help you to address your workforce’s needs from basic skills and IT through to Health and Safety, Food Hygiene, Leadership and Management Training and much more! There is also a wide range of training provided by Hertfordshire County Council and other bodies across the county – I can help signpost you to relevant courses.

I will be happy to visit you to discuss your particular needs and help you to develop an individual training programme for your organisation. If you already have a training co-ordinator I can offer additional support to that role. My contact details are on the reverse of this leaflet. ”

Training for the Voluntary & Community Sector

HTDC is committed to improving access to training for staff and volunteers working for VCS organisations in Hertfordshire. We have secured funding from a number of sources to expand the county-wide programme of training specifically geared to the needs of the sector.

There are courses available in every district of Hertfordshire across a wide range of topics including:

- Leadership & Management
- Trustee & Governance
- IT
- Personal and Communication Skills
- HR & Recruitment
- Teacher Training (including PTLLS)
- Fundraising
- Volunteer Management
- Community Engagement
- Induction training
- Financial Capability
- Specialist training for groups working with children

These courses are run by HTDC's member organisations (including all the CVSs in Hertfordshire and Volunteering Herts). The programme is responsive to local needs and is delivered by skilled specialist trainers with an excellent track record.

You can download the current HTDC programme from www.htdc.org.uk, or to see what else is available in your area, please go to the website of your local CVS.



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