

CVS Falkirk and District Training Programme 2012



CVS and Volunteer Centre Falkirk is the third sector interface for the Falkirk area. We support, develop and represent the voluntary sector.


Our training and learning programme is designed for:


- Staff in voluntary organisations
- Committee members/ Board Directors/Charity Trustees
- Volunteer Managers
- Volunteers
- Public sector employees

Whether you are new to your role, or want to refresh your training, we have a variety of sessions that will be of interest to you. These include:

- Planning and Organisational Development
- Volunteer Management
- Funding
- Developing Boards/Committees
- Financial Management
- Funding Surgeries


Training Programme by Subject Area

PLANNING AND ORGANISATIONAL DEVELOPMENT			
Title	Summary	Date	Time
Top Tips on Minute taking	Are you new to taking minutes of meetings? Did you agree to take on this role but are finding it hard to decide what you should and shouldn't minute? This session will cover the key things to think about when you take on the role of minute taker whether for a committee or board, sub group or working group or other similar type of meeting. This session is suitable for those new to this role or for those with some experience but who want a refresher.	Thursday 26 April	9.30 - 12.30
Making Better Meetings	Are you getting through everything at your committee or board meetings? Do you always manage to make decisions or do you often have to postpone making decisions until the next meeting? Do you think your meetings could be better? This session will help participants explore some of the key things that make good meetings. It is suitable for new or experienced committee or board members.	Monday 21 May	9.30 - 12.30
Business Planning	What is a business plan? What information do you put in it? Where do you start? What does a funder want when they ask for a business plan as part of a funding application? These are just some of the questions that will be answered in this session which is aimed at those new to developing a business plan or as a refresher for those with some experience.	Monday 30 April	9.30 - 12.30
PQASSO: Explained 	PQASSO is a quality assurance framework. It is a user friendly system to help you improve what you are doing and help you to be more effective and efficient. At this information session participants will find out what the PQASSO framework looks like, the benefits of using PQASSO and how you can fit it in around your existing work. We will provide details of the Practical PQASSO training that we offer and the mentoring support that we can provide to help you to successfully implement PQASSO in your organisation. This session is for board or committee members, staff members and anyone with an interest in quality assurance systems and in introducing one into their organisation.	Monday 12 March or Tuesday 20 March	2.00 - 4.00 6.30 - 8.30
Practical PQASSO	This 2 day session will give you the confidence and know-how to implement PQASSO in your organisation. It includes lots of practical information and exercises on how to introduce PQASSO into your organisation, who should be involved, what the implementation cycle is and what evidence based self-assessment is. We will show you how to develop your action plan, explore how to fit it in around your existing work and how PQASSO can help to improve the quality of what you do and how you do it. The cost of this 2 day session is £220 (£190 for members) which includes the PQASSO workpack.	Monday 11 June and Monday 18 June	9.45 - 4.30 9.45 - 4.30


VOLUNTEER MANAGEMENT			
Title	Summary	Date	Time
Developing Your Volunteer Programme	Is your organisation new to involving volunteers? Are you keen to involve volunteers but don't know what you need to know? This session will look at the benefits of involving volunteers as well as structuring your volunteer programme to compliment your services.	Monday 30 January	9.30 - 12.30
Recruiting and Selecting Volunteers	Who is the best volunteer for your organisation? This session will look at how to establish a fair and consistent recruitment and selection process. This workshop is open to anyone with an interest or remit in recruiting new volunteers.	Thursday 9 February	9.30 - 12.30
Creating Roles and Tasks for Volunteers	Having the right roles and tasks for volunteers is important not just for the volunteer but also to ensure that the involvement of volunteers enhances your service delivery and meets your organisational need. This session will help you to look at how best to develop volunteer roles in your organisation.	Thursday 23 February	9.30 - 12.30
Supporting and Supervising Volunteers	All volunteers need support and supervision. This session will provide an overview of different models of supporting and supervising volunteers. Open to staff and volunteers whose role is to provide supervision.	Friday 2 March	9.30 - 12.30
Saltire Awards Explained 	Saltire Awards is the new youth volunteering awards programme endorsed by Scottish Government and open to young people aged between 12 and 25 years. This information session is aimed at volunteers and staff working with and supporting young people in their volunteering. We will show you how to incorporate Saltire Awards in your organisation.	Monday 30 January	6.30 - 8.30

FUNDING			
Title	Summary	Date	Time
Three steps to funding	Looking at the three stages of funding from developing your idea, finding the funds and applying for funding, this session will help you be more prepared. You will work through the three stages using a step by step approach to help groups and organisations when applying for funding. This is a half day session and is suitable for those new to applying for funding as well as those who have experience but want a refresher.	Thursday 19 January or Monday 14 May	1.30 -4.30 9.30 -12.30
What makes a good funding application?	This session will look at what makes a good funding application, how funders assess applications, what common mistakes applicants make and hints and tips on what funders are looking for. This session is aimed at those who have some experience of applying for funding.	Thursday 26 January	9.30 -12.30
Getting ready for funding	How many times have you completed a funding application just in time for the deadline and then realised that you couldn't lay your hands on a simple yet crucial piece of information? This session will help you prepare a funders file of supporting information plus useful facts and figures about your organisation that are commonly requested by funders. Having a 'kitbag' of information will save you time in the long run, enable more than one person to complete funding applications and help to share the task of fundraising within the organisation.	Monday 13 February or Monday 28 May	9.30 -12.30 9.30 -12.30



DEVELOPING BOARDS/COMMITTEES

Title	Summary	Date	Time
Getting ready to recruit new board/ committee members	<p>Are you looking for new board members or committee members? Do you find it hard to find new board members? We can help you to develop a simple recruitment campaign and make contact with potential board members. By the end of this session participants will be able to produce an information pack for potential board members, develop a role description, identify different ways to promote their board opportunities and select potential board members. This session is for board and committee members and staff members.</p> <p>At the end of the session participants will also be able to sign up to participate in our Get On Board session on Wednesday 18 April (details below) and will be able to promote their board vacancies through the Volunteer Centre.</p>	<p>Thursday 2 February or Tuesday 7 February</p>	<p>9.30 - 12.30 6.30 - 9.00</p>
Get on Board Session 	<p>Have you thought about or been asked to join the board or management committee of a local organisation? Would you like to say yes but not sure if it's the right opportunity for you? This session is for you! Come along and find out more about:</p> <ul style="list-style-type: none"> • what it means to be on a board • what your responsibilities would be • why you should get involved • who are currently looking for board members? <p>There will be an opportunity for local organisations to promote what they do and to talk about what they are looking for from board members in an informal situation.</p>	<p>Wednesday 18 April</p>	<p>6.30 - 9.00</p>
Develop Induction for Board Members	<p>This 2 part session will help board and committee members to understand the induction process and to be able to apply it in their organisation. It will cover why induction is important, the benefits of a good induction process, what should be included, what should go in an induction pack and how to develop an induction plan. The session will be run over two half days. This session is aimed at board and committee members and is also suitable for staff members.</p>	<p>Thursday 10 May and Thursday 14 June</p>	<p>6.30 - 9.00 6.30 - 9.00</p>
Planning your AGM	<p>AGMs happen every year and they should be an opportunity to share all your successes with your members and stakeholders. However, many people dread their AGM and some groups find it hard to get enough people to come along. This session will help you plan for your AGM, explore ways to make it more enjoyable and encourage more people to attend. This session is suitable for anyone new or with little experience in organising AGMs or for those wanting a refresher or new ideas about running AGMs.</p>	<p>Friday 24 February</p>	<p>9.30 - 12.30</p>
Updating your constitution	<p>When did you first develop your constitution? Is it clear and understandable or does it use old, 'legalese' language? Has your organisation or group changed since it first started? Do you think your constitution reflects what you are doing now? Are you a charity and are you confident that your constitution meets with OSCR requirements?</p> <p>All these questions and more will be explored in this workshop. By the end of the session participants will feel more confident in updating their constitutions and will know how to go about making any necessary changes. This session is aimed at committee members and trustees.</p>	<p>Thursday 22 March or Wednesday 28 March</p>	<p>9.30 - 12.30 6.30 - 9.00</p>
Meeting OSCR requirements: Roles and responsibilities of charity trustees	<p>The Charities and Trustee Investment (Scotland) Act 2005 was developed to provide a legal framework for Scottish charities. OSCR (the Office of the Scottish Charity Regulator) was established to support Scottish charities to meet the requirements of the Act.</p> <p>This session will look at the roles and responsibilities of charities trustees, what information they have to provide to OSCR each year, when they have to tell OSCR about changes they want to make, what information they have to put on their letterheads and much more. This session will provide an overview of the charity legislation in Scotland.</p> <p>This session is aimed at charity trustees and those thinking about joining the board of a charity. It will be of interest to staff members.</p>	<p>Thursday 24 May</p>	<p>6.30 - 9.00</p>

FINANCIAL MANAGEMENT

Title	Summary	Date	Time
Independent Examination – are you ready? 	<p>Are you a charity? Do you know what you have to send to OSCR each year or has OSCR written to you recently saying that your annual return or annual accounts don't meet their requirements?</p> <p>These are just some of the questions that we will look at during this information session. We will also tell you how we can help you with your annual accounts, OSCR's requirements and your independent examination. We will also tell you about the services that we can provide including independent examination, book keeping and payroll.</p> <p>This session is suitable for committee members and staff members.</p>	Monday 23 January	10.00- 12.30
Managing Your Money	<p>This session is run over two half days. Responsibility for looking after the money often falls heavily on the treasurer but the responsibility for managing the money is the responsibility of the whole committee. This session looks at the roles and responsibilities of the whole committee and of the treasurer, what systems and procedures should be in place and what simple financial reports should be provided at each committee meeting. By the end of the session the committee will feel more confident in working together with the treasurer to manage their money.</p> <p>This session is aimed at board/committee members and treasurers.</p>	Thursday 17 May and Thursday 31 May	9.30 - 12.30 9.30 - 12.30

FUNDING SURGERIES

Title	Summary	Date	Time
Climate Challenge Fund – developing your ideas 	<p>Are you interested in applying for funding from the Climate Challenge Fund but not really sure what to apply for or how your community could benefit from it? Come along to this information session where you will hear about some of the successful projects in other parts of Scotland, share ideas with other like minded people and discuss potential projects that could be developed in your local community to benefit local people.</p>	Monday 16 January	1.30 - 5.00
Funding Surgeries 	<p>As part of our ongoing support to local organisations we will be providing funding surgeries on a regular basis (first Wednesday of every month) where you can discuss aspects of your funding application, seek information about new funding sources and discuss new ideas.</p> <p>Appointments typically last 45 minutes and must be booked in advance.</p>	Wednesday 1 February or Wednesday 7 March or Wednesday 2 May or Wednesday 6 June	10am - 3pm 10am - 3pm 10am - 3pm 10am - 3pm

Terms and Conditions

Submitting your booking

Please send your booking form(s) to the address at the bottom of this form. You need to ensure that we receive your booking form before the closing date for the session(s). For most sessions this is two full weeks prior to the date of the session. Some sessions have earlier closing dates – please check individual session details.

Payment

Payment can be made by cheque (payable to CVS Falkirk and District), or through BACS (please phone 01324 692000 for BACS details). We can send a receipted invoice on request. If paying by cheque you must include the cheque with your booking form. Your place may not be reserved until full payment has been received.

Costs: Members

£20 per person for half-day sessions.
£45 per person for full-day sessions.

Costs: Non-Members

£30 per person for half-day sessions.
£65 per person for full-day sessions.

Discounts for Members and Non-Members

Book four sessions and pay for only three, or, if four people from your organisation are attending the same session, pay for only three participants.

Membership

Community groups, voluntary organisations and social enterprises are able to join the CVS at no cost. To find out more please visit www.cvsfalkirk.org.uk/join

Confirmation of booking

We will send confirmation on receipt of your booking and payment. We will also send, in advance of the session, details of the session including venue, times, any recommended pre-reading, a map and directions to the venue.