

FFRAMWAITH HYFFORDDIANT RHANBARTHOL/REGIONAL TRAINING FRAMEWORK

<p>1. Bwrw Iddi</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beth ydych chi am ei wneud a phwy all eich helpu <input type="checkbox"/> Trefnu pwyllgor – beth i'w wneud a phwy ddylai ei wneud <input type="checkbox"/> Trefnu'ch gwaith <input type="checkbox"/> Ffurfioli eich mudiad 	<p>1. Getting Started</p> <ul style="list-style-type: none"> <input type="checkbox"/> What do you want to do & who can help you do it? <input type="checkbox"/> Organising a committee – what to do & who should do it <input type="checkbox"/> Organising your work <input type="checkbox"/> Formalising your organisation
<p>2. Rhedeg eich mudiad</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gofalu am eich mudiad <input type="checkbox"/> Y cylch pwyllgorau <input type="checkbox"/> Blaengynllunio <input type="checkbox"/> Beth i'w wneud os aiff pethau o chwith <input type="checkbox"/> Monitro a gwerthuso gwaith eich mudiad <input type="checkbox"/> Manteisio i'r eithaf ar Dechnoleg Gwybodaeth 	<p>2. Running your Organisation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Look after your organisation <input type="checkbox"/> The Committee cycle <input type="checkbox"/> Planning ahead <input type="checkbox"/> What to do when things go wrong <input type="checkbox"/> Monitoring & evaluating the organisations service delivery <input type="checkbox"/> Getting the best out of IT
<p>3. Gweithio gydag eraill</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sgiliau cyfathrebu effeithiol <input type="checkbox"/> O'r cynllunio i'r cyflwyno – gweithio gyda'r sector statudol <input type="checkbox"/> Rhwydweithiau, consortia a chynghreiriau <input type="checkbox"/> Sgiliau ar gyfer negodi a dylanwadu ar eraill 	<p>3. Working and communicating with others</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effective Communication Skills <input type="checkbox"/> From planning to delivery – working with the statutory sector <input type="checkbox"/> Networks, alliances & consortia <input type="checkbox"/> Skills for negotiation & influencing others
<p>4. Gwirfoddoli</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cyflwyniad i wirfoddoli <input type="checkbox"/> Paratoi ar gyfer gwirfoddolwyr <input type="checkbox"/> Recriwtio, dethol a chynefino i wirfoddolwyr <input type="checkbox"/> Cael y gorau gan eich gwirfoddolwyr 	<p>4. Volunteering</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to volunteering <input type="checkbox"/> Preparing for volunteers <input type="checkbox"/> Volunteer recruitment, selection & induction <input type="checkbox"/> Getting the best from your volunteers

5. Ymddiriedolwyr ac aelodau pwyllgorau rheoli

- Cyflwyniad i fod yn ymddiriedolwr neu aelod o bwyllgor
- Llywodraethu
- Rolau a chyfrifoldebau ymddiriedolwyr ac aelodau pwyllgorau rheoli
- Rolau swyddogion
- Y Bwrdd ac Is-bwyllgorau
- Recriwtio a datblygu ymddiriedolwyr
- Gweithio gyda'r Prif Swyddog

5. Trustees & Management Committee

- Introduction to being a trustee or committee member
- Governance
- Roles & responsibilities of trustees & management committee members
- Roles of honorary officers
- Board & committee structures
- Recruiting & developing trustees
- Working with the Chief Officer

6. Cyflogi a rheoli pobl

- Recriwtio a dethol
- Contractau cyflogaeth
- Cynefino staff
- Cyfraith cyflogaeth
- Goruchwyllo a gwerthuso
- Rheoli sefyllfaoedd cwynion a disgyblu
- Rheoli absenoldeb
- Rheoli iechyd a diogelwch yn y gweithle
- Ymdrin â gwrthdaro
- Datblygu staff

6. Employing & managing people

- Recruitment & selection
- Contracts of employment
- Staff induction & retention
- Employment law
- Supervision & Appraisal
- Managing grievance & disciplinary situations
- Managing absence
- Managing health & safety in the work place
- Handling conflict
- Staff development

7. Dod o hyd i arian a'i gael

- Cynllunio busnes a chynllunio strategol
- Paratoi strategaeth codi arian gynaliadwy
- Grantiau – addas ar gyfer arian
- Ennill arian
- Cyllid benthyciadau a datblygiad sy'n seiliedig ar asedau
- Rhoi a chodi arian gan y cyhoedd

7. Finding & getting money

- Business & strategic planning
- Preparing a sustainable fundraising strategy
- Grants – fit for funding
- Earning
- Giving & public fundraising
- Loan finances & asset based development

<p>8. Rheoli Arian</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elfennau cyfrifo sylfaenol <input type="checkbox"/> Cyfrifon ac archwiliad blynyddol elusen <input type="checkbox"/> Cyllidebu 	<p>8. Managing Money</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting basics <input type="checkbox"/> Charity annual accounts & audit <input type="checkbox"/> Budgeting
<p>9. Asedau</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adeiladau – rhentu, prydlesu neu brynu <input type="checkbox"/> Rhedeg adeilad cymunedol 	<p>9. Assets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Buildings – rent, lease or buy <input type="checkbox"/> Running a community building
<p>10. Hyrwyddo a marchnata</p> <ul style="list-style-type: none"> <input type="checkbox"/> Datblygu ac ysgrifennu strategaeth gyfathrebu <input type="checkbox"/> Creu deunyddiau cyhoeddusrwydd a marchnata <input type="checkbox"/> Datblygu eich cylchlythyr <input type="checkbox"/> Gweithio gyda'r cyfryngau <input type="checkbox"/> Ysgrifennu datganiadau effeithiol i'r wasg <input type="checkbox"/> Cynhyrchu adroddiad blynyddol <input type="checkbox"/> Creu gwefan – manteisio i'r eithaf ar eich gwefan ac ar y rhyngrwyd <input type="checkbox"/> Estyn allan – defnyddio fformatau ac ieithoedd hwylus 	<p>10. Promotion & Marketing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing & writing a communications strategy <input type="checkbox"/> Creating publicity & marketing materials <input type="checkbox"/> Developing your newsletter <input type="checkbox"/> Working with the media <input type="checkbox"/> Writing effective press release <input type="checkbox"/> Producing an annual report <input type="checkbox"/> Creating a website – making the most of your website & the internet <input type="checkbox"/> Reaching out – using accessible formats & languages
<p>11. Diogelu Plant</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hyfforddiant Diogelu Plant <input type="checkbox"/> Independent Safeguarding Authority Registration 	<p>11. Child Protection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child Protection Training <input type="checkbox"/> Independent Safeguarding Authority Registration
<p>12. Hylendid Bwyd a Chymorth Cyntaf</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hylendid Bwyd <input type="checkbox"/> Cymorth Cyntaf 	<p>12. Food hygiene and First Aid</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food Hygiene <input type="checkbox"/> First Aid

Oes gennych ddi-ddordeb mewn unrhyw bynciau eraill? Os oes, nodwch yma
Any other topics/subjects you would be interested in? Please specify

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Unrhyw sylwadau eraill yr hoffech eu gwneud ynglŷn â'n darpariaeth hyfforddiant?

Noder os gwelwch yn dda

Any other comments you would like to make regarding our training delivery? Please specify

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EICH MANYLION (OPSIYNOL) / YOUR DETAILS (OPTIONAL)

Mudiad / Organisation

Cyfeiriad / Address

Côd Post / Post Code Rhif ffôn / Tel

Ebost / Email

Prif Berson Cyswllt / Key Contact Person

Eich swydd yn eich mudiad / Position in organisation

DATA PROTECTION AND AUTHORISATION OF USE

Conwy Voluntary Services Council will use submitted details internally for administration purposes. As some of the information may be classified as "personal data" it will be processed in accordance with the rights and obligations of the 1998 Data Protection Act.

GWARCHOD DATA A'R HAWL I'W DDEFNYDDIO

Bydd Cyngor Gwasanaethau Gwirfoddol Conwy yn defnyddio manylion wedi eu cyflwyno i ni yn fewnol ar gyfer defnydd gweinyddol. Mae'n debyg caiff rhai agweddau o'r wybodaeth yma eu dosbarthu fel 'data personol' a bydd yn cael ei brosesu mewn cytundeb ag hawliau ac ymrwymadau Deddf Gwarchod Data 1998.

Please return to:-

Conwy Voluntary Services Council, 8 Riviere's Avenue, Colwyn Bay, LL29 7DP

A fyddwch cystal a'i ddychwelyd i:-

Cyngor Gwasanaethau Gwirfoddol Conwy, 8 Rhodfa Riviere, Bae Colwyn, LL29 7D

**Diolch i chwi am gymeryd amser i lenwi'r dadansoddiad hwn.
Thank you for taking the time to complete this analysis.**

**Working with Voluntary Organisations, Community groups and volunteers in Conwy
Cydwethio gyda Mudiadau Gwirfoddol, grwpiau Cymunedol a gwirfoddolwyr yng Nghonwy**