

**FFRAMWAITH  
HYFFORDDIANT  
RHANBARTHOL**



**REGIONAL  
TRAINING  
FRAMEWORK**

Hoffem gael eich barn chi am pa fath o hyfforddiant fydddech chi â diddordeb ynddo. Mae rhain yn enghreifftiau ond gallwn gynnig sesiynnau hollol wahnaol neu mewn ffurf wahanol. Anfonwch yn ôl RHADBOST

We'd like your view on the training you would be interested in. These are examples but we could offer completely different sessions or sessions on different formats. Send back FREEPOST

<p><b>1. Bwrw Iddi</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Beth ydych chi am ei wneud a phwy all eich helpu</li> <li><input type="checkbox"/> Trefnu pwyllgor – beth i'w wneud a phwy ddylai ei wneud</li> <li><input type="checkbox"/> Trefnu'ch gwaith</li> <li><input type="checkbox"/> Ffurfioli eich mudiad</li> <li><input type="checkbox"/> Rheoli Prosiect</li> <li><input type="checkbox"/> Cynllunio, rheoli a gwerthuso prosiect</li> </ul>	<p><b>1. Getting Started</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What do you want to do &amp; who can help you do it?</li> <li><input type="checkbox"/> Organising a committee – what to do &amp; who should do it</li> <li><input type="checkbox"/> Organising your work</li> <li><input type="checkbox"/> Formalising your organisation</li> <li><input type="checkbox"/> Project management</li> <li><input type="checkbox"/> Plan, manage and evaluating a project</li> </ul>
<p><b>2. Rhedeg eich mudiad</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gofalu am eich mudiad</li> <li><input type="checkbox"/> Y cylch pwyllgorau</li> <li><input type="checkbox"/> Blaengynllunio</li> <li><input type="checkbox"/> Beth i'w wneud os aiff pethau o chwith</li> <li><input type="checkbox"/> Asesu Risg</li> <li><input type="checkbox"/> Monitro a gwerthuso gwaith eich mudiad</li> <li><input type="checkbox"/> Manteisio i'r eithaf ar Dechnoleg Gwybodaeth</li> </ul>	<p><b>2. Running your Organisation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Look after your organisation</li> <li><input type="checkbox"/> The Committee cycle</li> <li><input type="checkbox"/> Planning ahead</li> <li><input type="checkbox"/> What to do when things go wrong</li> <li><input type="checkbox"/> Risk Assessment</li> <li><input type="checkbox"/> Monitoring &amp; evaluating the organisations service delivery</li> <li><input type="checkbox"/> Getting the best out of IT</li> </ul>

<p><b>3. Gweithio gydag eraill</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sgiliau cyfathrebu effeithiol</li> <li><input type="checkbox"/> O'r cynllunio i'r cyflwyno – gweithio gyda'r sector statudol</li> <li><input type="checkbox"/> Rhwydweithiau, consortia a chynghreiriau</li> <li><input type="checkbox"/> Sgiliau ar gyfer negodi a dylanwadu ar eraill</li> <li><input type="checkbox"/> Bod yn ddi-ildio</li> <li><input type="checkbox"/> Ymwybyddiaeth Anabledd</li> </ul>	<p><b>3. Working and communicating with others</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Effective Communication Skills</li> <li><input type="checkbox"/> From planning to delivery – working with the statutory sector</li> <li><input type="checkbox"/> Networks, alliances &amp; consortia</li> <li><input type="checkbox"/> Skills for negotiation &amp; influencing others</li> <li><input type="checkbox"/> Assertiveness</li> <li><input type="checkbox"/> Disability awareness</li> </ul>
<p><b>4. Gwirfoddoli</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cyflwyniad i wirfoddoli</li> <li><input type="checkbox"/> Paratoi ar gyfer gwirfoddolwyr</li> <li><input type="checkbox"/> Recriwtio, dethol a chynefino i wirfoddolwyr</li> <li><input type="checkbox"/> Cael y gorau gan eich gwirfoddolwyr</li> </ul>	<p><b>4. Volunteering</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to volunteering</li> <li><input type="checkbox"/> Preparing for volunteers</li> <li><input type="checkbox"/> Volunteer recruitment, selection &amp; induction</li> <li><input type="checkbox"/> Getting the best from your volunteers</li> </ul>
<p><b>5. Ymddiriedolwyr ac aelodau pwyllgorau rheoli</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cyflwyniad i fod yn ymddiriedolwr neu aelod o bwyllgor</li> <li><input type="checkbox"/> Llywodraethu</li> <li><input type="checkbox"/> Rolau a chyfrifoldebau ymddiriedolwyr ac aelodau pwyllgorau rheoli</li> <li><input type="checkbox"/> Rolau swyddogion</li> <li><input type="checkbox"/> Y Bwrdd ac Is-bwyllgorau</li> <li><input type="checkbox"/> Recriwtio a datblygu ymddiriedolwyr</li> <li><input type="checkbox"/> Gweithio gyda'r Prif Swyddog</li> </ul>	<p><b>5. Trustees &amp; Management Committee</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to being a trustee or committee member</li> <li><input type="checkbox"/> Governance</li> <li><input type="checkbox"/> Roles &amp; responsibilities of trustees &amp; management committee members</li> <li><input type="checkbox"/> Roles of honorary officers</li> <li><input type="checkbox"/> Board &amp; committee structures</li> <li><input type="checkbox"/> Recruiting &amp; developing trustees</li> <li><input type="checkbox"/> Working with the Chief Officer</li> </ul>
<p><b>6. Cyflogi a rheoli pobl</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recriwtio a dethol</li> <li><input type="checkbox"/> Contractau cyflogaeth</li> <li><input type="checkbox"/> Cynefino staff</li> <li><input type="checkbox"/> Cyfraith cyflogaeth</li> <li><input type="checkbox"/> Goruchwylio a gwerthuso</li> <li><input type="checkbox"/> Rheoli sefyllfaoedd cwynion a disgyblu</li> <li><input type="checkbox"/> Rheoli absenoldeb</li> <li><input type="checkbox"/> Rheoli iechyd a diogelwch yn y gweithle</li> <li><input type="checkbox"/> Ymdrin â gwrthdaro</li> <li><input type="checkbox"/> Datblygu staff</li> </ul>	<p><b>6. Employing &amp; managing people</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruitment &amp; selection</li> <li><input type="checkbox"/> Contracts of employment</li> <li><input type="checkbox"/> Staff induction &amp; retention</li> <li><input type="checkbox"/> Employment law</li> <li><input type="checkbox"/> Supervision &amp; Appraisal</li> <li><input type="checkbox"/> Managing grievance &amp; disciplinary situations</li> <li><input type="checkbox"/> Managing absence</li> <li><input type="checkbox"/> Managing health &amp; safety in the work place</li> <li><input type="checkbox"/> Handling conflict</li> <li><input type="checkbox"/> Staff development</li> </ul>

<p><b>7. Dod o hyd i arian a'i gael</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cynllunio busnes a chynllunio strategol</li> <li><input type="checkbox"/> Paratoi strategaeth codi arian gynaliadwy</li> <li><input type="checkbox"/> Grantiau – addas ar gyfer arian</li> <li><input type="checkbox"/> Ennill arian</li> <li><input type="checkbox"/> Cyllid benthyciadau a datblygiad sy'n seiliedig ar asedau</li> <li><input type="checkbox"/> Rhoi a chodi arian gan y cyhoedd</li> <li><input type="checkbox"/> Gweithdy sut i dendro</li> </ul>	<p><b>7. Finding &amp; getting money</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business &amp; strategic planning</li> <li><input type="checkbox"/> Preparing a sustainable fundraising strategy</li> <li><input type="checkbox"/> Grants – fit for funding</li> <li><input type="checkbox"/> Earning</li> <li><input type="checkbox"/> Giving &amp; public fundraising</li> <li><input type="checkbox"/> Loan finances &amp; asset based development</li> <li><input type="checkbox"/> How to tender workshop</li> </ul>
<p><b>8. Rheoli Arian</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elfennau cyfrifo sylfaenol</li> <li><input type="checkbox"/> Cyfrifon ac archwiliad blynyddol elusen</li> <li><input type="checkbox"/> Cyllidebu</li> </ul>	<p><b>8. Managing Money</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting basics</li> <li><input type="checkbox"/> Charity annual accounts &amp; audit</li> <li><input type="checkbox"/> Budgeting</li> </ul>
<p><b>9. Asedau</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adeiladau – rhentu, prydlesu neu brynu</li> <li><input type="checkbox"/> Rhedeg adeilad cymunedol</li> </ul>	<p><b>9. Assets</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Buildings – rent, lease or buy</li> <li><input type="checkbox"/> Running a community building</li> </ul>
<p><b>10. Hyrwyddo a marchnata</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Datblygu ac ysgrifennu strategaeth gyfathrebu</li> <li><input type="checkbox"/> Creu deunyddiau cyhoeddusrwydd a marchnata</li> <li><input type="checkbox"/> Datblygu eich cylchlythyr</li> <li><input type="checkbox"/> Gweithio gyda'r cyfryngau</li> <li><input type="checkbox"/> Ysgrifennu datganiadau effeithiol i'r wasg</li> <li><input type="checkbox"/> Cynhyrchu adroddiad blynyddol</li> <li><input type="checkbox"/> Creu gwefan – manteisio i'r eithaf ar eich gwefan ac ar y rhyngwyd</li> <li><input type="checkbox"/> Estyn allan – defnyddio fformatau ac ieithoedd hwylus</li> </ul>	<p><b>10. Promotion &amp; Marketing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Developing &amp; writing a communications strategy</li> <li><input type="checkbox"/> Creating publicity &amp; marketing materials</li> <li><input type="checkbox"/> Developing your newsletter</li> <li><input type="checkbox"/> Working with the media</li> <li><input type="checkbox"/> Writing effective press release</li> <li><input type="checkbox"/> Producing an annual report</li> <li><input type="checkbox"/> Creating a website – making the most of your website &amp; the internet</li> <li><input type="checkbox"/> Reaching out – using accessible formats &amp; languages</li> </ul>
<p><b>11. Diogelu Plant</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hyfforddiant Diogelu Plant</li> <li><input type="checkbox"/> Independent Safeguarding Authority Registration</li> </ul>	<p><b>11. Child Protection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Child Protection Training</li> <li><input type="checkbox"/> Independent Safeguarding Authority Registration</li> </ul>
<p><b>12. Hylendid Bwyd a Chymorth Cyntaf</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hylendid Bwyd</li> <li><input type="checkbox"/> Cymorth Cyntaf</li> </ul>	<p><b>12. Food hygiene and First Aid</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Food Hygiene</li> <li><input type="checkbox"/> First Aid</li> </ul>

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

.....  
.....

Pa adegau o'r dydd ydy'r mwyaf cyfleus gennych chi?  
*What time of day is most convenient to you?*

.....

Pa leoliad?

*Where?*.....

Unrhyw sylw arall

*Any other comments*.....

**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 .....

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

**A fyddwchystal a'i ddychwelyd i / Please return to:-**

**Rhadbost/Freepost - Mantell Gwynedd, NWW4062A, Caernarfon, Gwynedd, LL55 1ZZ**