

Outline

September 2010 - February 2011



Round	Governance in regards to Operations Management	Legal Duties of Trustees	Partnership working	Leadership & Strategic Planning	Financial Management
Autumn Evening time 5.30 – 9.00	Tuesday 14 Sep/10 5:15-900	Tuesday 28 Sep/10	Monday 11 Oct/10 5.30-8.00	Tuesday 2 Nov/10	Thursday 18 Nov/10
Winter Day time 10.00 – 4.00	Tuesday 9 Nov/10 9.45-4.00	Wednesday 24 Nov/10	Thursday 9 Dec/10 10.00-1.00	Tuesday 18 Jan/11	Thursday 3 Feb/11

1. Governance in regards to Operations Management - Core session

Trainers: Somanah Achadoo & Kevin Nunan

Newly appointed trustees or trustees starting a new organisation are always having issues about operations in regards to governance. This session look at what is governance, what is a management committee and its function, including its roles and responsibilities and how the roles of trustees need to be split up between governance and operations.

Learning Outcomes:

- understanding what governance means
- understanding the function of the management committee
- raising awareness on the different roles or hats trustees have at different stages of organisational development
- understanding roles & responsibilities of trustees

2. Legal Obligations of Trustees - core session -

Trainer: Caroline Jepson

Provides an overview, and increased awareness, of the range of the legal obligations of trustees to regulatory bodies, users and employees. The session will increase trustees' ability to comply with their obligations on employment, health and safety and other matters through appropriate policies and procedures. There will be an emphasis on the statutory rights of employees.

The information below represents the content for the day time course. For the evening one the general content will be the same but there will be more presentations than group exercises.

Learning Outcomes:

- To understand the origin, nature and range of legal obligations placed on trustees
- To increase ability to keep up to date with changes in legal obligations and seek assistance before problems develop
- To understand the legal rights and responsibilities of employers & employees

3. Partnership Working (half a day) –core session -

Trainer: Simone Hensby

This half a day workshop will look at the key principles in developing partnership and consortia working and the issues that need to be taken into account and planned for to ensure successful partnerships. Participants are invited to bring ideas of how they would like to work with other organisation to the workshop.

Learning Outcomes:

- To be fully aware of the key steps required to plan and set up a successful Partnership
- To increase the skills to set up a partnership



4. Leadership and Strategic Planning – core session

Trainer: Somanah Achadoo

This practical workshop aims to equip participants with the relevant knowledge and skills to lead the strategic planning process in their organisations and develop a business and strategic plan.

Learning outcomes:

- Understanding the strategic planning process
- Understanding leadership
- Becoming confident to lead your organisation on its key strategic choices
- Enhance your skills to use a range of tools to develop a business and strategic plan
- Identify financial information needed for your strategic plan

You will receive a 'Strategic Business Planning Toolkit'.

5. Financial Management – core session -

Trainer: Somanah Achadoo

Learn to read and manage the financial accounts of your organisation and gain skills and knowledge to maintain a healthy control of the finances. It will also touch on how change management has an influence on financial management.

Learning outcomes:

- Understanding a simple set of accounts and the budgeting process
- Identifying good financial controls
- Reading financial accounts
- Increase your confidence to manage financial change

Optional Session: "Developing a Fundraising Strategy"

Trainer: Sarah Oyedele

Evening time: 5:30 – 9:00 pm	Day time: 10:00 – 4:00 pm
2nd December10	17 February 2011

Participants will increase their understanding of what a fundraising strategy is and the steps to develop it. The session also touches on what organisations need to do to ensure their long term financial sustainability and the role of trustees in fundraising.

Learning Outcomes:

- To understand what is a fundraising strategy and how it fits with overall planning
- To have an overview of various fundraising sources
- To develop a fundraising action plan

This is an optional session which trustees attending the whole Better Governance Training Programme can enrol free to. Others can enrol as per VAC's booking procedure and fees.

Methodology	All sessions are participatory and use a combination of practical exercises, group discussion and briefings. Evening sessions may have more presentations than group exercises.
Trainers	All trainers are qualified and experienced in the subject areas.
Venue	Voluntary Action Camden, 293-299 Kentish town Road, London NW5 2TJ, 1st Floor Meeting Room
To enrol	Contact Patricia Garcia ☎ 020 7284 6568 or e-mail Pgarcia@vac.org.uk Or fill in the Expression of Interest attached and post it to Patricia Garcia, VAC, 293-299 Kentish Town Road, London NW5 2TJ